APPENDIX B

Action Committee for People with Disabilities – Application

Agrarians Foundation – Young Agrarians – Application

Alter Arts Society – Application

Arts on View Society – Application

Balfour's Friends Foundation – Application

Ballet Victoria Society – Application

Bayanihan Cultural and Housing Society – Application

Big Brothers Big Sisters of Victoria Capital Region – Application 1

Big Brothers Big Siters of Victoria Capital Region – Final Report 2021

Big Brothers Big Sisters of Victoria Capital Region – Application 2

Bike Victoria – Capital Bike – Application

Bike Victoria – Capital Bike – Final Report 2021

Bridges for Women Society – Application

Bridges for Women Society – Final Report 2021

Burnside Gorge Community Association – Application

Burnside Gorge Community Association – Final Report 2021

Canadian Orca Rescue Society – Application

Canadian Paraplegic Association – Spinal Cord Injury BC – Application

Canadian Paraplegic Association – Spinal Cord Injury BC – Final Report 2021

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

Capital Region Food and Agriculture Initiatives Roundtable (CRFAIR) – Final Report 2021

Capital Region Food Share Network – Application

Chinese Community Services Centre of Victoria/Saanich Legacy Foundation – Application

Chinese Community Services Centre of Victoria/Saanich Legacy Foundation – Final Report 2021

CineVic Society of Independent Filmmakers – Application

Community First Foundation – Backpack Buddies – Application

Community Options for Children and Families – Application

Community Social Planning Council of Greater Victoria – Application

Community Social Planning Council of Greater Victoria – Final Report 2021

Cook Street Village Activity Centre – Application

Creating Community Wellness Society – Application

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

Crisis Intervention and Public Information Society of Greater Victoria (NEED2 Suicide Prevention) – Final Report 2021

Downtown Victoria Business Association – Application

Fairfield Gonzales Community Association of Victoria – Application

Fairfield Gonzales Community Association of Victoria – Final Report 2021

Farm to School BC – Application

Fateh Care Charity Society – Application

Fernwood Neighbourhood Resource Group – Application

Fernwood Neighbourhood Resource Group – Final Report 2021

Food Eco District (FED) Urban Agriculture Society – Application

Friends of Bowker Creek – Application

Good Night Out Vancouver Society – Application

Gorge Narrows Rowing and Paddling Club – Application

Greater Victoria Acting Together – Application

Greater Victoria Volunteer Society – Application

Harvest and Share Food Relief Society – Application

Human-Nature Counselling Society – Application

Junior Achievement of BC – Application

KidSport Greater Victoria – Application

KidSport Greater Victoria – Final Report 2021

Leadership Victoria Society – Application

LifeCycles Project Society – Application 1

LifeCycles Project Society – Final Report 2021

LifeCycles Project Society – Application 2

Living Edge Community – Application

Living Edge Community – Final Report 2021

Maritime Museum of British Columbia – Application

Mental Health Society of Greater Victoria – Application

Monoceros Education Society – Application

North Park Neighbourhood Association – Application

North Park Neighbourhood Association – Final Report 2021

Oaklands Community Association – Application

Oaklands Community Association – Final Report 2021

Ocean Ambassadors Canada – Application

Osteoporosis Canada – Application

Pacific Training Centre for the Blind Society – Application

Pacifica Housing Advisory Association – Application

Pacifica Housing Advisory Association – Final Report 2021

Peers Victoria Resources Society – Application

Peers Victoria Resources Society – Final Report 2021

Peninsula Streams Society – Application

Peninsula Streams Society – Final Report 2021

Quadra Village Community Centre/Downtown Blanshard Advisory Committee – Application

Quadra Village Community Centre/Downtown Blanshard Advisory Committee – Final Report 2021

Royal Roads University – Application

Seniors Serving Seniors Association of BC – Application

Silver Threads Society – Application

Silver Threads Society – Final Report 2021

Soap for Hope – Application

Soap for Hope – Final Report 2021

Society for Kids at Tennis (KATS) – Application

South Jubilee Neighbourhood Association – Application

Sport for Life Society – Application

Stigma Free Society – Application

Stigma Free Society – Final Report 2021

Story Studio Writing Society – Application

Synergy Sustainability Foundation – Application

Synergy Sustainability Foundation – Final Report 2021

The Compost Education Centre – Application

The Compost Education Centre – Final Report 2021

The Diverters Foundation – Application

The Diverters Foundation – Final Report 2021

The Mustard Seed Street Church – Application

The Mustard Seed Street Church – Final Report 2021

The Proulx Global Education and Community Foundation – Application

The Proulx Global Education and Community Foundation – Final Report 2021

Theatre SKAM Association – Application

Theatre SKAM Association – Final Report 2021

Threshold Housing Society – Application

Together Against Poverty Society (TAPS) – Application

Together Against Poverty Society (TAPS) – Final Report 2021

Umbrella Society for Mental Health and Addictions – Application

United Way Southern Vancouver Island – Application

University of Victoria – Application 1

University of Victoria – Application 2

Vancouver Island Counselling Centre for Immigrants and Refugee – Application

Vancouver Island Counselling Centre for Immigrants and Refugee – Final Report 2021

Vancouver Island Local History Society – Application

Vancouver Island School of Art – Application

Victoria Arts Council – Application

Victoria Brian Injury Society – Application

Victoria Brian Injury Society – Final Report 2021

Victoria Coalition for Survivors of Torture – Application

Victoria Community Health Co-Operative – Application

Victoria Conservatory of Music – Application

Victoria Conservatory of Music – Final Report 2021

Victoria Disability Resource Centre – Application

Victoria Immigrant and Refugee Centre Society – Application

Victoria Innovation, Advanced Technology and Entrepreneurship Council (VIATEC) – Application

Victoria Literacy Connection Society – Application

Victoria Literacy Connection Society – Final Report 2021

Victoria Multicultural Society – Application

Victoria Rainbow Kitchen Society – Application

Victoria Rainbow Kitchen Society – Final Report 2021

Victoria Sexual Assault Centre – Application

Victoria Sexual Assault Centre – Final Report 2021

Victoria Supply Creative Reuse Society – Supply Victoria – Application

Victoria Women's Transition House Society – Application

Victoria Women's Transition House Society – Final Report 2021

Victoria Youth Empowerment Society – Application

Victoria Youth Empowerment Society – Final Report 2021

Voices in Motion Choral Society – Application

Wear2Start Society – Application

Worker Solidarity Network – Application

Worker Solidarity Network – Final Report 2021

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SECTION 1. CONTACT INFORMATION

Organization Name: Action Committee of People with Disabilities

Mailing Address: 948 View Street, Victoria BC V8V 3L5 Postal Code: _____

Contact Person: Christine Paisley Email: christine@actioncommittee.ca

Telephone: (250) 383-4105 Website: https://actioncommittee.ca/news/

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: 0011367

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 13421 0509 RR0001

**Must provide Certificate of Good Standing or 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 put into action through advocacy the empowerment, social inclusion, and economic equity for all People with Disabilities (PWD).
Mandate: "Provides advocacy to people with disabilities, support and assistance to ensure full participation in community and society in general, and information enabling people to access services to which they are entitled."

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

We have a clear and focussed mandate, operating 46+ years, with the consistent leadership of founder and an experienced Board. We are known in the community and were involved in the inception of VDRC and Independent Living Housing Society. We continue to work with organizations like the VDRC, TAPS, Social Planning Council, BC Transit, & CoV AAC.
Our downtown office serves as a social hub, volunteer opportunity, employer and service provider for people with disabilities. We share expertise & ex

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

How many volunteer staff at organization? 19 Total volunteer hours: 2020-20

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 characters – do not add extra pages)

We have a COVID safety plan and committee.
ACPD has kept the office open, but recently reduced hours and capacity to serve 40%. Fewer staff/volunteers work on site, to facilitate distancing. We have some closed door offices.
We are trying to deliver service remotely by holding accessible virtual meetings & using phone more.
The pandemic raised costs & reduced volunteer hours. A 2020/21 CoV grant covered weekly sanitizing but expired. We maintained cleaning service but have no funding. Volunteers often did administrative & cleaning work and we cannot afford to pay salaries to accomplish this.
We incurred expenses to allow some employees/volunteers to work from home, providing specialized devices to those with accessibility needs.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	94,760.50	Requested (pending)
Community Gaming Grant,	143,000.00	Requested - usually receive less. Funds
BC Housing	63,178.80	Confirmed. Rent subsidy program - flow-through to 8 individuals to supplement their rent (ongoing)
University of Victoria, Law	11,250.00	Approved/Pending. UVic Law student (1 term of 3)
Organization's Annual Budget	312,189.30	

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

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

Objective	Measure of Success
1. Increase organizational capacity to assist residents with disabilities in finding and keeping affordable housing that is suited to their needs	•Hire Law Co-op student (3 terms), to pursue more challenging and time-consuming housing appeals and complaints and support other Advocates with legal research •Re-assign duties to create a specialized Housing Advocate (case worker) to concentrate on housing issues and supports•Reduce wait period for an initial substantial meeting to a matter of days, from two weeks
2. Document the types of housing	• Hire part time Program Assistant
3. Keep ACPD doors open & service	•Re-establish regular office operating hours and original staff working hours (to the extent allowed by pandemic)•Maintain compliance with health measures associated with the pandemic (by funding contract cleaners)•Provide supports to ACPD staff and volunteers to work from home
4. Continue shift to partial virtual	•Clients who need it receive support and training in using Zoom •Client, staff & volunteers who require it receive specialized communications technology & help installing and using it
5. Increase understanding in the	•Create capacity for our Inclusion Resource Person to engage on CoV & Provincial housing initiatives and their impact on people living with disability, by reassigning duties internally •Create a pool of people with lived experience with disability to advise the CoV and other community organizations, to share housing barriers for people with disabilities and advise on their removal
6. Establish linkages and referrals of clients with disabilities from organizations supporting other equity-seeking groups and share expertise with other organizations supporting equity-seeking groups	•Promote ACPD housing related services to other non-profit organizations serving vulnerable, equity-seeking groups (e.g., seniors, youth, First Nations service orgs.) •Establish cooperative referrals processes•Hold a virtual meeting for other non-profits on ACPD services and various housing related programs and supports for people with disabilities
7. Increase clients and potential	• Make the website more accessible

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: Assisting people with disabilities to obtain & maintain suitable, affordable housing

Who is your target audience? People with disabilities, especially those on income support

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

There's a crisis in affordable housing & serious under-supply of accessible housing. People with disabilities face barriers like low incomes, digital access, mobility & discrimination. They pay much more than 30% of income on rent. ACPD's housing caseload is increasing. Evictions, complaints & appeals are complex. Need for affordable, accessible housing is documented in: CoV Housing Needs Assessment, Housing Strategy, Strategic Plan and Victoria Foundation Vital Signs Survey.
This program augments our existing client advocacy program. We will increase our capacity to serve clients on housing issues and do community advocacy to share our knowledge of barriers and solutions. The CoV will start accessible housing research and policy in 2022. With these resources, ACPD can engage on various housing projects.
Hiring UVic law student & Program Assistant will support an Advocate to specialize in housing and related supports. The law student can handle the more time-consuming cases such as appeals and complaints and do legal research. The Program Assistant will allow Advocates to focus on helping clients, ACPD to document barriers to housing and client needs, shepherd website accessibility improvements and add self-help resource links

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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).

- ☑ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☑ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 aims to increase Affordable Housing. The community also needs accessible housing.
CoV wants to :
1. "Decrease in number of people spending more than 30 per cent of income on housing." Most ACPD spend much more than 30% of their income on housing, and their low incomes are a barrier. ACPD helps client obtain financial and other supports to obtain and retain suitable housing.
2. "Decrease in homelessness." ACPD can prevent homelessness among its clients with disabilities by using legal recourse processes to resist evictions or secure their other rights. ACPD helps clients apply for and prove eligibility for income supports that allow them to stay in their rentals & access various housing programs.
Objective 5, Health, Well-Being and a Welcoming City:
1. "Increase sense of belonging and participation in civic life among all demographic groups." ACPD efforts provide housing security which contributes to sense of belonging to a community, and we do so in a holistic manner.
2. "Reduce people are living below the poverty line." ACPD contributes through community advocacy for removal of barriers in transit, public realm, to facilitate reaching job sites and through individual advocacy to help clients access income supports

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)

ACPD programs are based on the principles of accessibility and inclusivity. We are operated by and for people with disabilities. Our employees, volunteers, and board members have lived experience with disability and are thus attuned to barriers our clients face. We are small grassroots organization and know client needs.
Although we target people with disabilities, clients represent a number of other under-served communities, due to their intersectional identities as seniors, newcomers, visible minorities, people whose first language is not English, people of all gender identities and races, and people of low economic status.
Our advocacy is client-centred, with no predetermined methods. We meet clients at their homes if they cannot easily leave. We refer and help clients navigate various support systems and disability programs.
Our office is on the ground floor and wheelchair accessible and we have specialized communications and information technology such as extra large screens, headsets (for hearing loss) and other accessories.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Equity values are fundamental to the ACPD.
1. Social Justice
Advocates help clients overcome barriers and discrimination to realize their right to housing and other supports. We advocate in the community for suitable housing.
2. Intersectionality
We focus on helping clients access supports for people with disabilities, but we are also familiar with other support programs and organizations. All aspects of a client's identity are factored in, and we refer clients if necessary. With resources from this grant, we will enhance linkages with other specialized community groups.
3. Quality of Life
Quality of life starts with covering basic needs like income, housing, mobility, and food security, which we help provide. We provide human contact with caring staff and volunteers like them and employment or volunteer opportunities and (when the pandemic allows), social contact.
4. Resilience and Prosperous Community
This grant requests funding to continue services during the pandemic and use technology to change our service delivery model in part.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

ACPD serves people with disabilities, some of whom are seniors, youth, newcomers, visible minorities, TNB2S+ and most of whom are financially precarious, and a high proportion are living in poverty.
The rate of disability is increasing, and anyone can become disabled at any age, stage of life, economic or immigration status, neighbourhood, education, ethnicity, etc.

ACPD focuses on those who can live independently but are struggling with disability, poverty and other challenges and barriers. We support some of the most vulnerable.
We will build capacity through efforts of our Inclusion Resource Person to liaise and establish referrals system with other non-profit organizations aimed at particular equity-seeking groups.
Our planned website work, technology provision and training help individuals with disabilities become more independent and increase their capacity to navigate disability and housing & related support programs independently.

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How many people participate in or take advantage of the program for which you are seeking funding? 1673

How many of those people live within the boundaries of the City of Victoria? 1338

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 335

How many will benefit from the project or program? 1673 + Please explain below.
(1250 characters max – do not add extra pages)

Any resident with disabilities who requires accessible housing will benefit from ACPD's planned community advocacy work in which ACPD will attempt to increase accessible housing supply by providing insight into housing needs, best practices and research to the City and Province for their accessible housing related projects. An estimated 21% of the population (about 19,000 people in Victoria) have one or more disabilities and 1 in 10 over the age of 15 have severe/very severe disabilities. In the past year, 4,182 people in the Greater Victoria community that have benefited from our services (an estimated 40% of which is re. housing & related supports). This is significantly higher than last year (which was 2408 people), in part due to the COVID-19 pandemic.
Our client information database does not provide statistics on where clients live so figures are an informed estimate. Part of this grant application is for improvements to the system to improve our knowledge of clients, provide this information to grantors, and strengthen our ability to serve the community.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ 94,760.50
Must equal Total Funding Sources from City of Victoria on page 5

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		
Law Co-op student, full-time, temporary position	36,000.00	Uvic law co-op to help with complex housing
Program Assistant, part-time	21,450.00	PT - triage calls, book appointments, improve
Inclusion Resource staff member, part-time	18,000.00	Perform housing-related community advocacy: liaison, engagement, research, analysis and advice to other organizations like CoV & Province
Professional IT services	9,142.50	client training for digital communication (40 hrs for 20 clients @$75/hr + GST) & improved website accessibility & resources (75 hrs)
Accessible communications devices & perhipherals Professional IT services	750.00	Specialized accessible communications devices & peripherals (headsets, microphones, etc.) for clients (not to be owned by ACPD)
Zoom licence, Professional	168.00	Professional version, 1 year (Charity discount)
Medical Assessment fees for low	2,000.00	$50 each, to document eligibility for many
BC Housing Corporation Rent	63,178.80	Rent subsidy program - flow-through to 8
Volunteer work, in kind	57,739.60	Volunteer Advocates, Reception & volunteers
A. Total Project or Program Expenses	208,428.90	
Administration		
COVID-19 cleaning service	3,900.00	$75/week, 50 weeks/year
COVID-19 supplies	600.00	PPE, cleaning supplies, signage
Adminstration/Overhead	14,000.00	Overhead associated with Housing Advocacy
B. Total Administrative Expenses	18,500.00	
TOTAL PROGRAM EXPENDITURES (A+B)	226,928.90	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	8	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - Include pending requests				
City of Victoria	94,760.50	Pending	Susanne Thom	250 361-0573
A. Total Government Funding	0			
Corporate Sponsorships				
BC Housing	63,178.80	Confirmed	Amanda Parnh	250 475-7550
B. Total Corporate Sponsorships	63,178.80			
Matching Funds				
University of Victoria	11,250.00		Francine Proct	250-721-8196
C. Total Matching Funds	11,250.00			
In-Kind Contributions				
Volunteer work	57,739.50		Christine Paisel	250 383-4105
D. Total In-Kind Contributions	57,739.50			
Waived Fees and Charges				
E. Total Waived Fees and Charges	0			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	226,928.90	Should equal Total Program Expenditures on page 4		

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 organization can continue, but cannot meet the increasing caseload arising from the housing crisis. Wait times will extend and we will not provide timely service.
Without the Inclusion Resource Person, ACPD will not have resources to engage on accessible housing work planned by the City & Province & make civil society connections.
Without funding for other expenses we cannot become more efficient, improve resiliency with an improved website and use of technology, or cover pandemic costs.

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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)

Law Co-op (2 work terms) plus part-time Program Assistant (= $46,200) are essential to the Housing Advocacy Program. If we hire a Law student for two terms, UVic will cover 1 term.
The Program Assistant will increase efficiency and caseload of Advocates, enabling ACPD to meet increasing demand.
With half the requested amount for Inclusion Resource Person, we can do some community accessible housing work (minimum of $55,200 for the whole 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, 2022 To: June 30, 2023

Project or program location: downtown Victoria, BC

Project or program timeline and major milestones.

Date	Milestone
As soon as funding decision communicated	Commence recruitment & prepare to re-allocate duties among existing staff, to facilitate concentration on housing
July 2022	Commence enhanced housing advocacy program with new human resources in place, to address service backlog
July 2022	Extend cleaning contract
August 2022	Write to City Planning Department to inform that ACPD has resources to engage on accessible housing policy. Request meeting to share knowledge and ask for engagement timeline. Same with Province and CRD.
Summer 2022	Analyze Housing cases to pinpoint barriers and improve workflow, & train staff (Informs website project)
August 2022	Launch website improvements project (improve accessibility & housing resources).
October 2022	Commence client database improvements, to improve communications, manage workload & provide statistics
Fall 2022	Reach out to other non-profits to establish referrals and share knowledge of housing supports. Hold housing virtual meeting.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 9 Total volunteer hours required: 1500

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

Signature _____ Position _____

Name _____ Date _____

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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)

Law Co-op (full-time, temporary) plus part-time Program Assistant (=$57,450) are essential to increasing our capacity in Housing. The Law student provides value for money and is partly paid by UVic. This skills and capacity infusion is needed for labour-intensive housing cases like evictions, complaints and appeals. Historically, having a law student allowed us to serve more people.

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.

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Project or programlocation: downtown Victoria, BC

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Summer 2022	Analyze Housing cases to pinpoint barriers and improve workflow, & train staff
August 2022	Launch website improvements project (improve accessibility & housing
October 2022	Commence client database improvements, to improve communications,
Fall 2022	Reach out to other non-profits to establish referrals and share knowledge of

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this projector program? 9 Total volunteer hours required: 1500

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

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- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Co-ordinator
Position

Christine Paisley
Name

Jan 30, 2022
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. Postal Code: 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 Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Agrarians Foundation 'dba' Young Agrarians 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)

YA has worked to enhance local food production in Greater Victoria since 2012! 1000+ people in the CRD have participated in YA programs and events. YA contributes regularly to CRD initiatives, such as the Good Food Network, and 2021's 'Food Eco-District & City of Victoria: Small Scale Commercial Urban Agriculture webinar'. Our Vancouver Island Land Matcher farmed in Saanich for 8 years before joining YA, and to date, has made 16 farmland matches in the CRD, with 4 more in progress.

How many paid staff at organization? Full Time: 11 Part Time: 6

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 characters – do not add extra pages)

To comply with Provincial Health Orders, YA has a provincially-approved COVID-19 Safety Protocol for delivering our services, including socially-distanced outdoor events as permitted. Staff have remote offices and work with clients by phone and video calls. If site visits are required, they 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.

cational webinar

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

Funding Sources	$ Amount	Use
City of Victoria	$13,500	Pending grant application - Garden Sharing Project
Ministry of Agriculture	$390,000	Confirmed - BC Land Matching Program (BCLMP)
Columbia Basin Trust	$48,000	Confirmed - BCLMP & Business Mentorship Network & Events
Bullitt Foundation	$38,750	Pending - BCLMP
Cowichan Valley Regional District	$10,000	Confirmed - BCLMP
Globetrotter Foundation	$90,000	Confirmed - Operating & Programs
Real Estate Foundation of BC	$45,000	Confirmed - BCLMP
Vancity	$40,000	Confirmed - Business Mentorship Network
Organization's Annual Budget	$675,250	This list includes only funders for Agrarians Foundation in BC due to lack of space

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
Raise awareness of Garden Share Listings platform	1,000+ Garden Share promotional postcards and posters distributed in the City of Victoria
Grow inventory of Garden Share Listings on the U-Map	25-50+ Garden Share listings added
Network homeowners and gardeners in Victoria	25-50+ attendees at 1 in-person networking event
Deliver educational garden sharing content	25-50+ attendees at 1 recorded educational webinar that will be perennially available online
Increase garden sharing readiness of growers and homeowners in Victoria	500+ hits on YA's garden share webpage (100+ in City of Victoria); and 3500+ garden share social media hits
Support Victoria community organizations whose membership is interested in garden sharing	20-30+ organizations reached with garden share info

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: Young Agrarians Garden Sharing UMap Project (Bringing back "Sharing Backyards")

Who is your target audience? Victoria residents who are wanting to increase food access and food security for themselves and their families.

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

Victoria's rapid urbanization continues to impact green spaces essential to community garden development. 51% of permeable areas in the COV are privately owned. 7 of the city's 20 community gardens are allotments on City land, with 2-10 year waitlists. Plans for new allotment gardens require years to develop. Garden Sharing is a mutual-aid solution where individuals can offer gardening space to gardeners. However, it is relatively unknown, as it requires a maintained e-listings platform, ongoing promotion, and support through Best Practices resources. YA's Garden Share UMap revitalized the concept of Victoria's former Sharing Backyards map (operated by LifeCycles), with ongoing capacity to manage Garden Share listings. The UMap is an online resource map launched in 2013. A Garden Share listing was added in 2020 to meet significant demand for gardening due to COVID-19. Homeowners submit listings for approval, which show up geographically, and garden seekers reach out via the UMap. Connections are supported by a Best Practices resource. This project will support long-term Garden Sharing access for Victoria residents through outreach and education, an e-listings tool and best practices, and improving and administering the UMap.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 Garden Sharing project will achieve the City of Victoria's goal under Strategic Objective 4.75 to "bring back the Sharing Backyards Program" by listing backyard spaces available to be shared on the UMap, YA's publicly accessible online mapping tool. The Garden Sharing project will: empower Victoria residents to share growing spaces through Garden Sharing listings and information found in a Garden Sharing Best Practices resource; provide education and networking through events; and raise awareness of the Garden Sharing platform through public outreach, as well as engagement and distribution through community organizations in the City of Victoria. The CoV has identified that there are no Victoria-based organizations with the capacity to host a garden mapping tool, and our platform is designed to connect those looking for growing space with underused gardens listed by property owners. The impact of this project will continue beyond this grant. The outreach campaign will establish the Garden Sharing tool as a perennial resource for Victoria residents, which will continue to be maintained by YA.

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 is committed to providing free programs and services to anyone interested in growing food, with an emphasis on ensuring programs are accessible to marginalized and equity-seeking groups. The Garden Share program is easy to access and use, and increases availability of garden space to those who do not have garden space. Part of this project will include a review of the Garden Sharing listing and best practices resource, including the addition of accessibility considerations. For many in equity-seeking groups, growing food is a way to be independent from traditional economic systems that can be exclusionary. With a 10-year waitlist for community gardens in Victoria, additional solutions are needed. By offering a user-friendly platform for Garden Sharing, this project reduces structural barriers to gardening, and empowers community members who may be excluded from ownership to independently achieve their food growing goals. Ongoing cross-cultural literacy is a key element of YA staff training. YA staff understand intersectionality and have the tools to support people where they're at and according to their lived experience. The Vancouver Island Land Matcher is available to answer questions and support use of the platform.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

The Garden Sharing Project address all four of the Council's stated values on equity: Social Justice, by removing systemic barriers to access to land and culturally appropriate food; Intersectionality, by promoting connection between residents with different lived experiences; Quality of Life, since gardening is well-known to promote health, happiness and satisfaction; and Resilience and Prosperous Community, by ensuring that gardening is inclusive and accessible to everyone in the City of Victoria, not just homeowners with yards.

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 do land-based work, and grow fresh, culturally-appropriate food for themselves, their families, and their communities.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

YA works with a demographic that is economically disadvantaged with limited access to resources, especially land. Those who seek garden sharing opportunities do so because they do not have access to growing space at home. They are more likely to not own their own home. Garden Sharing supports a range of under-served communities, such as newcomers to Canada who are seeking space to grow culturally appropriate foods. Importantly, a disproportionate number of Black, Indigenous and racialized Canadians identify as food insecure. YA provides free services that work to support marginalized people to overcome systemic barriers preventing them from accessing land to grow food, e.g. lack of generational wealth or lack of access to networking opportunities. YA's community-building approach and public education activities grow capacity that works over time to empower individuals and communities through local food systems! Growing food emphasizes learning from the land rather than traditional education systems, which can be exclusionary, and allows people to grow communities that are place-based.

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How many people participate in or take advantage of the program for which you are seeking funding? 750+

How many of those people live within the boundaries of the City of Victoria? 150-200+

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 150-200+

How many will benefit from the project or program? 2,000+ Please explain below.
(1250 characters max – do not add extra pages)

A 2018 Urban Food Table survey shows access to garden space is by far the #1 reason people aren't growing their own food. With 2-10 year wait lists for community gardens in Victoria, it is estimated that more than 170 people on these waitlists are not able to access land. Existing and proposed garden allotments will not fulfill the demand for growing spaces. The BCLMP, which facilitates agricultural matches, fields 1,200+ land inquiries across BC annually. Of these, about 400 are on Vancouver Island. Garden Sharing supports home-scale growing in urban areas, particularly Victoria. Proportionally, there are more land seekers based in Victoria (115+) than anywhere on the island, many of whom would be well-served by Garden Sharing. Victoria residents are the largest demographic using the Garden Sharing Best Practices webpage (15% of views). With targeted outreach in the City of Victoria, we will be able to connect the dots between the 100s of Victoria residents eager for garden space, and the resources offered through YA's Garden Share project. This 2020 Victoria News article highlights the benefits of the UMap and Garden Sharing: vicnews.com/community/garden-sharing-map-connects-victoria-landowners-and-gardeners

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $13,500
Must equal Total Funding Sources from City of Victoria on page 5

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		Garden Share Project Expenses:
FT Vancouver Island Land Matcher Salary	$58,968	Garden Share coordination: $8,725 @ $30/hour = 290 hours over 47 weeks
Legal - BCLMP lease reviews	$6,600	
Mileage & Travel - BCLMP site visits	$4,000	
Website Development & Maintenance	$1,000	Garden Share UMap listing form maintenance and improvement: $500
Food, Equipment, & Supplies - BCLMP events	$750	
Advertising, Promotions, & Printing	$2,250	Garden Share graphic design, printing, and distribution: $2,250
Communications	$675	Garden Share communications: $675
A. Total Project or Program Expenses	$74,243	
Administration		
Administration Fee (10%)	$7,424.30	Garden Share project administration fee: $1,350
B. Total Administrative Expenses	$7,424.30	
TOTAL PROGRAM EXPENDITURES (A+B)	$81,667.30	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	10%	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	$13,500			
Ministry of Agriculture	$55,500	Pending	J Dennis	778-974-3832
Cowichan Valley Regional District	$10,000	Pending	Barry O'Riordan	250-746-7880
A. Total Government Funding	$79,000			
Corporate Sponsorships				
B. Total Corporate Sponsorships				
Matching Funds				
Donations	$2,667.30		Sara Dent	778-968-5518
C. Total Matching Funds	$2,667.30			
In-Kind Contributions				
D. Total In-Kind Contributions				
Waived Fees and Charges				
E. Total Waived Fees and Charges				
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$81,667.30	**Should equal Total Program Expenditures on page 4**		

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

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

This project is embedded in the BCLMP. We have included a geographically project-specific budget, rather than a whole program budget, which is approx. $500,000 per year. Without this grant, the BCLMP will continue offering land matching for farmers and landholders, and YA will continue to host Garden Share listings. However, YA will not be able to do Garden Share outreach and promotion in the City of Victoria, nor deliver Garden Sharing education and networking events.

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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 provide focused support in the City of Victoria and the CRD, a minimum level of funding would be $13,500. This will provide the dedicated funding needed to administer and improve the Garden Share listings platform, and provide educational and networking activities in the region.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: Sep 1, 2022 To: Jun 30, 2023

Project or program location: City of Victoria

Project or program timeline and major milestones.

Date	Milestone
Sep - Oct 2022	Develop outreach materials: postcard and poster; improvements and maintenance on UMap platform
Nov 2022 - Jan 2023	Outreach to community organizations and City of Victoria residents
Jan 2023	1 recorded educational webinar with how-to on Garden Share listings and garden sharing best practices with 25-50 attendees
Mar - Apr 2023	1 in-person networking event in Victoria with 25-50 attendees
Ongoing	Administer Garden Share platform: respond to emails, approve listings; liaison with press; project monitoring and evaluation; financial administration and project reporting

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

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: 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

Executive Director
Position

Sara Dent
Name

January 31, 2022
Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Alter Arts Society

Mailing Address: 1356 McNair Street, Victoria BC, V8T 2S3 Postal Code: _____

Contact Person: Jenn Neilson Email: jenn@alterarts.ca

Telephone: 250-812-5240 Website: https://alterarts.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: S0071982

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

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

To make the world a better place by creating and supporting artistic, educational, environmental, and social activities and events.

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

Alter Arts Society brings the arts to residents of Greater Victoria through the Out There Art Festival (OTAF), which has turned Hillside-Quadra into a COVID-safe outdoor art gallery with pop-up performances in late summer in 2020 and 2021. We host the Summit Park Pumpkin Festival on Nov 1st (since 2019). In September 2021 we opened our Community Art Hub, a library of art-making tools, equipment, and supplies, and shared workspace for artists located inside the Quadra Village Community Centre.

How many paid staff at organization? Full Time: 0.00 Part Time: 1.00

How many volunteer staff at organization? 8.00 Total volunteer hours: 100.00

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 characters – do not add extra pages)

The Community Art Hub is currently open, and can accommodate up to 6 people at a time (10 if they come in groups) per the Quadra Village Community Centre's COVID policy, which is stricter than the Provincial Health Orders. Masks (ages 5+) and proof of vaccination (ages 12+) are required for everyone using the space. Our dedicated working Board of Directors is committed to keeping up to date on Provincial Health Orders and ensuring that Community Art Hub staff, volunteers, and participants comply fully at all times.

Alter Arts Society has extensive experience running COVID-safe events, including the physically-distanced Out There Art Festival, which was one of only two festivals to take place in Victoria in the summer of 2020.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 30,000.00	Community Art Hub programming (this request)
Other City of Victoria*	$ 11,500.00	OTAF ($4,000), Murals ($5000) & Community Art Hub equipment ($2,500) in 2021
CRD Arts Commission or BC Arts Council*	$ 71,200.00	Festival (CRD $7,200; BC 36,000) & Community Art Hub programming and equipment (BC $28,000) (requested)
Ministry of Canadian Heritage*	$ 38,380.00	Out There Art Festival (requested)
Community Gaming Grant	$ 100,000.00	Festival & Community Art Hub programming and equipment (requested)
Corporate Sponsorships	$ 4,500.00	Out There Art Festival (confirmed)
Ticket Sales and Fundraising	$ 5,000.00	OTAF & Community Art Hub programming & equipment (estimated)
Business/Arts Artsvest Sponsorship Matching Program	$ 4,500.00	Community Art Hub programming & equipment (confirmed)
Organization's Annual Budget	$ 265,080.00	

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
Hire a Community Arts Coordinator	Number of Community Arts Coordinators hired
Run weekly artist-led workshops	Number of weekly artist-led workshops held
Create a welcoming atmosphere at drop-in sessions for BIPOC and other marginalized people	Number of BIPOC and other marginalized community members who attend drop-in sessions
Offer drop-in sessions to the wider community	Number of hours of everyone welcome drop-in sessions offered
Welcome new participants into the Community Art Hub space	Number of new participants who visit the Community Art Hub for the first time
Improve the physical, social and cultural accessibility of the space	Number of accessibility audits performed, and number of recommendations implemented

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: An arts space for equity-deserving community members

Who is your target audience? Aspiring, emerging, and established artists who are members of equity-deserving communities or who have lived experiences of marginalization

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

This funding will enable Alter Arts Society to hire staff to provide drop-in access for BIPOC and other marginalized community members to a safe, accessible shared arts workspace and library of art-making equipment, tools, and supplies approximately 126 hours per month for 10 months. We will:
1) perform an accessibility audit of the Community Art Hub using the Radical Access Mapping Project audit template to ensure that it is a welcoming and safe space
2) make any modifications to the space identified in the audit to enhance its accessibility (no major renovations are needed)
3) offer dedicated drop-in hours and artist-run workshops (by donation) open to specific marginalized and/or equity-deserving groups, in order to create a space where artists will feel safe to share traditional teachings, process trauma, and create freely.

Providing priority access to safe and supportive spaces for art-making and a library of tools and equipment necessary to produce art to members of equity-deserving and/or marginalized community members is essential to enabling the prosperity and economic inclusion of BIPOC and other marginalized artists.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Under Prosperity and Economic Inclusion, Council supports both non-transactional approaches to providing goods and services (such as neighbourhood-based sharing libraries) and arts, culture and innovation venues and spaces. The Community Art Hub is a neighbourhood-based library of art-making tools, equipment, and supplies, and a shared workspace for artists and makers located inside the Quadra Village Community Centre. The art hub provides artists and the broader community with the option of using shared art-making equipment and supplies, instead of each household buying their own. The art hub is an innovative space that provides equitable access to tools, equipment, supplies, and workspace.

This project addresses two Strategic Plan operational priorities: nurturing and supporting arts, culture and creativity, and accessible information, facilities and services. The draft Hillside-Quadra Village and Corridor plan and the Official Community Plan call for additional arts and cultural spaces and programming. Victoria's Arts and Culture Master Plan calls for creative tool libraries, and using art as a tool for community wellness, including opening up opportunities for marginalized 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)

The Community Art Hub will address the needs of aspiring and emerging artists, artists facing barriers, and community members in Hillside-Quadra. This historically marginalized neighbourhood has a large proportion of newcomers, low-income families, and people experiencing challenges including housing instability and food insecurity. It is underserved in terms of indoor community space, services, and programming. The City's strategic plan commitment to "explore opportunities to expand the Quadra Village Community Centre" (QVCC) and "to provide library services in the north end of the city" speak to the lack of services in this neighbourhood.

In February 2019 Hillside-Quadra Collective (a non-profit community-building organization) conducted a community consultation inviting residents to share what they want in the neighbourhood. The 70+ respondents identified the need for a library, a makerspace, and an art studio. By working with QVCC and Hillside-Quadra Collective we stay connected with different segments of the population.

Alter Arts Society was created by and for artists, and project leaders include local residents, BIPOC and other marginalized people with experience managing and promoting community programs and spaces.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

The Community Art Hub helps to remove systemic barriers to participation in arts and culture by providing dedicated access to physically, culturally, and socially safe space and access to a library of art-making tools, equipment and supplies to members of equity-deserving communities and those with lived experience of marginalization. We will offer dedicated weekly drop-in sessions for members of marginalized communities including:
- a sensory-friendly session with low, non-fluorescent lighting and no music
- a 2SLGBTQIA+ session
- a session for people who self-identify as women
- a session for people with disabilities (accommodations provided upon request, according to the particular needs of participants)
- a session for BIPOC and other racialized community members
- two morning sessions with on-site childminding provided for preschoolers (ages 2-5)
- a monthly tween session in partnership with the Quadra Village Community Centre's youth drop-in program (ages 7-12)
- a youth session (ages 12-17)
- two 2-hour artist-led workshops per week, with priority given to BIPOC and other equity-deserving artists interested in leading workshops
- two everyone welcome drop-in sessions

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

This Community Art Hub programming will provide physically, culturally, and socially safe access to art-making tools, equipment, supplies, and workspace to a variety of equity-deserving and marginalized groups. For example Indigenous community members who have been displaced from a subsidized Indigenous housing complex near Vic High no longer have access to the carving room that was available to them there. Cultural protocols around carving (limiting knowledge-sharing outside of cultural or family groups, and prohibiting photography, for example) make it challenging for them to find a culturally safe space to continue to practice this traditional art. By providing a dedicated weekly drop-in session for Indigenous community members, the art hub can provide a space for appropriate and culturally-respectful knowledge sharing to take place, where carvers can share and pass along their knowledge, and continue to practice their craft. Similar examples could be provided for other equity-deserving groups who will also have exclusive weekly access to the space.

This project will enable community members, local artists, and makers to share their knowledge, explore new techniques and mediums, and reproduce and sell their creations.

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How many people participate in or take advantage of the program for which you are seeking funding? 2,400.00

How many of those people live within the boundaries of the City of Victoria? 2,280.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 120.00

How many will benefit from the project or program? 2,400.00 Please explain below.
(1250 characters max – do not add extra pages)

This project will enable the Community Art Hub to host up to five people (in addition to staff) at 12 weekly drop-in sessions targeting members of equity-deserving groups and individuals with lived experiences of marginalization, for 40 weeks. The target groups include people with sensory sensitivities, 2SLGBTQIA+ people, people who self-identify as women, people with disabilities, BIPOC and other racialized community members, caregivers for children ages 2-5 (on-site childminding provided), tweens ages 7-12 (in partnership with the Quadra Village Community Centre's youth drop-in program), youth (ages 12-17). Older adults are encouraged to attend and share their knowledge.

In addition, we will offer two 2-hour artist-led workshops per week, with priority given to workshops facilitated by BIPOC and other equity-deserving artists, two everyone welcome drop-in sessions. If capacity limits for the space increase, we will be able to host workshops with up to 10 participants in the space at a time, for a total of up to 4,800 participants.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 30,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Community Arts Coordinator & Childminding	$ 53,000.00	Salary and benefits for coordinator ($45,000) and childminding ($8,000) staff
Artists to Facilitate Workshops	$ 8,000.00	Two workshops per week 40 weeks at $100 per workshop
Indigenous Artist Honorarium & materials	$ 700.00	Honorarium for a local Indigenous artist to refurbish the mural by Indigenous Artists outside of the Community Art Hub (consent already obtained)
Materials for workshops	$ 8,000.00	Materials for workshops at $200 per week for 40 weeks.
Space Rental	$ 8,000.00	$2,000 cash, $6,000 in-kind
Contractor to perform Accessibility Audit	$ 2,000.00	
Funds to improve accessiblity in response to the audit	$ 1,500.00	Funds to address issues identified in the accessibility audit
Occupant Load Review building inspection	$ 100.00	Fire Marshall to review capacity limits in the space
A. Total Project or Program Expenses	$ 81,300.00	
Administration		
Program Manager	$ 10,525.00	20% of one FTE x 40 weeks.
Bookkeeping	$ 923.00	
Advertising	$ 1,200.00	Print & distribute flyers, social media ads
Insurance	$ 1,000.00	
Website & online calendar	$ 500.00	
B. Total Administrative Expenses	$ 14,148.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 95,448.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	14.82%	

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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	Jennifer Lockhart	
BC Arts Council Arts Impact Grant	$ 28,000.00	Pending	Krista Patterson	236-478-2550
BC Community Gaming Grant	$ 16,000.00	Pending	Community Gaming Grants Branch	250-356-1081
Canada Summer Jobs	$ 8,683.00	Pending		
A. Total Government Funding	$ 82,683.00			
Corporate Sponsorships				
Aryze Development	$ 1,500.00	Confirmed	Melanie Ransome	250-940-3568
B. Total Corporate Sponsorships	$ 1,500.00			
Matching Funds				
Business/Arts ArtsVest Sponsorship Matching	$ 1,265.00	Confirmed	Kenji Maeda	604-619-2610
Donations from program participants	$ 4,000.00	Pending	N/A	
C. Total Matching Funds	$ 5,265.00			
In-Kind Contributions				
Downtown Blanshard Advisory Committee - Discounted Rent	$ 6,000.00	Confirmed	Kelly Greenwell	250-388-7696
D. Total In-Kind Contributions	$ 6,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 95,448.00	Should equal Total Program Expenditures on page 4		

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)

Alter Arts Society will adapt the scope of the program depending on the amount of funding received. Thanks to our partnership with QVCC, programming costs for the art hub's first six months have been extremely low. Unfortunately, it is unrealistic to continue to make drop-in space available 30-45 hours per week without paying staff to operate the space long-term.

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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)

Due to current capacity limits we cannot offer drop-in hours without significant financial support. If we do not receive sufficient total funding (from multiple sources) to hire a Community Arts Coordinator ($45,000), our volunteers will continue to offer access to the space a limited number of hours per week, by appointment only.

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, 2022 To: June 23, 2023

Project or program location: Quadra Village Community Centre, 901 Kings Road, Victoria BC

Project or program timeline and major milestones.

Date	Milestone
July 2022	Contractor to conduct accessibility audit. Once complete, implement changes, including mural refurbishment (into August & September if needed).
August 2022	Hire full-time Community Arts Coordinator (40 hrs/week) and part-time Childminding Provider (9 hrs/week)
Sept. 6, 2022	Drop-in Community Art Hub programs and workshops begin.
November 2022	Showcase the work of interested community artists at the annual Summit Park Pumpkin Festival.
Ongoing	Update drop-in schedule as needed based on attendance, requests from the community, or seasonally.
June 23, 2023	Drop-in community Art Hub programs and workshops end.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5 Total volunteer hours required: 250

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

Executive Director
Position

Jenn Neilson
Name

Jan 31, 2022
Date

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Strategic Plan Grant Application Form

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SECTION 1. CONTACT INFORMATION

Organization Name: Arts on View Society

Mailing Address: 753 View Street Victoria BC V8W 1J9 Postal Code:

Contact Person: Deb Rhymer Email: debrhymer@shaw.ca

Telephone: 250-592-5764 or 778-679-4614 Website: www.artsonview.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: S0066472

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

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

The Arts on View Society's mandate is to support a vibrant arts and music community in Victoria through the creation of an arts hub (Arts on View) in downtown Victoria, featuring Hermann's Jazz Club as well as Hermann's Upstairs. Our objectives include presenting local, Canadian and international artists, creating purposeful partnerships with other community based organizations,fostering emerging artists and students, ongoing sustainability and a focus on diversity and inclusiveness.

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

Hermann's Jazz Club has been serving Victoria residents for over 40 years. We have provided world class shows as well as education opportunities. We support touring and local performers as well as providing mentoring and support for students and the overall music community. We also are an employer for people working in the Greater Victoria area. As a non profit society, we work in cooperation with other arts and cultural organizations.

How many paid staff at organization? Full Time: Part Time: 29.00

How many volunteer staff at organization? 32.00 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 characters – **do not add extra pages**)

The majority of the actiivities proposed under this project will occur off site at the consultant's offices. For any work performed on site, the AOV has a policy of requiring full vaccination of everyone who enters the building. All COVID protocols and provincial health orders are followed and monitored.

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 is it used in your organization's annual budget. **Also include all pending grant requests.**

Funding Sources	$ Amount	Use
City of Victoria	$20,000.00	Phase II Elevator Project
Revenue from Arts on View Society		Operating Costs for Arts on View Society
Details in Financial Statements	$ 791,794.00	
BC Arts Council	$24,000.00	Phase 1 Elevator Project
Organization's Annual Budget	~~$ 791,794.00~~	$835,794.00

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
Preparation of Detailed Updated Architectural Drawings	Receipt of the up to date architectural drawings for 753 View St.
Detailed specification documents	Receipt of the documents/plans required for tender and final construction.

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: Elevate Hermann's

Who is your target audience? All citizens and visitors of Victoria British Columbia

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

The Arts on View Society's vision for the building it occupies is to create an arts hub in Victoria BC. Within the building, the Society operates the iconic Hermann's Jazz Club, Canada's longest continuous running (40+ years) jazz club supporting over 400 performances a year. As part of the vision of the society, the second floor space in the building has been renovated and has recently opened. It now provides for an additional space of 260+ capacity and potentially doubles the opportunities for performances and other arts related events. The upstairs space is now available to performers, arts and culture organizations, individuals etc. for a variety of arts and cultural purposes. This beautiful space, one of the only medium sized venues in the city, is only accessible by a large number of stairs and as a result, is not easily accessible to individuals with disabilities, seniors and those with mobility issues. The funding support being requested is for the second phase of the project to install an elevator at the Arts of View facility at 753 View Street. Phase 2 includes preparation of detailed drawings and specifications ready for tender, building permit and ultimate construction.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 recently launched City of Victoria Music Strategy 2022 – 2026 outlines the lack of medium sized arts and cultural spaces in the Greater Victoria area. One of the priority areas of the strategy is to "preserve existing spaces and encourage the development of new spaces". The City is supportive of a performance hub concept, which aligns with the Arts of View Society's vision for the building. The City of Victoria recently launched its Victoria Music Strategy at the Hermann's Upstairs venue. It is recognized that this space is one of the only medium sized performing arts spaces in the downtown core. The addition of the second-floor space makes the building an arts hub. Having elevator access to this valuable community space makes this arts hub safer for everyone and accessible to people with disabilities and seniors who may have challenges with stairs. Our project ties into the outcome detailed in the City's Strategic Plan of an increased sense of belonging and participation in civic life of among all demographic groups.

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)

Having the second floor accessible to all citizens and those attending Arts on View events improves safety and ensures that we can serve and be welcoming to all members of community, including under served communities.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Arts on View has an Equity, Inclusion and Diversity policy that governs the work we do and the activities in the facility. This is in line with the City's stated values related to removal of barriers so that all members can participate and prosper. Our project, which will directly remove barriers to participation will be of great benefit. On an ongoing basis the Arts of View Society is specifically interested in supporting access and participation of underrepresented target groups. Our new arts hub provides new space for a variety of community groups, organizations and individuals to benefit for years to come.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

While this project has the potential to benefit all citizens and visitors to Victoria, persons with disabilities, seniors and persons with mobility issues will benefit the most from this project as it will make this arts hub available to them. This includes both presenters and participants.

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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? 100,000.00

How many of those people live within the boundaries of the City of Victoria? 90,000.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 5,000

How many will benefit from the project or program? 100,000.00 **Please explain below.**
(1250 characters max – do not add extra pages)

It is difficult to quantify how many individuals will benefit from this project. The estimates provided are low because the arts hub will benefit people over many years. Every organization utilizing the space, every performer, presenter practitioner and audience member will directly benefit in some way. Not only will the elevator make this space physically accessible to all citizens, the elevator allows for a myriad of new opportunities, as an elevator will assist in the transportation of equipment and materials to support new arts and cultural events/performances.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 24,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Architect fees	$ 14,000.00	Christopher Rowe, Architect - Current Architect
Structural Engineer fees	$ 4,000.00	
Mechanical Engineer Fees	$ 4,000.00	
Electrical Engineer Fees	$ 4,000.00	
GST	$ 1,300.00	
Project Management fees	$ 3,200.00	Provided in kind - based on 52 hours @$62.50/hour
A. Total Project or Program Expenses	$ 30,500.00	
Administration		
Admin support, legal, communications, paid staff	$ 4,800.00	less than 15% of total project costs
B. Total Administrative Expenses	$ 4,800.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 35,300.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	13.60%	

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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	$ 24,000.00	Pending		
A. Total Government Funding	$ 24,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
Cash Contribution by Arts on View	$ 4,260.00			
C. Total Matching Funds	$ 4,260.00			
In-Kind Contributions				
Project Managment	$ 3,200.00	Confirmed		
Administration	$ 3,840.00	Confirmed		
D. Total In-Kind Contributions	$ 7,040.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 35,300.00	Should equal Total Program Expenditures on page 4		

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 the full contribution the society would need to either undertaking a fundraising intitiative to make up the balance or would have to reallocate funds from other program areas within the annual 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)

It is not feasible to only do a portion of the 2nd phase of the project as the architectural, structural and electrical pieces are interdependent. While we are hopeful that the whole grant amount amount will be awarded, we are also committed to address any shortfall in project funding through a reallocation of funds in our existing annual budget or through additional fundraising.

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 2022 To: November 2022

Project or program location: 753 View Street Victoria B.C

Project or program timeline and major milestones.

Date	Milestone
July 1, 2022	Project Launch
July to September 2022	Completion of meetings with AOV and consultants, development of detailed plans
October to November 2022	Review and finalization of drawings and specifications, completion of plan for tendering and building permit

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4 Total volunteer hours required: 160

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

Signature

Deb Rhymer
Name

Director, Arts on View Society
Position

January 30, 2022
Date

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

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SECTION 1. CONTACT INFORMATION

Organization Name: Balfour's Friends Foundation

Mailing Address: 2116 Skylark Lane, Sidney, BC, V8L 1Y4 Postal Code: _____

Contact Person: Stephanoe Munkley Email: balfoursfriendsfoundation@gmail.com

Telephone: (778) 679-1400 Website: https://balfoursfriends.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: S0060302

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 845693449 RR 0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

We assist persons with low income with the cost of veterinary care by raising funds, maintaining funds, and distributing these funds to ensure pet owners in need can obtain proper veterinary care. We strongly believe that the companionship of healthy pets enhances the lives of people in need.
Pet owners seeking financial assistance are required to have their veterinarian or veterinary clinic contact the foundation to request funds.

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

We have been distributing funds to assist low income persons since 2012 and to date apprximately $150,000 has been transferred to veterinary clinic on befalf of their clients. BFF was established by persons working in emergency services who recognized the need. We are proud of the support that we receive from local fire and police services.

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

How many volunteer staff at organization? 10.00 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 characters – do not add extra pages)

We do not directly interact with recipents and veterinary clinics must adhere to COVID related public 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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 2,500.00	Vet Costs
Donations	$ 10,000.00	Vet Costs
Fund Raising	$ 18,000.00	Admin Costs ($2000) and Vet Costs ($16000)
Misc	$ 2,000.00	Vet Costs
View Royal	$ 2,500.00	Vet Costs
Saanish	$ 3,000.00	Vet Costs
Sidney	$ 1,500.00	Vet Costs
Other grants	$ 15,500.00	Vet Costs
Organization's Annual Budget	$ 55,000.00	

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 assist at least the same number of disadvantaged persons as the previous year	A count of the number of perons that have been assisted.

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: Compassion for Companions

Who is your target audience? Low Income Persons

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

We have been assisting low income persons with veterinary costs since 2012 and we have distributed nearly $150,000 over that period. Potential recipients must provide proof of low income in order to be considered. Payments are made to the clinic and not the beneficiary. In many cases, the pet is the beneficiary's only or primary companion and the only other option would be to surrender to the local BCSPCA or to euthanize.

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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).

- ☑ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

It is well know that pets contribute substantially to the health and well being of an individual or family. Recipients are typically seniors, disabled, and low income families who are unprepared for the costs of a sick or injured pet.

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 was based on the needs of disadvantaged who do not have other resources available to them,

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

We only provide funding to the disadvantaged and we are typically their only option. The primary recipients are seniors, disabled, and low income family, or in financial crisis. We do encourage applicants to find additional funding from other sources.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

We primarly help seniors, disabled, the disadvantaged, and low income families. In most cases, their communities are not in the position to assist them financially.

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1 Centennial Square
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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? 80.00

How many of those people live within the boundaries of the City of Victoria? 5.00

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? 80.00 Please explain below.
(1250 characters max – do not add extra pages)

Our charity provides assistance to low income persons throughout Vancouver Island, with approximately 85% living in the CRD. The average amount approved for a recipient is $500. On average we make 80 contributions per year.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 2,500.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Compassion for Companions	$ 40,000.00	Payments to Vets
Fundraising	$ 13,000.00	Sale items and calendar printing, etc
A. Total Project or Program Expenses	$ 53,000.00	
Administration		
Accounting/Legal/Business Fees	$ 1,000.00	
Office Supplies	$ 1,000.00	
B. Total Administrative Expenses	$ 2,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 55,000.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	3.64%	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - Include pending requests				
City of Victoria	$ 2,500.00	Pending	S. Munkley	778-679-1400
District of Oak Bay	$ 2,500.00	Pending	S, Munkley	778-679-1400
Town of Sidney	$ 1,500.00	Pending	S. Munkley	778-679-1400
District of Saanich	$ 3,000.00	Pending	S. Munley	778-679-1400
A. Total Government Funding	$ 9,500.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
Donations	$ 16,000.00			
Fund Raising	$ 17,000.00			
Misc	$ 1,000.00			
Other grants	$ 11,500.00			
C. Total Matching Funds	$ 45,500.00			
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)	$ 55,000.00	Should equal Total Program Expenditures on page 4		

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 not be able to assist as many vulnerable persons as we have in the past.

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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 distribute funds based on our ability to raise funds. We do not have a minimal level of funding. Currently, we have a reserve based on fundraising and private donations, but this will be depleted over time and eventually fewer disadvanaged persons can be assisted.

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 programlocation: CRD

Project or program timeline and major milestones.

Date	Milestone
July 1	City of Victoria Grant is approved
June 39	Five persons are assisted by the funds received from the City of Victoria

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 1600

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

Stephanie Munkley

Name

President

Position

January 24, 2022

Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Ballet Victoria

Mailing Address: PO Box 8877, Victoria BC, V8W 3Z1 Postal Code:

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 Certificate of Good Standing or 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 the only professional classical ballet company in BC. Led by artistic/executive director Paul Destrooper, BV offers four seasonal main stage shows, special community programs, and tours in BC and abroad. BV fosters inclusion, representation and accessibility in all its programs. BV's Tea for Tutu delivers free, accessible performances to seniors and marginalized communities. BV and its Conservatory pivoted to keep all its programs running during Covid 19.

How many paid staff at organization? Full Time: 12.00 Part Time: 8.00

How many volunteer staff at organization? 6.00 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 characters – do not add extra pages)

BV invested in creating its own fully equipped performance venue (Kirk Hall), to safely maintain all its programs during the pandemic, exceeding BC Health recommendations. From live shows to films and live-streaming, BV successfully and safely delivered a full season last year to local audiences and beyond. Our pivot to a mix of live events as well as digital dissemination allowed us to keep our artists working during the pandemic. Our investment has helped mitigate the risks and ongoing challenges that the performing arts are facing. In December 2021, BV offered two live Tea for Tutu events for socially distant, fully vaccinated, mask-wearing seniors. Their response to our new space was overwhelming. They felt safe, valued, and included.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	0	
New Horizon (21/22)	12,000	Capital Assets: Cameras for digital production
CRD (21/22)	45,000	Operating Costs
BC Community Gaming (21/22)	49,000	Accessibility, Tour, Tea for Tutu, Conservatory
Jawl Foundation	25,000	Mainstage programs and artists (21/22)
Edmonton Community	20,000	Mainstage programs and artists (21/22)
Canadian Heritage (21/22)	16,985	Capital Assets: computer for video editing digital
Organization's Annual Budget	167,985	

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 four Tea for Tutu productions with 12 performances	8 performances for seniors and 4 performances for marginalized groups and reconciliation
Engage marginalized groups in Victoria and the Greater Victoria Area	Numbers of attendants by each respective group at our events
Expand our reach and promote accessibility for patrons who cannot attend in person through virtual dissemination	Number of views of our digital program
Ensuring safety of all participations (guests, volunteers, staff)	Number of attendants while complying with all BC Health Covid Guidelines and restictions

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 expansion to promote inclusion of racialized groups and reconciliation through live events and digital dissemination

Who is your target audience? Seniors & low-income/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 face isolation. Performances are followed by a social event, with refreshments donated by local businesses. BV invested to improve the program's quality and accessibility (venue upgrade, lives-streaming capability). The success of our pilot Tea for Tutu events aimed at new Canadians (collaborating with VIRCS) showed a clear demand. The pandemic further promoted overall interest of all communities through 8 digital productions (live-stream and films) and 5 live events (BLM, reconciliation, Asian community, and seniors). BV is asking for support to build on our efforts to better serve and include marginalized groups as well as further reconciliation through our art form on a permanent basis with 4 specialized yearly events. Conversations around the relevance of our classical art form for all cultures through connection/collaboration with all communities, will help decolonize ballet and promote participation from minority groups. All will reap the health benefits and building of bonds through our dance events.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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. Tea for Tutu provided solace and an important connection to over 20,000 seniors online last season (total season views 98,160). Our performances increase cultural literacy: dance, music, visual arts, classic and new narratives and abstract works. Despite the pandemic, Tea for Tutu remained a real community asset that included groups traditionally barred from participating in the arts in some way (seniors, people with disabilities / 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. As we come back to live events, online programs will still be offered to promote both safety and inclusion. BV's new "Pandemic Playhouse" has proven to be a worthwhile investment for the community and the reaction of all patrons who attended events in Kirk Hall were all positive. Patrons were thrilled by BV's effort and commitment to the community in the pandemic. The feedback was overwhelming; our patrons felt safe, valued and mentioned the positive effect of BV's performances on their mental well-being as Covid persists.

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 and safe. Thanks to our 15-passenger van, we offer transport to guests facing geographical barriers to access. Our artform 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 positive feedback from the community. Online delivery increased our reach to isolated individuals or those who cannot usually attend in-person shows because of the travel required, which at one point became everyone in the community. According to the CRTC, over 90% of BC residences have appropriate internet access. We acknowledge that those rates are significantly lower for some under-served groups but we believe we can still connect with a majority of people online.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (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 and NAHS focus on inter-cultural 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. The pandemic is not going away. The arts are essential!

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Participating in the important decolonization of the arts and that of ballet, over the last two seasons, BV has further reached out to the Black, Punjab and Asian communities through special events with very positive results, which prompted new projects and collaborations. Although at a slower pace, our reconciliation efforts are also progressing. The performances connect with under-represented groups to have their ideas, values, and opinions represented and empowered 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 touch point, 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.

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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? 2,000.00

How many of those people live within the boundaries of the City of Victoria? 1,000.00

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? 2,500.00 Please explain below.
(1250 characters max – do not add extra pages)

The above numbers are for live Tea for Tutu only! The pandemic greatly impacted Tea for Tutu attendance. With live performances canceled due to Covid, we pivoted to digital dissemination: live-stream and videos for the full 2020-21 season with 98,160 total views. We estimate connecting with over 20,000 seniors locally and beyond. In December 2021, we again offered two live Tea for Tutu events (full Covid protocol, under 50% capacity) to 83 seniors with physical limitations safely. The feedback was incredible and the new performance space thrilled everyone. BV still offered a digital option to all and will continue to do so for future seasons. We plan to increase live attendance as allowed, with seniors and marginalized groups to meet with the demand. There will be challenges ahead for Tea for Tutu, but BV is committed to support those who cannot attend main stage performance events by continuing the program and include new audiences. Our events have greatly contributed to the health and well being of seniors locally for years and we want to focus on the inclusion and health of marginalized groups as well. More than ever, BV wants to help build a stronger and healthier community through its live and digital Tea for Tutu events.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $10,000
Must equal Total Funding Sources from City of Victoria on page 5

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	23,400	13 dancers x $150 fees x 12 performances
Production Management	2,400	12 performances x $300 flat fees
Special Insurance	875	Liability and volunteers insurance
Videographers, video editing	3,200	$40/hx50h for editing, $300x4 for videographer
Stage Management for 4 productions	7,200	$600 x 12 performances
Royalities-in kind	3,200	$800 per Production x 4 productions
Venue rental and security	4,380	$1000 per production and fees Paladin Security
Accessible parking and transportation	1,440	Street Parking for community vans and BV vans
in-kind materials and services	1,410	$1410 ($1.75/p) and volunteer hours $60/
A. Total Project or Program Expenses	47,505	
Administration		
Temporary Contact Admin	2,800	4 Productions $700 flat fees
In-Kind Administrative	3,840	12 performances x 5h x $16 x 4 ppl
B. Total Administrative Expenses	6,640	
TOTAL PROGRAM EXPENDITURES (A+B)	54,145	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	12%	

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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	Pending		
CRD	3,000	Confirmed	James Lam	250-360-3215
BC Community Gaming	7,000	Confirmed	Grants Branch	250-356-1081
BC Arts Council	10,000	Pending	Nadine Carew	778-698-3288
A. Total Government Funding	30,000			
Corporate Sponsorships				
Foundation Grants	10,000	Confirmed	JawlFoundation	250-380-6063
B. Total Corporate Sponsorships	10,000			
Matching Funds				
Individual BV Donation	~~4,415~~ 5,695	Pending	BV Dancers	250-380-6063
C. Total Matching Funds	4,415			
In-Kind Contributions				
In-kind Materials and Services	1,410	Confirmed	Ballet Victoria	250-380-6063
In-kind Administrative	3,840	Confirmed	Ballet Victoria	250-380-6063
In-kind Royalties	3,200	Confirmed	Ballet Victoria	250-380-6063
D. Total In-Kind Contributions	9,730			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	54,145	Should equal Total Program Expenditures on page 4		

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 have to reduce our planned offering, which means that we may not be able to expand our program to include marginalized groups in our live events. We will certainly keep sharing all our digital content for free but the social interaction component of the our live Tea for Tutu would be missing and it is a capital part of the program. Our goal is to bring various cultural groups and generation together to share and enjoy a common interest, build kinship, support health

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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)

$5,000 would be the minimum (50%) which would at least allow to leverage some matching funding to keep the program going as planned and a partial expansion to marginalized groups. Securing municipal funding for this project is important as it underlines the value of the program to funders outside Victoria. It will also help help built future support for the program for the longterm.

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 2022 To: May 2023

Project or programlocation: Kirk Hall - Ballet Victoria venue 680 Courtney street

Project or program timeline and major milestones.

Date	Milestone
July-August 2022	Preparation of the marketing material for the 22/23 season and the Tea for Tutu based on funding secured.
September 2022	Connect with all the various senior residences and seniors, as well as various cultural associations for marginalized groups; promote events and book seats
October 2022	Three BV performances/events for the targeted audiences and finalization of the seating plans, transport, parking, refreshments and volunteers
November 2022	Follow up with patrons and assessment of the results (feedback and survey of the audiences who attended). Debrief for improvement for future events. Book next shows
December 2022	Three performances/events of BV's Nutcracker in Kirk Hall
January-February 2023	Evaluate the Tea for Tutu program and make further adjustments as required
March - May 2023	Repeat the whole process for BV's March and May productions of Tea for Tutu
June 2023	Report of the full season to funders and analyze results

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 6 per event 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

Paul Destrooper

Name

Artistic/Executive Director - Ballet Victoria

Position

January 28, 2022

Date

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

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SECTION 1. CONTACT INFORMATION

Organization Name: BAYANIHAN CULTURAL AND HOUSING SOCIETY operating as Bayanihan Community Centre

Mailing Address: 1709 Blanshard Street, VICTORIA BC V8W 2J8 Postal Code: _____

Contact Person: Laila Pires Email: lailapires@shaw.ca

Telephone: 250 479 8781 Website: www.bayanihan.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-27455

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 88978 0516 RP0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

The Bayanihan Community Centre is a facility for workshops and programs on dance, art, music, handicrafts, hobbies and recreation for use of the general public; for education, counseling and support services for youth, seniors, immigrants and refugees, including language instruction, employment training, job search programs, translation services and information programs on Canadian culture and life; for prayer and traditional devotions of any religion.

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

The Bayanihan Community Centre opened on November 3, 2001. Bayanihan in Filipino means working together. The center has served as a gathering place for seniors, caregivers and newcomers, classroom for workshops on history, language and immigration and studios for folk dancing, line dancing, yoga and martial arts. It is the hub for fundraising when disasters like an earthquake or typhoons hit the Philippines or a place to feed the Needy.

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

How many volunteer staff at organization? 30.00 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 characters – do not add extra pages)

Current PHO allows indoor gathering of 50% of the venue's capacity. The centre can accommodate 75 people including children and infants. However, in order to allow for proper physical distancing, we will limit the number to 20 participants seated. Washrooms are accessible and hand-sanitizing stations are in place. Signs related to the prevention of the spread of the virus as well as safety protocols are posted on conspicuous places within the centre.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 17,000.00	Infrastructure Grant to provide for a cultural arts studio and multi media room
Victoria Foundation	$ 27,000.00	part time staff ($26,000) and equipment ($1,000)
BC Fairs, Festivals and Events Recovery Fund	$ 5,300.00	Mabuhay Celebrating Philippine Culture (two day event)
Organization's Annual Budget	$ 49,300.00	

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 a safe space for persons identifying as members of racialized communities where they can interact and exchange experiences with like individuals.	Number of sessions and attendance. Minimum participation of 10 number of persons in events hosted by the centre;Testimonials from members and event participants regarding the centre's positive impact in their lives. 100% sense of inclusion rating on post event surveys.
To engage the early Filipino settlers (from the 1960s) as a way of recognizing their value in the migrant community.	Recorded account of pioneers. Written documentation of Filipino settlement in Victoria from the 1960s.
To encourage newcomers to share their experience in adapting to Canada.	Participants after the workshop find access to helpful resources crucial to adjusting to life in Canada. Post event surveys show at least 50% of the participants report "feeling more confident and resilient to change"
To translate lived experiences into creative expressions.	Mini-performances/showcase. The mounting of at least one (1) creative performance to be shown in front of an audience.
To enhance and develop affinity to Filipino culture through language and arts through capacity building programs in various art forms.	Increased participation in culture and arts program of the centre of at least 10% from previous year. Participants' self-assessment of improvement in various skills (dance, music, language) in post program 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: Migration Stories: Learning and Growing from Filipinos' Lived Experiences

Who is your target audience? Filipino youth, newcomers, immigrants, seniors in Vancouver Island.

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

There are 7,000 Filipinos in Greater Victoria area. To align with the city's strategic goals to create equitable, safe, and inclusive opportunities, this program is designed to support our target groups by providing them a space where they can safely and creatively discuss, evaluate, reflect on their lived experiences and create outputs that uplift and improve their sense of self.
This program consists of 3 components: stage reading; movement and meditation; and community open space. The Stage Reading program aims to reconnect Filipino migrants to their roots, their traditional way of life, their beliefs through various Filipino literature. The Movement Program hopes to foster awareness and alignment of mind and body to support the varied experiences and physiological needs of Filipino migrants. This kinesthetically-oriented program hopes to impart mindfulness techniques that will help at times of stress and challenges. The Community Open Space provides participants with the avenue to listen to each other's stories and learn from them. Target groups will be engaged in dialogues, free or guided writing, or cultural cafes. The stories become an inspiration for creative expressions.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 centre's target groups are the youth, newcomers, immigrants and seniors. These groups face several challenges as they integrate into the new community like housing, healthcare and recreation. In addition, the pandemic has heightened resentment and frustrations in people so that groups with Asian background have become victims of hate and blame. Support and assurance will help these groups reinforce their value to the community and dispel their fears. Such supports are given in a space where newcomers can gather comfortably to talk about Canada and learn that the City of Victoria advocates inclusive and welcoming policies. They can identify the unique features of their own culture and how they can adjust to the lifestyle of their present environment. Seniors and others who have been in isolation will feel confident to step out and be safe in surroundings where language and entertainment are familiar. The youth will take pride in their heritage listening to and learning from stories shared. The informality of a drop-in, open door facility will send a message of welcome and give a feeling of acceptance. By coming together, these groups become resilient to change and empowered to make a positive change to 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)

Our target groups with Filipino ancestry carry the cultural traits of those who lived through centuries of colonization. They feel inferior, timid, ready to take the blame, and inclined to be resigned to an unfair situation. On top of that, being a newcomer or immigrant makes them feel less than the native born. The program we designed will encourage conversation and free expression in a welcoming place. Their equal rights in Canada will be reinforced, and their heritage as a beautiful addition to the cultural diversity in Canada will be acknowledged. Various mediums of interaction will be applied to encourage confidence and creativity like dialogues/focus-group discussions, cultural cafes, stage reading, open mic/spoken word poetry. As Filipinos enjoy storytelling, singing, and dancing, these interactions will be beneficial for these allow for laughter and celebration to fill the space and will be their outlets for their pent-up energy. The activities are designed to be non-threatening where participants can safely and comfortably take part in. Everyone is welcome to participate which will allow for a deeper understanding of other cultures as well as appreciating and valuing diversity.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

The program was developed to work with the city in ensuring equity by giving equal opportunity to marginalized groups to promote their arts, opinions and cultural practices. The centre was renovated with financial assistance from the city to provide a cultural arts studio and a multi-media room. This program will continue to carry out the mandate for which the funding was given.

The cultural arts studio and multi-media room will provide a particular ethnic group (Filipinos) the opportunity to promote Philippine arts to enrich the life in Canada that values multiculturalism. Immigrants uproot themselves to another country which results in cultural shock. Addressing this challenge of missing their music, plays, spoken word and dance gives the chance for equal enjoyment of their cultural arts. We have members of the community who possess the knowledge and training in dance, theatre and literature from their studies and training in the Philippines. They can facilitate the program.

Expanding knowledge and appreciation of the arts from other areas of the world among Victorians will foster respect and goodwill. Diversity will be celebrated. Immigration will be seen as enriching the country.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Youth, newcomers, immigrants and seniors are the target groups. Their challenges are language, systemic racism, isolation and settlement. Newcomers are not comfortable being on their own when they first arrive. They seek someone who look like them, speak their language and with whom they can casually hang out to talk. The program is designed so these groups will enjoy accessibility to a safe place where they can be their true self in opinion and cultural practices. The topics of conversation will be planned to address these issues facing the target groups. They can dialogue freely, dropping any self-consciousness with their English language and get help with pronunciations and colloquial expressions. They have an opportunity for continuing interactions by attending a number of sessions. Pursuit of arts can be part of developing friendships. Performance in the studio will bring awareness of the rich content in Philippine stories and traditions through music, dance and theatre. These will result in residents of Victoria feeling respected, welcomed, and included. Seniors will find their voice in their stories which will also be a resource for the young generation and will serve as historical records of settlement of Filipinos.

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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? 440.00

How many of those people live within the boundaries of the City of Victoria? 240.00

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? 1,500.00 Please explain below.
(1250 characters max – do not add extra pages)

With the Bayanihan Community Centre reopening as a cultural arts studio, target groups will be invited to join in the program at the centre. A total number of 440 participants is anticipated for the 24 sessions, with about 20 participants for every session of the stage reading and community open space program components and 15 participants for the movement and meditation program component, in adherence to covid-19 restrictions. Select sessions of the stage reading and movement program components will be broadcast for a larger audience through the Bayanihan facebook page with a community reach of over 1000. Participants will be asked to sign a consent form that expresses their understanding of the nature of the sessions, their voluntary participation, and their permission to broadcast the sessions. Participants can choose to opt out of the sessions anytime. An online option is also available when restrictions hinder us from carrying out an in-person activity at the centre. The creative outputs of a play, recording and written word will be available indefinitely for posterity to enjoy.

*Provisions of a mental health professional is included as part of the risk-management plan for the Community Open Space Program component.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 15,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Professional Fee for Creative Direction	$ 6,000.00	$50/hour for 120 hours throughout the year for CD
Honorarium	$ 3,600.00	8 sessions for each program component, $150 for a 3-hour session including pre and post event preparations
Professional Fee for Counselor (for dialogues)	$ 1,200.00	8 sessions, $150/session
Honorarium for note-taker (for dialogues)	$ 400.00	8 sessions, $50/session
Royalties	$ 500.00	use of copyrighted materials
Venue rental	$ 1,800.00	8 sessions for each program component, 3 hour rental for every one hour workshop session to include ingress and egress
Program materials	$ 400.00	paper, pen,scripts
Tech Support	$ 1,500.00	lights, sounds, laptop, projector
Hospitality and appreciation for participants	$ 3,000.00	coffee, tea, cookies, etc. for 24 sessions
A. Total Project or Program Expenses	$ 18,400.00	
Administration		
Visual Documentation	$ 1,000.00	Photographer
Audio Visual	$ 1,000.00	Videographer as needed
Promotional Materials Design	$ 500.00	
Production and dissemination of promotional materials	$ 500.00	
B. Total Administrative Expenses	$ 3,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 21,400.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	14.02%	

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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			
A. Total Government Funding	$ 15,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Administrative Assistant	$ 2,400.00			
Rent	$ 840.00			
Photographer	$ 1,000.00			
Hospitality workers	$ 2,160.00			
D. Total In-Kind Contributions	$ 6,400.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 21,400.00	**Should equal Total Program Expenditures on page 4**		

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 the city's help, we have a cultural arts and multi-media studios for Filipinos to promote activities that bring pride and confidence in one's heritage. The society's ability to fundraise has been impacted by Covid. Volunteers are hesitant to resume the usual level of activity. We need a boost to get these studios functioning. The urgency of taking steps for an inclusive and equitable city is apparent, especially in the areas of being safe and accepted for people who are racialized.

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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)

$12,000. The budget is already pared down. The value given for professional services and work over 10 months by our creative director and volunteers is modest. The in-kind component already forms 30% of the revenue. The society, because of restricted fundraising, is strained to provide matching funds.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: August 1 2022 To: June 30 2023

Project or program location: Bayanihan Community Centre

Project or program timeline and major milestones.

Date	Milestone
August 1-31	Curriculum planning and writing
September 1-15	Gantt chart finalization and onboarding of project proponents
September 1-30	Program invitation, promotion
October 3 to November 25 (8 weeks)	Community Open Space
January 16 to March 3 (8 weeks)	Movement and Meditation
March 13 to May 5 (8 weeks)	Stage Reading
May 6 to June 15	Survey, Survey analysis and report writing
June 16-30	Presentation to stakeholders, sharing of report with the community, and consultation for future programming.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20 Total volunteer hours required: 300

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

- ☑ Website
- ☑ Newspaper Advertisement
- ☑ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: Community Centre bulletin board

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

Laila Pires
Signature

Laila Pires
Name

Treasurer
Position

January 31, 2022
Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Big Brothers Big Sisters of Victoria Capital Region

Mailing Address: 230 Bay St , Victoria BC Postal Code: 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 Certificate of Good Standing or 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 44 year history of serving youth 6-18 years in Greater Victoria through 6 different in-school and community programs. In 2021 in a pandemic 431 children and youth were mentored, 301 good citizens invested their time and caring in the life of a child volunteering with BBBS. 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: 11.00 Part Time: 11.00

How many volunteer staff at organization? 5.00 Total volunteer hours: 2,100.00

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 characters – do not add extra pages)

Our Health and Safety Committee ensures we follow BC Health & worksafe recommendations and have a communicable disease plan which includes vaccination guidelines. Matches meet in person when it is permitted and share a safety plan with staff which meets health/safety standards for outdoor activities, social distancing with PPE. Matches also visit weekly online or by phone, e-bulletins share health updates and 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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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	$ 8,000.00	Staff wages to support community mentoring matches in Victoria
BC Gaming Grant	$ 153,000.00	Support for 6 different programs wages, supplies & volunteer screening
Grants	$ 174,500.00	Program specific grants support staff wages, program supplies, rent, utilities, volunteer screening
Fundraising & donations	$ 148,000.00	Event expenses including wages, net proceeds support program wages, supplies
Big Brothers Big Sisters Social Enterprise	$ 809,000.00	Related wages, vehicle expenses, rent & utilities, net proceeds support program expenses
Misc revenue (interest, deferred capital amortization)	$ 7,000.00	general expenses (rent, utilities)
Pending grant requests	$ 125,500.00	Program specific grants - Go Girls, In school mentoring, Community mentoring
Organization's Annual Budget	$ 1,425,000.00	

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 & 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:

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 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 2020-2021 we matched 180 youth with a mentor in the Community Mentoring Program. 76% of the families were single parent, 22% were grandparents raising grandchildren, 23% of the youth were involved 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, 54% struggled with mental health challenges including anxiety, 70% 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. There is an increased demand for this program, 103 youth are waiting. Our goal is to continue support the 135 City of Victoria youth in the program and serve an additional 25 youth in 2022.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 (CM) 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)

CM is evaluated by all stakeholders with pre and post surveys and annual evaluations. Annual reports inform program development, support training 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. We evaluate our Board annually to ensure we have the right skills/experience to make informed decisions. We have former mentors, a Police Officer, Child Welfare Specialist, and a lawyer on our Board. Targeted mentor recruitment confirms their experience with youth from diverse backgrounds. We participate in and learn from research. In 2020, BBBS partnered with researchers from Universities in Toronto and Victoria on a collaborative project Building Bigger Connections: Understanding the Role of Inequity and Relationships on adolescent Mental Health during COVID-19. The results demonstrated that mentoring is a protective factor and the findings are applied to program development.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

CM is free of charge and neighbourhood centered eliminating barriers for participation. It serves children/youth 7-18 years and mentors ages 19-80 years. The program is gender inclusive, we address diversity through matching and consider specific needs related to gender, culture, sexuality, language, citizenship, and health. We ensure that children receive support regardless of their family circumstance with regards to housing, income or citizenship status. 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. Our volunteer mentors are diverse and 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.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

76% of the families struggle with poverty, 22% are grandparents raising grandchildren, 23% of the youth are involved with the Ministry for Children & Family Development, 28% are indigenous, 16% are new immigrants and 54% live in families struggling with mental health. Supportive, developmental relationships fostered by CM, 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 and social emotional skills helping to reduce risk behaviours including attempted suicide, alcohol use and drug use. 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 at school and in community, improved social/academic development, increased ability to make healthy decisions. Mentoring relationships lead to risk and harm reduction and the benefit to all communities is significant.

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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? 463

How many of those people live within the boundaries of the City of Victoria? 347

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 455

How many will benefit from the project or program? 2662 Please explain below.
(1250 characters max – do not add extra pages)

135 Victoria youth are currently matched, 138 mentors have received training and support, 77 youth who are waiting to be matched participate in agency activities, 148 parents receive child safety training and support, 405 syblings 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 135 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 (135 jobs impacting a minimum of 5 people), give back to heir 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 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 8,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 166,875.00	4.0 FTE
Benefits & employer expenses	$ 18,356.00	
Program expenses - supplies & program delivery	$ 1,875.00	Supplies for program delivery, family intake materials, etc.
Advertising & promotion	$ 1,125.00	Volunteer recruitment, social media, etc.
Volunteer recruitment & training	$ 1,800.00	Applications, screening, training materials, etc.
Office supplies	$ 4,200.00	Photocopying, stationary, postage, etc.
Insurance	$ 3,800.00	Program participant coverage
Transportation	$ 800.00	Family interviews, home safety visits, match monitoring meetings
A. Total Project or Program Expenses	$ 198,831.00	
Administration		
Rent & utilities	$ 14,500.00	
Telephone	$ 1,000.00	
Professional fees	$ 1,800.00	
B. Total Administrative Expenses	$ 17,300.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 216,131.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	8.00%	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	$ 8,000.00	Pending	Jennifer Lockhart	250-385-5711
BC Gaming	$ 75,000.00	Pending	Executive Director	250-356-1081
BC Civil Forfeiture/PECSF	$ 48,000.00	Pending	Brett Banks	778-572-3550
Children's Aid Foundation Big Steps	$ 10,000.00	Confirmed	Rebecca Biglow	416-923-0924
A. Total Government Funding	$ 141,000.00			
Corporate Sponsorships				
Unifor Social Justice	$ 5,000.00	Pending	Communications	416-497-4110
Telus Community Grant	$ 10,000.00	Pending	Kathy Baan	Kathy.Baan@telus
Scotia Bank - BBBS Canada	$ 800.00	Confirmed	Meghan Vella	1-800-263-9133
B. Total Corporate Sponsorships	$ 15,800.00			
Matching Funds				
BBBS	$ 15,000.00	Confirmed		
BBBS Social Enterprise	$ 44,331.00	Confirmed		
C. Total Matching Funds	$ 59,331.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 216,131.00	Should equal Total Program Expenditures on page 4		

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 work to find other funding options, if we are unsuccessful 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 for the program 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. These staff are trained social workers each carrying a caseload of 60 matches. With 77 children/youth currently waiting and the rising concern for youth mental health resulting from the pandemic we feel some urgency to close the gap between children matched and children waiting. The cost to match one child for one year in this program is $1600

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 1,2022 To: June 30 2022

Project or program location: Victoria - neighbourhood centered

Project or program timeline and major milestones.

Date	Milestone
July - Sept 2022	volunteer Recruitment, screening and training
July - August 2022	Family Intake, orientation and child safety training
September - Dec 2022	Matching and match goal setting, pre-match surveys
Oct - June 2022	Match Monitoring and support through weekly visits
August - June 2022	supported referra, match support, additional volunteer training
Dec - 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? 205 Total volunteer hours required: 18,450

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

Rhonda Brown
Signature

Executive Director
Position

Rhonda Brown
Name

2022-02-31
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

Check if Report is ☑ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Big Brothers Big Sisters of Victoria Capital Region

Mailing Address: 230 Bays St, Victoria BC Postal Code: V8V 3k5

Contact Person: Rhonda Brown Email: rhonda.brown@bigbrothersbigsisters.ca

Telephone: 250-475-1117 ext 47 Website: wwww.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 of 2021 and project completion with a full report is scheduled for June 2022. We are on track with completion of milestones and anticipate a successful completion. Family intake and orientation is ongoing with 39 new child inquiries. Volunteer recruitment is ongoing with 46 volunteer inquires to date and no 23 new approved volunteers. To date we have achieved our matching goal of 25 new matches who are meeting weekly, they have set goals and are receiving support. Regular check in's with staff are supporting relationship development, supporting problem solving and measuring progress towards objectives. In June of 2022 we will complete surveys, the program evaluation and report to stakeholders.

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

Referral forms & interviews allow us to track adversities and identify family needs and ensure program compatibility. 25 mentors have been trained and matched with children/youth. Mentors are consistent in their weekly visits and managing the complexities of building new relationships in a pandemic. Matches have set goals, mentors have received training in developmental relationships which support safety, mental health, belonging and participation.

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	25 families complete intake/assessment/orientation and regular staff check ins.	Yes
Match trained mentors with youth challenged by adversity	25 new matches who are now meeting weekly	Yes
Improve mental health; mentor expresses care	matches are happy, confidence is improving visits are enjoyed	Yes
Increase participation; challenge growth, encourage	activites are planned together, include variety and support learning	Yes
Increased safety; provide encouragement support goals	25 youth complete child safety training, mentors set healthy boundaries	Yes
Provide a consistent developmental relationship	matches are meeting weekly for 2-4 hours and are steting acheivable goals	Yes
Increase belonging connect youth with their community	Matches explore their community, participation is encuraged	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

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

What positive impacts were felt by your target audience? support, encouragement, friendship and belonging

How many have benefitted from the project or program? 1698

What percentage of Greater Victoria Residents benefitted from this project or program? .46

How many volunteers have worked on this project or program? 180 What total hours did they work? 9420

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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	71,854.50	3.06 FTE
Benefits & Employer expenses	8,536.50	
Program expenses - supplies & program delivery	1,039.69	supplies for program delivery, family intake materials
Advertising & promotion	647.65	volunteer recruitment, social media, etc.
IT expenses	159.83	online activities, match weekly visits match monitoring
Volunteer expenses	112.50	applications, screening, training materials
Office supplies & expenses	1,220.96	photocopying, stationary, postage, etc
Insurance	3,514.20	program participant coverage
Transportation	129.75	family interviews, home safety visits, match monitoring
A. Total Project or Program Expenses	$ 87,215.58	
Administration		
Rent & Utilities	6,023.51	
Telephone	845.45	
Professional fees	687.75	
B. Total Administrative Expenses	$ 7,556.71	
Total Expenses (A+B)	$ 94,772.29	**Must equal Funding Sources below**

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	4,500.00	Confirmed		
BC Gaming Grant ($37,250)/ BC Civil Forefeiture ($27,000)	64,250.00	Confirmed		
PECSF ($1844.02) / CEWS ($3810)	5,654.02	Confirmed		
A. Total Government Funding	$ 74,404.02			
Corporate Sponsorships				
Coast Capital Savings	5,000.00	Confirmed		
B. Total Corporate Sponsorships	$ 5,000.00			

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Strategic Plan Grant Final Report

Matching Funds				
United Way	7,500.00			
Big Brothers Big Sisters Social Enterprise	7,868.27			
C. Total Matching Funds	$ 15,368.27			
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)	$ 94,772.29	**Must equal Program**	**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: November 2022

- ☐ 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.

RBrown

Signature

Executive Director

Position

Rhonda Brown

Name

January 31, 2022

Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Big Brothers Big Sisters of Victoria Capital Region

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

Contact Person: Andrew Reed Email: Andrew.reed@bigbrothersbigistsers.ca

Telephone: 250-475-1117 ext 25 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 Certificate of Good Standing or 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 offer 6 different mentoring programs in schools and in the community and serve over 400 children and youth annually. We work with volunteers and the larger community to achieve our mission, to that end we operate Big Impact a community service with a focus on environmental stewardship which generates funds in support of our mentoring programs.

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

(BBBS) has a 44 year history of serving youth in Victoria and thousands of citizens have been mentored or have been mentors and can speak to the benefits of the relationships ignited through our agency in that time. In 1999 we successfully established what is known as our Big Impact services encouraging people to give unwanted a goods a second life and diverting clothing and household items out of local landfills.

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

How many volunteer staff at organization? 5.00 Total volunteer hours: 2,100.00

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 characters – do not add extra pages)

Our Health and Safety Committee ensures we follow BC Health & worksafe recommendations and have a communicable disease plan which includes vaccination guidelines. Offices are closed to the public and those staff who can work form home are doing so with scheduled office time. We offer contactless pick up and drop off of goods. Multiple attended stations are manned by staff trained in safety protocols who greet the public and remove goods from their vehicles while ensuring social distancing. These safety protocols extend to community pick ups where safety plans are discussed prior to scheduling the service. We work with Red Cross and have implemented an internal Rapid Testing program and have N95 masks available.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 15,000.00	Wages & waste diversion for Big Impact program
Grants	$ 327,500.00	Support for 6 different mentoring programs
Social Enterprise revenue	$ 809,000.00	Related wages, vehicle expenses, rent & utilities, net proceeds support program expenses
Fundraising & donations	$ 148,000.00	Event expenses, wages, net proceeds support program wages, supplies,
Misc revenue (interest, deferred capital amortization)	$ 7,000.00	general expenses (rent, utilities)
Pending grant requests	$ 118,500.00	HR Grants, Program specific grants - Go Girls, In school mentoring, community mentoring
Organization's Annual Budget	$ 1,425,000.00	

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 the volume of waste diverted from local landfills	Data demonstates increase over average of 20k per week
Increase the number of consumers using the service	increase in number of groups, teams and individuals participating
Increase the number of attended collections sites	bi-monthly neighbourhood collection sites
Expand collections in downsizing and estates	25% increase in number of pick ups related to downsizing and estates
increase education in environmental stewardship	number of students/volunteers trained & participating in business development
Expand community partnerships & diversions options	More active partners in recycling industry
Increased rehabilitation capability & range of reusable items	Increase in the category of items that can be diverted through reuse, recycle

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: Big Impact

Who is your target audience? Residents of Greater Victoria

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

Our Big Impact enterprise offers a variety of services to the community which focus on reducing durable waste through reuse and repurposing. It has been successful in monetizing durable goods to provide revenue for social programs while benefiting the community and the environment. In 2021 this enterprise diverted an estimated 1.2 million lbs. of durable goods from local landfills in the CRD region. Members of the public drop off their unwanted goods to manned collection sites or schedule a pick up. This service has been invaluable to seniors who are downsizing, families who are growing and anyone wanting to pass items along with the intent of keeping them out of landfills. Staff sort collected materials, we work with key partners to divert electronics, building materials, clothing and scrap materials. Intact household goods are sold, auctioned off or passed along to families or community services with specific needs. The City of Victoria has recently adopted a zero-waste plan. This plan has the stated objective of reducing the volume of material disposed of in landfills by 50% in the year 2040. We are committed to this plan and protecting the environment through a circular economy and diversion.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 recently adopted a zero-waste plan. This plan has the stated objective of reducing the volume of material disposed of in landfills by 50% in the year 2040. The Zero Waste Report, published by the City of Victoria on November 27, 2020, recommends a reduction in the disposal of durable goods. Big Impact currently diverts 25,000 pounds of durable waste from landfills weekly and is strategically positioned for growth. We have a proven reputation with solid alignment to social good "supporting the healthy development of children through mentoring". We are working to expand our collections through extended hours at collection sites and increased community awareness and education through key marketing initiatives. We will continue to work with key partners which include Value Village, Habitat for Humanity, the Bottle Depot and various recycling services to achieve waste reduction goals.

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 worked to keep collections simple and neighbourhood centered. To that end we are mobile and alternate collection sites in high traffic areas using our trucks positioned in parking lots. We remove barriers for the consumer, being accessible and helping them to re-direct items we cannot take, using key partners in these efforts. Ultimately everything we collect and are able to divert raises funds for our programs ensuring that they remain free of charge that they are available across the CRD and that we are reaching children and youth in under-serviced communities.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Our collections services are free of charge and available to any citizen of Victoria regardless of age, gender, culture and income. Our Big Impact staff are diverse, they are trained in customer service and health and safety. We work with the University of Victoria placing Co-op students in the development of the business, they bring experience in global business, entrepreneurship and marketing and support evaluation through customer feedback. This information collected quarterly informs practice, policy and strategic goals.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

We all benefit when we act to protect the environment. The global pandemic is fundamentally changing the way we live our lives. It is giving us an opportunity to reflect on our values and priorities, and consider the behaviors and habits we want to retain into the future. A 2020 consumer research report by Accenture noted that 79% of people agree that this crisis could potentially have a lasting and positive impact on society. An increased focus on health, the environment and local communities are some of the areas that could benefit as a result of this global event. Anyone participating in our Big Impact Services by purchasing second hand or passing along unwanted goods is supporting the environment. The use of fewer resources and the protection of existing resources will benefit all communities.

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How many people participate in or take advantage of the program for which you are seeking funding? 12,970.00

How many of those people live within the boundaries of the City of Victoria? 7,134.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 5,836.00

How many will benefit from the project or program? 86,000.00 Please explain below.
(1250 characters max – do not add extra pages)

On a weekly basis we average 80 customers who chose to purchase thrift, 40 people are participating in online auctions, 75 people are choosing to drop off their unwanted items at our offices and another 35 at our community attended stations. Over the course of a year we average 12,970 people participating in this service and their commitment to environmental stewardship has a positive lasting impact on all Victoria citizens.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 15,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Satff wages & salaries	$ 145,500.00	Wages of PT & FT staff (5.6 FTE)
Benefits & employer expenses	$ 15,214.00	
Advertising & promotion	$ 6,000.00	Promoting collections, manned community stations, signage, truck wrap, advertising
Office supplies	$ 2,000.00	Stationary, photocopies, other supplies
Waste disposal	$ 7,000.00	removal & disposal of unusable items
Truck operating expenses	$ 10,500.00	Mobile attended stations, targeted pick ups -Fuel, repairs, maintenance, insurance.
Attended donation expenses	$ 1,000.00	Supplies, permits.
A. Total Project or Program Expenses	$ 187,214.00	
Administration		
Rent & utilities	$ 27,250.00	
Telephone	$ 3,000.00	
Professional fees	$ 2,000.00	
B. Total Administrative Expenses	$ 32,250.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 219,464.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	14.69%	

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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	$ 15,000.00	Pending	Jennifer Lockhart	250-385-5711
Technation Canada - Career Ready HR grants	$ 30,000.00	Pending	Heather McGilvary	hmcgilvary@
BC Innovate HR Grants	$ 10,000.00	Confirmed	info @	800-665-722
A. Total Government Funding	$ 55,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
Sales to Savers - Direct delivery & on-site delivery	$ 164,464.00	Pending		
C. Total Matching Funds	$ 164,464.00			
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)	$ 219,464.00	Should equal Total Program Expenditures on page 4		

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 community has come to count on these services and as a result we will continue to apply for funding, we are committed to expanding diversion programs given the global climate emergency. While we are able to generate revenue through collections not all items are durable, there is still waste and the burden/costs of disposing of these items rests with BBBS. We look for every opportunity to reduce expenses and would welcome support from the City.

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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 project will continue and variations in funding will impact our ability to acheive key objectives. We need to work together to acheive zero waste and protect our planet for future generations and each of us needs to determine the monetary value of acheiving this goal. Any financial support would be appreciated.

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, 2022 To: June 30, 2023

Project or program location: Primary site: 230 Bay St with collection and particpation throughout Greater Victoria

Project or program timeline and major milestones.

Date	Milestone
July 2022	Develop and confirm scheduled attended collections sites, evaluate existing data collection tools
July 2022 - August 2022	Secure student coop placements, revise job descritptions provide orientationa and training
July 2022-June 2023	Marketing Plan to include social media, call center activities, broadcast messaging and newsletter
July 2022-January 2023	Business development - exploring new partnerships, implementing plans to meet key ojectives
January & June 2023	Compile data and develop a report on the diversion stream complete forcasting
September 2022	Develop communications promoting the servie for specific demographics ie: seniors
Ongoing	Attended collections sites, targeted pick ups, online sales, auctions and strategic partnerships

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 12 Total volunteer hours required: 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

Rhonda Brown
Signature

Executive Director
Position

Rhonda Brown
Name

2022-01-31
Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Capital Bike

Mailing Address: PO Box 8837 Victoria BC, V8W 3S3 Postal Code:

Contact Person: James Coates Email: james.coates@capitalbike.ca

Telephone: 250-920-5775 Website: www.capitalbike.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name:

Mailing Address:

Telephone: Email:

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-37679, S0072370

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

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Capital Bike is a non-profit society governed by a volunteer Board of Directors whose mandate is to help more people bike more places, more often, safely and enjoyably. We focus our resources on running free, fun, impactful community events and programs that help get people riding bikes! The Society runs two main program streams: Go By Bike celebration events and Bike Skills safety training programs for kids, youth, and adults throughout the region.

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

Our organization formed in 1997 to support Greater Victoria's Bike to Work Week, and has since engaged over 120,000 cyclists and introduced over 16,000 to commuter cycling. To compliment this event, the Society began offering "Bike Skills" courses to promote cycling safety which have since trained more than 5,000 adults, youth, and kids. Our programs are offered for free or at-cost to keep them as accessible as possible.

How many paid staff at organization? Full Time: 5.00 Part Time: 2.00

How many volunteer staff at organization? 700.00 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 characters – do not add extra pages)

Capital Bike restarted its in-person bike education program in Fall 2020 and has been running courses in local schools and in the community, involving nearly 4,000 participants, mostly through our free-to-schools grades 4 and 5 programs. We were able to do so be because we have developed comprehensive CV19 Health and Safety plans and extensive Instructor and volunteer training. All Instructors are required to wear masks, be fully-vaccinated, and physically distanced. All surfaces are regularly sanitized. Courses happen outside and are a safe activity. For the development of the curriculum, most of the work between staff and the consultant, and engagements with Instructors, will be conducted over video conference with no in-person contact.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 10,000.00	Kid & Youth Bike Skills Training Manual Update
BC Gaming Grant	$ 21,000.00	Go By Bike Week 2021 and Bike Skills Program
GoByBike BC	$ 16,000.00	Go By Bike Week 2021 and Winter Go By Bike Week 2021
Other Requested Municipal Funding	$ 24,500.00	Go By Bike Week 2021 and Everyone Rides Grades 4/5 in-school bike skills program
Go By Bike Week Corporate Sponsorship	$ 35,000.00	Go By Bike Week 2021
HUB Cycling	$ 76,800.00	Everyone Rides Grades 4/5 in-school bike skills program
Organization's Annual Budget	$ 183,300.00	

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
Create a new Middle School youth training curriculum	Curriculum written that takes best practices from an environmental scan and customizes for local needs. Pilot program in Middle Schools. Adjustments based on Instructor, teacher, and student feedback
Increase reach and scope of kids and youth cycling skills training	Number of courses offered. Number of courses taught. Number of youths trained. Number of new partnerships established.
Improve Society capacity to offer and deliver kids and youth courses	Improved, updated curriculum that reflects best practices. Number of existing Instructors who receive updated training. Number of new Instructors trained in new, updated curriculum
Increase number of kids and youth who feel bike riding is a transportation option	Pre- and Post-Courses surveys with participants to gauge sense of safety, skills knowledge, where and when to ride, intentions about ride frequency.
Increase confidence in parents/guardians about kids and youth ability to ride their bikes	Post-course survey to measure their comfort with their kids riding with parents, friends, independently, perception of kids' skills and knowledge, and kids' riding attitude

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: Kid & Youth Bike Skills Training Manual Update

Who is your target audience? Kids and youth

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

Capital Bike is seeking undertake a complete overhaul of its Kids and Youth cycling skills training manual. This overhaul would result in a totally new, updated set of cycling courses for the kids and youth of Victoria. It would reflect best practices for teaching, most effective teaching styles, and dynamic, fun, and exciting course offerings. With the construction of all ages and abilities cycling infrastructure, there has been a massive increase in interest and uptake in family cycling. Currently, the options for and availability of urban cycling skills training for kids and youth is extremely limited. Without training available, kids and youth have few opportunities to learn how to ride safely and knowledgeably. We want to fulfill that need by developing a state-of-the-art curriculum, re-training our Instructors, training new Instructors, and offering free courses for families. Our current Manual hasn't been updated since 2015 and there are no sources of core funding to undertake these necessary and importance updates. These courses will pave the way for lifelong, active travel.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☑ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☑ Sustainable Transportation (4.50)

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)

Victoria's Official Community Plan sets out a goal for 2041 that 60% of all trips within the city will be by bike, walking, or transit. In order to achieve this, the next generation of traveler needs to be introduced to safe ways of moving by bike. Cycling is one of the most attractive forms of transportation in Victoria. The rapid construction of the AAA cycling network has made family cycling a realistic possibility. Cycling education, especially focused on kids and youth, is the missing component to maximize the potential of this new infrastructure. Through the development of new kids and youth curriculums and offering free courses, we give kids the tools needed to adopt cycling at a young age and form life-long habits. The results of this project will continue to deliver for years to come, reaching generation after generation of youth, helping to usher in a cultural embrace of cycling. In-school courses are integrated learning offered in partnership with CRD the teach bike safety, handling skills, and road safety. Integrated learning is inclusive, equitable, and supports diversity. Successive generations of savvy young cyclists will drive an ever-increasing mode-share of cycling, meeting the City's goals.

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)

Capital Bike's two Bike Skills programs, in-school and community courses, have considerations for under-served communities. The Everyone Rides Grades 4 and 5 (ERG45) program has been designed from the ground-up to be inclusive and inviting to under-served communities. Our intension is to replicate this level of inclusivity in the curriculum update. Since 2020, we have delivered ERG45 in 37 public elementary schools across Greater Victoria, including 6 primary schools in Victoria. This program supports and includes under-served communities. It is offered for free to all schools, so low-income schools are included. We run "new rider" stations with free bikes, helmets, and adaptive bikes to ensure that everyone is engaged, regardless of their skill, experience, or equipment. Community courses feature small class sizes with abundant one-on-one learning outside of school. We run these courses at-cost and run them at a financial loss to minimize financial barriers and to maximize learning opportunities. Our manual update will focus on developing a modern, inclusive approach recognizing systemic barriers in cycling training and the cycling community that have historically resulted in barriers to participation and inclusion.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

This program has been centered in Council's stated value of a resilient and prosperous community. The new and updated Kids and Youth Bike Skills Training Manual will result in community programming that improves inclusion and access. Offering kids cycling courses to the general public results in a high degree of self-selection which enforces invisible barriers to participation; ability, education, ethnicity, and income. We therefore compliment public training courses with integrated school curriculum courses. In-school courses remove the systemic barriers that would otherwise keep families from signing kids & youth up for bike education. Free courses, without needing additional equipment or travel to a location, with Instructors trained for all skill levels, gives every kids an equal opportunity to participate. In 2020, the Society partnered with a Masters of Leadership student to complete an equity, diversity, and inclusion (EDI) study of the organization. This resulted in an EDI Plan that has been integrated in the Society Strategic Plan. A standing EDI Committee has been formed. Directors and Instructors are now chosen to increase representation. In 2021, we partnered with Victoria Pride, ICA, and Victoria Orange Shirt Day.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Currently, there are very limited options for youth to receive bike skills training that is aimed at improving urban riding knowledge and skills. There are no established programs, other than Capital Bike's program, which is now quite old. Youth are underserved in this regard. Compounding this are barriers such as ability, citizen status, ethnic origin, geography, income, religion, and sexual orientation. Our aim is to undertake an environmental scan, deliberately to find best practices to improve inclusion for these underserved populations and integrate them into our practices and curriculum. Our current practice of offering skills training within schools has proven highly successful at reaching underserved populations (youth aged 8-10) and our hope is to develop a similar program for youth ages 11-14. Additionally, to build capacity within the youth community, we will explore the possibility of training a new classification of cycling instructor: Junior Instructors. Junior Instructors are youth Instructors who act as peer trainers. Under the age of 18, they can't be insured to offer skills train independently, but can be given the opportunity to teach alongside an adult Instructor. This creates a generational path to leadership

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How many people participate in or take advantage of the program for which you are seeking funding? 2,900.00

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? 1,600.00

How many will benefit from the project or program? 1,720.00 Please explain below.
(1250 characters max – do not add extra pages)

Currently, despite the challenges of COVID, approximately 220 Kids & Youth participate in courses each year. We have also learned that in-school courses allow us to reach the most participants, ensuring that bike education reaches a broad swath of the population. In 2021 alone, we delivered in-school courses to over 2,700 students in grades 3-6. 1,850 beneficiaries includes 3 middle schools included as part of the program each year for five years, or 720 students each year. As we have proven capacity to deliver courses in over 25 schools per year, this is a conservative estimate. It also includes 200 kid & youth community course participants per year for five years, a number we have been able to exceed in 2021 and will be easily met over the next five years as the demand for kid & youth bike education continues to grow and opportunities for safe active transportation expand.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 10,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Kid & Youth Bike Education Consultant	$ 7,500.00	Consultants duties include environmental scan and research of programs, creation of middle school curriculum, work with staff, and updates of existing curricula
Free pilot courses in the City of Victoria	$ 3,000.00	Funds will primarily go towards middle school courses with a smaller percentage of the funds free community courses for kids & youth
Manual Development and Production	$ 2,000.00	Funds will support the graphic design time needed to fully update the Manual with a new layout, illustrations, appropriate diagrams, and printing costs
Staff time and instructor engagement	$ 3,500.00	Executive Director and Bike Skills coordinators supervision of the manual update and feedback from Bike SKills instructors
A. Total Project or Program Expenses	$ 16,000.00	
Administration		
Overhead, Insurance, Rent, Etc.	$ 1,000.00	
B. Total Administrative Expenses	$ 1,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 17,000.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	5.88%	

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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		
Traffic Safety Commision	$ 4,500.00	Pending		
Capital Regional District	$ 2,500.00	Pending		
A. Total Government Funding	$ 17,000.00			
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)	$ 17,000.00	Should equal Total Program Expenditures on page 4		

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)

Capital Bike's Kids & Youth Training Manual was last updated in 2015. As we are the primary provider of bike education for young people in the CRD, we feel it is important to conduct a thorough and well-researched update. Not receiving full funding would severely limit our ability to undertake updates; resulting in only superficial changes. We would not be able to craft the curriculum needed to reach kids & youth, not offer free courses, nor help Victoria reach its Strategic Goals in this regard

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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)

If we were to reduce the scope of the project to minor updates to the kid and youth programs, and limit the number of free in-school courses, the program may be able to run with $8,000 in funding from this grant. However, we have seen the positive impact that free courses can have in reducing barriers to active transportation and want to ensure that our first update to these programs in seven years allows us to deliver the highest possible quality education in the City of Victoria.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: July 4, 2022 To: December 9, 2022

Project or program location: City of Victoria

Project or program timeline and major milestones.

Date	Milestone
July-August 2022	Complete Environmental Scan and Research of contemporary programs to inform updates to Kids & Youth Programs
September 2022	Completion of new Middle School curriculum for Grades 6-8 ready to be delivered in local schools
October 2022	Complete review of courses structures (activities, learning outcomes, lesson plan) based on environmental scan and updates as needed to kid and youth programs
October 2022	Complete 3 Middle School pilot programs in Victoria schools in partnership with the Capital Regional District
November 2022	Final engagement with Capital Bike Instructors to inform any additional changes to the three programs
December 2022	Complete any necessary updates to the curriculum identified during the three pilot courses
December 2022	Completion of kid & youth updates including curriculum updates
April 2023	First 3 kid & youth pilot courses completed, having been offered free of charge to Victoria families.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 26 Total volunteer hours required: 58

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

Adam Krupper
Signature

Executive Director
Position

Adam Krupper
Name

January 28, 2022
Date

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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

Check if Report is ☐ Interim or ☑ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Bike Victoria Society

Mailing Address: P.O. Box 8837 Victoria Postal Code: V8W 3S3

Contact Person: James Coates Email: james.coates@capitalbike.

Telephone: 250-920-5775 Website: www.CapitalBike.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Neighbourhood Rides

Is the project or program completed?

☑ Yes If yes, what is the completion date?: September 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)

Yes, both the structure of the program and feedback from participants indicated that it supported the development of strong, liveable, neighbourhoods. We released 13 Neighbourhood Rides (eight of which included stops in the City of Victoria) which highlighted local history, bike routes, and points of interest. Participants in Summer 2021, including families with young children, retirees, and working professionals, appreciated discovering new things about their neighbourhood by bike.

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
Encouage people to explore their neighbourhood by bicycle	Participation numbers and feedback obtained through the Caldera form on Web	Yes
Increase participation over 2020 numbers	2020 - 100 participants provide a photo + feedback, 1500 unique downloads	Yes
Build relationships with local community partners and neighbourhood associa	Ability to release rides co-created by community groups (1-month)	Yes
Promoting strong neighbourhoods and increased participant awareness of loca	Participant feedback and testimonials provided through the form on our webs	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Young families, newcomers to Victoria, as well as previous Capital Bike program participants.

What positive impacts were felt by your target audience? Discovering new bike routes, businesses, learning historical facts, exercise

How many have benefitted from the project or program? 85 photos were submitted for prize entries, from an estimated 155 participants

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

How many volunteers have worked on this project or program? 10 What total hours did they work? 45

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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 Coordinator- program delivery	1,800.00	Creation and updates of Neighbourhood Rides, promotions, awarding prizes
Program Materials	400.00	Creating information packets for each Neighbourhood Ride, webs, Social media, newsletter outreach
Marketing and Promotion- staff time	200.00	Social media and newsletter outreach
Marketing and Promotion- expenses	100.00	Paid advertisements
A. Total Project or Program Expenses	$ 2,500.00	
Administration		
B. Total Administrative Expenses	$ 0.00	
Total Expenses (A+B)	$ 2,500.00	**Must equal Funding Sources below**

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	2,500.00	Confirmed		
A. Total Government Funding	$ 2,500.00			
Corporate Sponsorships				
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)	$ 2,500.00	**Must equal Program**	**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 N. Rides Packages

☐ 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.

Adam Krupper — Signature

Executive Director — Position

Adam Krupper — Name

January 28, 2022 — Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Bridges for Women Society

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

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 Certificate of Good Standing or 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 34 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. We deliver programs 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: 9.00

How many volunteer staff at organization? 25.00 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 characters – 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 2022, 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 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.

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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	$ 24,000.00	Mentorship Program
Ministry of Advanced Ed & Skills Training	$ 735,586.00	Pre-Employment Training
Counselling Revenue & Fixed Fee Contracts	$ 128,100.00	Counseling and distance programs
Federal Government Grants	$ 287,500.00	Indigenous Programs and Research, Capacity Building, Seniors Programs
BC Government Grants	$ 354,542.00	Client Advocacy and Crisis Intervention, Counselling
Foundations	$ 257,266.00	Indigenous programs, publications, mentorship
Fundraising	$ 110,000.00	program delivery
Publication sales	$ 5,400.00	program delivery
Organization's Annual Budget	$ 1,902,394.00	

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 self-reported progress 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 like and career experience. The Program Facilitator will provide ongoing one-on-one support, including separate 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. This is a renewal of a program previously partially funded by the City of Victoria. Due to 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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 our successful mentorship program, which was adapted for the pandemic. Training for volunteer mentors will include trauma-informed mentorship, remote learning and community-building. 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. 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, Victoria Native Friendship Centre, and the InterCultural Association.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

The program is rooted in the advancement of equity, and is rooted in the values of social justice, intersectionality, inclusion and resilience. 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. 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. The project itself is practical, achievable and measurable.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The primary beneficiaries will be diverse women who face barriers to employment. Ongoing economic instability, precarious employment, and other upheavals have disproportionately harmed 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. 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.

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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? 30.00

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 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 30,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 44,928.00	22.5 hrs per week for 12 months, $32/hr wages plus MERCs
Communications Officer (volunteer support and recruitment)	$ 14,247.00	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	$ 3,455.00	10 X basic meeting refreshments @ $510, plus basic meeting supplies @ $365
Graduation event costs	$ 2,520.00	food for 34 @ $1020 plus 30 graduation gifts @ $50
A. Total Project or Program Expenses	$ 71,350.00	
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	$ 1,533.00	
Office supplies	$ 620.00	
B. Total Administrative Expenses	$ 11,950.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 83,300.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	14.35%	

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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		
ESDC New Horizons for Seniors	$ 25,000.00	Pending	W-T-NHSP-PNHA@servicecanada.gc.ca	
A. Total Government Funding	$ 55,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
United Way of Southern Vancouver Island	$ 25,000.00	Pending		
C. Total Matching Funds	$ 25,000.00			
In-Kind Contributions				
Meeting Room - 11 large group meetings in common board room	$ 3,300.00	Confirmed	Yarrow Building	
D. Total In-Kind Contributions	$ 3,300.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 83,300.00	Should equal Total Program Expenditures on page 4		

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, and graduation if necessary. We can also pursue corporate sponsorship, other grants, and in-kind contributions, especially related to refreshments, graduation gits 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)

If the City of Victoria gave zero dollars, we may need to cancel or severely change the program. If the City were to give partial funding, we would first seek additional funders and secondly trim the program length. We are confident, based on past giving, that United Way and ESDC will support us at or near our requested 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 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 2022	Begin participant recruitment, Organize group training schedule, participants pre-program surveys
September 2022	Pre-match training, mentors and mentees matched, program kick-off event
October 2022 - May 2023	Mentors and Mentees meet one-on-one and pursue activities based on personal goals (attend networking events, volunteer, training sessions, informational interviews, etc)
October 2022 - May 2023	Mentors and mentees separately attend monthly coaching meetings with facilitator
October 2022 - May 2023	Mentors and mentees attend monthly advanced training sessions (topics may include: career panels, technology, workplace communication, etc)
October 2022 - May 2023	Facilitator connects participants with community resources as needed (i.e. Wear2Start for interview clothes, Camosun College for academic upgrading)
June 2023	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



Signature

Heather Forbes

Name

Development Manager

Position

January 20 2022

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

Check if Report is ☑ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Bridges for Women Society

Mailing Address: #219 645 Fort St V8W 1G2 Postal Code:

Contact Person: Heather Forbes Email: heather@bridgesforwomen.c

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

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Bridges Mentorship Progra

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 proceeding according to schedule and will complete in June 2022. Mentors and mentees are meetings regularly and participating in monthly training sessions. These sessions will continue until June, when there will be a graduation event and evaluation activities.

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

Yes. 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 vision of diverse people being able to pursue happy and fullfilling lives in the City.

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
Mentees and Mentors develop a safe, trusting, mutually beneficial relations	Mentee and mentor self-reported progress based on monthly check ins	Yes
Mentees increase their personal and professional network of support	Mentee self-reported progress based on month check ins	Yes
Mentees develop increased sense of hope and vision for their future	Mentee self-reported progress based on month check ins	Yes
Mentees feel empowered to enter or return to the work world	Mentee self-reported progress based on month check ins	Yes
Mentees set and meet personal goals	Mentee self-reported progress based on month check ins	Yes
Mentees research and explore their professional areas of interest	Mentee self-reported progress based on month check ins	Yes
Mentors develop greater connection to the local community	Mentor self-reported progress based on month check ins	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Diverse women in Vicotoria with barriers to employment

What positive impacts were felt by your target audience? increased network of support, sense of hope, progress towards goals

How many have benefitted from the project or program? 28

What percentage of Greater Victoria Residents benefitted from this project or program? 28

How many volunteers have worked on this project or program? 14 What total hours did they work? 560

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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 Facilitator	25,543.00	Expenses to date (Month 7 of 12 month project)
Engagement Officer	8,024.00	
Marketing	377.00	
Transportation	290.00	
Training session costs/events	1,984.00	
Meeting supplies	539.00	
A. Total Project or Program Expenses	$ 36,757.00	
Administration		
Personnel costs	2,584.00	
Rent	2,175.00	
Telephone and communications	638.00	
Bank, payroll, audit	754.00	
B. Total Administrative Expenses	$ 6,151.00	
Total Expenses (A+B)	$ 42,908.00	**Must equal Funding Sources below**

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	13,920.00	Confirmed	amount spent to date	
A. Total Government Funding	$ 13,920.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			

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Strategic Plan Grant Final Report

Matching Funds				
United Way of Southern Vancouver Island	17,400.00	Confirmed	Rachel Carrol	
Bridges for Women Society	11,588.00	Confirmed	Heather Forbes	
C. Total Matching Funds	$ 28,988.00			
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)	$ 42,908.00	**Must equal Program**	**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: _____

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

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

SECTION 7. DECLARATION

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

Signature

Development Manager

Position

Heather Forbes

Name

January 31 2022

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: Burnside Gorge Community Association

Mailing Address: 471 Cecelia Road Postal Code: V8T 4T4

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

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

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name:

Mailing Address:

Telephone: Email:

SECTION 3. ORGANIZATION INFORMATION

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

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

*Must provide Certificate of Good Standing or 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: 25.00 Part Time: 27.00

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 characters – do not add extra pages)

BGCA is committed to providing the best supports and services to youth while adhering to current or emerging orders, protocols and best practices. Direct service is provided currently in person. Youth are seen in the community, in their homes and at the BGCA. Masks are worn indoors and meetings take place in larger meeting rooms where safe distancing can be met. Group workshop material is presented one on one with an Advisor. Meetings that include partner agencies will be determined by those 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. Virtual meetings or meetings in BGCA's large meeting spaces can be utilized.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 132,514.00	Youth Outreach, Youth and Adult Recreation, Community Dev't, Youth Self Sufficiency
Government of Canada	$ 49,963.00	Early Childhood, Licensed and Unlicensed Camp Programs
Province of BC - BC Housing, MCFD, Gaming	$ 865,580.00	Family Services, Family Self Sufficiency, Childcare, Youth Services, Community Dev't, Seniors
School District #61	$ 371,843.00	School Based Youth and Family Counselling; Community School programs
Registration Fees	$ 653,730.00	Recreation staff, instructor fees and Child care
Foundations/Grants/Fundraising/Donations	$ 832,151.00	Children, Youth, Family and Senior Programs
Rental Income	$ 19,776.00	Building equipment, vehicles, and Facilities staff
Interest & other	$ 20,064.00	Administrative costs
Organization's Annual Budget	**$ 2,945,621.00**	

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 increase budgeting & financial skills	90% of youth increase their budgeting and financial skills
Youth show increased knowledge of tenant rights & responsibilities	90% of youth maintain safe housing for 1+ year; 90% increase knowledge
Youth have the skills to meet basic health needs	100% of youth are able to meet basic needs; 90% increase nutrition skills
Youth increase their employments and/or education	80% show increased employment/education readiness
Youth have increased community connection	50% increased participation in community activities; 80% report new connections

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

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 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 or access resources availa. There is also no assistance currently available for those youth living independently without supports to make the transition to adulthood. In addition YSS provides mental health outreach 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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 focuses on building knowledge and skills in areas of housing, budgeting, household duties, landlord relations, etc, which 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 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 makes 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.

Youth who attend the YSS program provide valuable feedback that guides changes and improvements to increase the responsiveness of the program, enabling Youth Advisors to better help youth meet their needs and reach their goals.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Equity is a large part of the work of YSS. The program was developed through focus groups & interviews with youth with lived experience. YSS approaches youth holistically, looking at needs, goals, and barriers to success and then works to reduce those barriers and build capacity in youth to meet their needs. To address mental health as a barrier to participation in YSS, the program has an outreach component to work with youth to address these barriers and move towards program readiness.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

YSS serves at-risk youth, many of whom are the first in their families to overcome some of the barriers related to marginalization such as trauma, poverty and family breakdown. Through long term support, YSS provides youth an opportunity to realize their full potential as engaged and contributing citizens of the broader community. As youth develop greater self-reliance and resilience the cycles of intergenerational poverty are interrupted and new ways of coping and living are adopted.

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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? 25.00

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? 5.00

How many will benefit from the project or program? 75.00 Please explain below.
(1250 characters max – do not add extra pages)

The 25 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 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 15,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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
Communication	$ 360.00	cell phone for safety and to communicate with youth
Program Supplies and Food	$ 2,400.00	Funds to assist youth in meeting their goals
A. Total Project or Program Expenses	$ 64,040.00	
Administration		
operating costs	$ 11,200.00	Rent, insurance, bookkeeping, IT, etc
B. Total Administrative Expenses	$ 11,200.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 75,240.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	14.89%	

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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		
Province of BC Gaming Grant	$ 15,000.00	Confirmed ☑		
A. Total Government Funding	$ 30,000.00			
Corporate Sponsorships				
Victoria Foundation	$ 20,000.00	Confirmed		
Telus Community Fund	$ 10,000.00	Confirmed		
Scotiabank	$ 10,000.00	Confirmed		
BGCA	$ 5,240.00	Confirmed		
B. Total Corporate Sponsorships	$ 45,240.00			
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)	$ 75,240.00	Should equal Total Program Expenditures on page 4		

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 exceed this space.)

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.

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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)

$10,000 would be the minimum amount of funding required to ensure the desired numbers of youth can be served by the program and the described outcomes can be met.

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, 2022 To: Dec 31, 2022

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

Project or program timeline and major milestones.

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

Signature

Executive Director
Position

Suzanne Cole
Name

January 12, 2022
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

Check if Report is ☐ Interim or ☑ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Burnside Gorge Community Association

Mailing Address: 471 Cecelia Road, V8T 4T4 Postal Code:

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

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

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Youth Self Sufficiency

Is the project or program completed?

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

Yes, YSS helped youth build capacity through engagement and relationship building, increasing youth knowledge and skill in areas of housing, budgeting, household duties, landlord relations, etc. Youth were able to secure safe housing, effectively meet their basic needs, connect to appropriate health services, and make positive lifestyle changes to reduce barriers and enhance their quality of life.

SECTION 3. PROJECT OR PROGRAM KEY OBJECTIVE REPORTING

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

Objective	Measure of Success	Success – Y / N
Youth find/maintain safe and stable housing	100% find and maintain safe housing; 90% maintain for 6 months	No
Youth have increased budgeing and financial literacy skills	90% increase their budgeting and financial literacy skills	Yes
Youth show increased knowledge of tenants rights and resonsibilities	90% of youth increase their knowlege on rights and responsibilites	Yes
Youth have the skills to meet their basic health needs	100% of youth can meet their basic health needs	Yes
Youth increase their employment /education	80% of youth increase their level of employment or education	Yes
Youth increase participation in community activities	50% youth increase participation in community activities	No
Youth make new community connections	80% of youth make new community connecitons	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Youth 17-19 years, preparing to transition to adulthood (leaving care/ no supports)

What positive impacts were felt by your target audience? Increased life skills such as budgeting, increased employment & education

How many have benefitted from the project or program? 12

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

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

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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 and Benefits	51,530.00	1 FT Youth Advisor @ 35 hrs /wk + empl costs + benefits
Clinical Supervision	8,550.00	staff case review and oversight
Travel	1,608.00	mileage to compensate staff or useof personal vehicles
Communications	360.00	cellphone
Program Supplies and Food	2,396.00	supplies to help youth meet their needs and reach their goals
A. Total Project or Program Expenses	$ 64,444.00	
Administration		
Operating Costs	12,500.00	Insurance, janitorial, IT, bookkeeping, reception, etc
B. Total Administrative Expenses	$ 12,500.00	
Total Expenses (A+B)	$ 76,944.00	Must equal Funding Sources below

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	11,250.00	Confirmed		
Province of BC - Gaming	15,000.00	Confirmed		
A. Total Government Funding	$ 26,250.00			
Corporate Sponsorships				
Coast Capital, RBC & Bank of Nova Scotia	40,000.00	Confirmed		
Telus Foundaiton	10,000.00	Confirmed		
BGCA	694.00	Confirmed		
B. Total Corporate Sponsorships	$ 50,694.00			

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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)	$ 76,944.00	**Must equal Program**	**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: February 2022

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

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

SECTION 7. DECLARATION

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

Suzanne Cole — Signature

Executive Director — Position

Suzanne Cole — Name

January 12, 2022 — Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Canadian Orca Rescue Society

Mailing Address: 882 Dunsmuir Rd, Victoria, BC Postal Code: V9A 5B7

Contact Person: Eric Pittman Email: Eric@Orcarescue.com

Telephone: 250 514 2635 Website: orcarescue.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: S0066863

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

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

To provide an educational experience to inspire students to become active players in creating a positive change in their communities. Through multimedia educational programs, Orca Rescue is teaching students that what we do on the land affects the rivers and oceans and all the species that live there. Many scientists and experts have contributed to our educational programs, including experts in salmon enhancement, forestry, conservation, orcas and food security.

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

We bring life sized inflatable orcas to schools and other events. We have an education module for schools (Pre-Covid) and have pivoted to VR films and remote media. We are included in the Tapestry Education Conference. We support; student led enviro-initiatives, salmon rehabilitation, first nations in their struggle against fish farms, sustainable forestry practices. Our community events include No Car Day, Pride Parade, World Ocean Day and we started Orca community Gardens.

How many paid staff at organization? Full Time: 0.00 Part Time: 3.00

How many volunteer staff at organization? 12.00 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 characters – do not add extra pages)

We follow the rules and mandates. We use masks and remote presentation technology and outdoor presentations when we can. VR goggles are sanitized after every use. Alternatively videos can be projected on a flat screen.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 35,500.00	Education multi-media program
Organizational fundraising events	$ 4,780.00	transportation to schools and educational development costs
Online donations	$ 1,000.00	educational programs
Anonymous donor	$ 25,000.00	development of virtual reality film
In-Kind	$ 2,000.00	education multi-media program
Organization's Annual Budget	$ 68,280.00	

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 inspire and empower students to become guardians of the environment	Students discuss future plans with us and become active volunteers in local groups
Share VR fims with clients of shelters	Smiles from clients
Share VR films with retirement homes	Smiles from residents

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: Orca Education Program Virtual Reality Films

Who is your target audience? Students of SD 61, residents of retirement homes, shelter residents, general public

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

Our project brings the students and residents to endangered ecosystems using virtual reality films and headsets. We also film the organic gardening techniques used at Orca Gardens to share the knowledge. These films immerse the students in the VR world allowing for a greater understanding of the subject matter. This virtual reality education module features endangered eco systems on Vancouver Island and how to use the land to save the oceans, presented to students through the cooperation of Schools in SD61. Developing virtual reality educational films requires sophisticated technical assistance and equipment. The grant is needed to provide production costs.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Filming the sustainable organic gardening techniques used at Orca Community gardens helps students develop a sense of food security and realize it's importance. We are providing a knowledge base to empower community members to work together to enhance food security. We are working with first nations to save wild salmon and preserve ancient forests and film those efforts to share with others. Integral to our VR message is the indigenous perspective. The VR films provide a unique and detailed record of those areas for the future.

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 films will be available on line to anyone. The virtual reality films bring the remote areas to those people with out the ability to visit them in person and allows them a dynamic experience. We bring these films to retirement homes, shelters for people struggling with mental health issues and all grades of public schools in coordination with the staff.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Orca Rescue Society promotes climate leadership through our education programs. We support local student actions, working towards educating people about sustainable agriculture, forestry, salmon restoration and improving indigenous relationships. We bring people together to nurture a community garden and provide local food security. Orca Gardens will be providing local food banks with fresh fruits and vegetables. We encourage recycling and composting and organize beach clean ups.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Through the medium of Virtual Reality films, we provide the ability to lower income families and the disabled to view endangered eco systems. We bring the films to retirement homes and shelters and students in schools of SD 61. Vr films of the forest and other unique ecosystems brings a calming and pleasing mental stimulation to those who experience it.

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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? 4,000.00

How many of those people live within the boundaries of the City of Victoria? 3,000.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 4,000.00

How many will benefit from the project or program? 4,000.00 Please explain below.
(1250 characters max – do not add extra pages)

This helps so many people because of the presentations and field trips for schools in SD61. We also reach out to shelters and retirement homes. Our films are also available online for anyone to access. Pre covid out our school presentations reached about 2000 students and we have a more versatile and supported presentation now.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 35,500.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Travel	$ 3,000.00	
accomodations	$ 5,250.00	
editing	$ 18,500.00	
permits	$ 1,000.00	
stipends	$ 2,000.00	
production costs	$ 4,000.00	
A. Total Project or Program Expenses	$ 33,750.00	
Administration		
legal and accounting	$ 3,750.00	
B. Total Administrative Expenses	$ 3,750.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 37,500.00	Should equal Total Program Funding Sources on page 5
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	$ 35,500.00	Pending		
A. Total Government Funding	$ 35,500.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
In -Kind	$ 2,000.00	Confirmed		
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)	$ 37,500.00	Should equal Total Program Expenditures on page 4		

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 other avenues to persue and we would have to spend more time fundraising through our community outreach programs and apply for other 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 – do not add extra pages)

$18,750.00 is the minimum but it will be better with more production values.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: Sept 1 2022 To: June 2023

Project or program location: Schools in SD 61 and Orca Gardens in Vic West, (Alston Green) local retirement homes and shelters

Project or program timeline and major milestones.

Date	Milestone
Sept 2022	dates to present at schoools in SD 61
Sept 2022	dates for presenting at retirement homes and shel
Sept 2022	Dates to present at retirement homes and shelters

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: film credits

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

EJ Pittman
Signature

Director, Canadian Orca Rescue Society
Position

Eric James Pittman
Name

Jan 30 2022
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: 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 Postal Code:

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 Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

We help people with a spinal cord injury (and related disabilities) and their families adjust, adapt and thrive as they deal with a new injury or struggle 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. We want everyone with a spinal cord injury to have the support and knowledge they need to live well and be active participants in their communities.

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

For 34 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: 16.00 Part Time: 5.00

How many volunteer staff at organization? 113.00 Total volunteer hours: 800.00

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 characters – 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 first hit, we quickly moved to online peer programming to achieve these goals. We offer 15 hours of virtual activities every week - a morning coffee and chat, home fitness workouts, adaptive boxing, yoga and mindfulness, "Quad Life" discussions, a book club, board games night, an "Ask an Expert" series that answers 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.

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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	$ 8,000.00	Victoria Peer Support Program Funding
Government Funding	$ 328,359.00	Program Funding
Projects and Sponsorships	$ 544,925.00	Program Funding
Foundation Donations	$ 326,273.00	Operating Expenses and Program Funding
Gaming Grant	$ 250,000.00	Program Salaries and Expenses
General Donations / Bequests	$ 261,232.00	Program Funding
Fee for Service / Facility Recovery / Memberships	$ 167,015.00	Operating Expenses
Community Groups and United Way Grants	$ 134,165.00	Program Funding
Organization's Annual Budget	$ 2,019,969.00	

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 six in-person peer events to bring people together.	If health orders permit, at least six in-person peer events are held in the community.
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:

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: 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 in-person events in the local community that bring people together in a relaxed social setting and provide opportunities to try activities they never imagined possible because of their disability. If health orders permit we will offer at least six different outings, including adapted outdoor recreational activities like mountain biking and fishing from an accessible pier. Further, we provide counseling for newly injured patients at VGH. This is a critical time as many worry about leaving the hospital. We help them prepare for the difficult transition back home and into 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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 with the City's objective, especially after a long period of social distancing and uncertainty because of the pandemic. Our activities aim to build supportive relationships, increase a sense of belonging and encourage community participation. 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, either virtual or in-person. People's eyes are opened to what is possible with a disability, whether it's trying 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 quality of life. Perhaps our impact is best summed up through the words of a program participant: "The online sessions give me so much - a sense of belonging and camaraderie, a safe place to ask questions and discuss sometimes uncomfortable topics, and a place to share our ups and downs with others who get it."

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 thrive. We fully understand their unique needs and want people of all abilities to feel welcome in our programs. To do this, we ensure that all the facilities we book for peer events are fully wheelchair accessible, including venues in the local community and our own offices. And we often arrange for specialized equipment at peer outings so that people with physical disabilities can participate safely and fully enjoy the experience. These include items such as adapted mountain bikes, sport wheelchairs, adapted kayaks, paddleboards, etc. 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 is why our program is provided at no cost to participants. Furthermore, seniors with a spinal cord injury are more at risk of becoming socially isolated and many struggle to find affordable accessible housing. To help navigate the challenges of aging with a physical disability, we connect seniors with older peer mentors who can offer practical advice and tips that make the journey easier.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Our focus matches Council's values on equity as it relates to persons with disabilities. We know that a spinal cord injury can happen to anyone. Thus, our programs are open to everyone regardless of ability, age, gender, education, sexual orientation, religion, economic standing or cultural background. We welcome diversity and often develop program activities in collaboration with our members. Their input has led to culturally significant events, such as our South Asian adapted cooking classes. In addition, we translate key publications into different languages and we are currently working on a "Newcomers" guide that will help people coming from other countries learn what disability resources are available locally. Furthermore, we offer a women's only peer support group so they can freely discuss sensitive topics, such as relationships, sexuality and parenting, we match newly injured patients with a peer mentor who speaks their language, 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.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Our program impacts people with disabilities. For those with a spinal cord injury, the pandemic is adding layers of difficulty to what is already a challenging condition. A study by the CMHA found that people with a disability are experiencing higher rates of declining mental health, stress and depression, are having a harder time coping, and have suicidal thoughts more often. Our program connects those who are facing similar challenges 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 we offer opportunities to try activities they never imagined possible because of their injury. Participants are 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 them the friendships, knowledge, confidence and skills to move forward in their lives. It leads to healthy, active living and greater participation in the community.

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How many people participate in or take advantage of the program for which you are seeking funding? 375.00

How many of those people live within the boundaries of the City of Victoria? 300.00

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? 580.00 Please explain below.
(1250 characters max – do not add extra pages)

The numbers include people with a spinal cord injury and their family, friends and caregivers. An injury is devastating, not only for the individual but also for their loved ones. Family members often struggle with their own emotional issues and don't always know how to adjust to this new life. A spinal cord injury places great stress on relationships and family finances. 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. It helps them adjust to the changes brought on by their loved one's injury. 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 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 8,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 66,790.00	One full-time staff member to deliver program in Victoria.
Peer Program Manager Salary	$ 7,140.00	Portion of Provincial Manager's salary for Victoria.
Mandatory Wage Benefits	$ 13,597.00	EI, WCB, group insurance and pension payments.
Event Planning and Hosting	$ 8,060.00	Adapted equipment and facility rentals, refreshments, online activities, volunteer honorariums, etc.
Event Insurance	$ 300.00	Insurance to cover liabilities that may result from participation in peer activities.
Staff and Volunteer Mileage	$ 1,500.00	Travel to peer activities in the local community.
Promotional Materials	$ 1,700.00	Promotion of peer events, peer resource materials and quarterly publication, "The Spin".
Telecommunications	$ 960.00	Used by staff and volunteers to capture statistics, impact stories, photos, etc.
A. Total Project or Program Expenses	$ 100,047.00	
Administration		
Rent	$ 8,190.00	Reduced rent / meeting space at Victoria DRC.
Professional Development	$ 1,650.00	Attendance at conferences and workshops.
Miscellaneous Office Expenses	$ 250.00	Bank charges, office supplies, postage, etc.
B. Total Administrative Expenses	$ 10,090.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 110,137.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	9.16%	

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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	$ 8,000.00	Pending	Jennifer Lockhart	250-361-0396
Province of BC - Gaming Grant	$ 26,000.00	Confirmed	David Horricks	250-953-3078
Provincial Employees Community Services Fund	$ 7,500.00	Pending	Gillian Henuset	250-356-1736
A. Total Government Funding	$ 41,500.00			
Corporate Sponsorships				
Sara Spencer Foundation	$ 1,000.00	Pending	Vanya McDonell	sspencer@enh.bc.ca
Victoria Foundation	$ 2,500.00	Pending	Tracy Cullen	250-381-5532
B. Total Corporate Sponsorships	$ 3,500.00			
Matching Funds				
SCI BC Fundraising	$ 56,137.00	Pending	Shelley Milstein	604-326-1222
C. Total Matching Funds	$ 56,137.00			
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 Adapted 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)	$ 110,137.00	Should equal Total Program Expenditures on page 4		

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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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 are happy to receive any financial support the City is able to provide. However if available funds fall far below $5,000, 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 2022 To: June 2023

Project or program location: Victoria

Project or program timeline and major milestones.

Date	Milestone
July 2022 / August 2022	4 sessions of "Peer Fishing" - opportunity to get back to nature and fish from an accessible pier
September 2022	"Try it Day" featuring adapted mountain biking is held - opportunity for outdoor recreation
October 2022 / May 2023	2 sessions of cooking classes are held - use of adapted kitchen tools & healthy nutrition workshop
Nov 2022 / March 2023	2 "Hockey Night" events are held - dinner followed by cheering on the Victoria Royals
January 2023	"Procrastinator's Holiday" luncheon is held - share a meal with peers and celebrate the holidays
July 2022 to June 2023	Host monthly meetings for three separate "Bean There" coffee support groups.
July 2022 to June 2023	Weekly visits with patients at Victoria General Hospital.
July 2022 to June 2023	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? 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: 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

CBM

Signature

Chris McBride

Name

Executive Director

Position

January 28, 2022

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

Check if Report is ☑ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

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

Mailing Address: 817A Fort St Victoria V8W Postal Code:

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

Telephone: 604-326-1223 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 still a major concern and physical distancing measures in place, we continue to offer daily online peer programming with over 15 hours of virtual activities every week. Whether it's advice from a medical expert, friendly competition with online board games, getting the blood pumping with adaptive boxing or home fitness workouts, relaxing yoga and mindfulness, "Quad Life" discussions or a casual coffee and chat with other Victoria residents, there's something for everyone! The virtual sessions help combat social isolation, promote physical activity and support positive mental health as the pandemic drags on. We hope that COVID restrictions will be eased soon and we can safely get back to smaller in-person peer events. We plan to host outdoor recreational activities, like adapted cycling rides, fishing from an accessible pier and more. It will be a welcome relief to many.

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 while COVID lingers on. Here is a testimonial: "I feel great because of your online activities. I've made some good friends at the Zoom events and I honestly can't imagine my life without these people now. We laugh so much during games night and sometimes cry, but the group is so supportive through it all."

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
Host monthly "Bean There" coffee support sessions for three separate groups	So far, 24 "Bean There" coffee support groups were held virtually.	Yes
Deliver at least four in-person peer events to bring people together.	No in-person events yet. Hosted two virtual holiday celebrations.	No
Visit newly injured patients in hospital to provide emotional support.	Connected virtually to better prepare patients for the transition home.	Yes
People form supportive relationships and reduce their social isolation.	Saw increased attendance at virtual coffee groups and peer activities.	Yes
People gain confidence in managing challenges related to their injury.	Gathered testimonials and stories of impact from program participants.	Yes
People gain a better understanding of accessible community resources.	247 people used our SCI Info Database to learn about community resources.	Yes
People participate more in the local community.	Concerns about Covid and health measures made this difficult.	No

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? People remained socially connected, informed, active and mentally healthy.

How many have benefitted from the project or program? 262 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? 11 What total hours did they work? 61

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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		
Victoria Peer Program Coordinator Salary	30,344.18	One full-time staff member to deliver program in Victoria.
Peer Program Manager Salary	3,375.81	Portion of Provincial Manager's salary for Victoria.
Mandatory Wage Benefits	6,932.82	EI, WCB, group insurance and pension payments.
Event Planning and Hosting	1,612.67	Portion for online activities and volunteer honorariums for some of the sessions.
Event Insurance	0.00	Not needed as no in-person events at this point.
Staff and Volunteer Mileage	0.00	No travel as no in-person events at this point.
Promotional Materials	3,937.18	Communications and resource material for peers, including quarterly publication "The Spin".
Telecommunications	400.00	Used by staff and volunteers to capture statistics, impact stories, photos, etc.
A. Total Project or Program Expenses	$ 46,602.66	
Administration		
Rent	4,276.25	Reduced rent and meeting space at Victoria Disability Resource Centre.
Professional Development	0.00	No conferences or workshops at this point.
Miscellaneous Office Expenses	146.33	Bank charges, office supplies, postage, etc.
B. Total Administrative Expenses	$ 4,422.58	
Total Expenses (A+B)	$ 51,025.24	**Must equal Funding Sources below**

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	1,317.50	Confirmed	Jennifer Lockhart	250-361-0396
Province of BC - Gaming Grant	12,825.40	Confirmed	David Horricks	250-953-3078
Provincial Employees Community Services Fund	6,082.05	Confirmed	Gillian Henuset	250-356-1736
A. Total Government Funding	$ 20,224.95			
Corporate Sponsorships				
Victoria Foundation	1,250.00	Confirmed	Tracy Cullen	250-381-5532
Sara Spencer Foundation	500.00	Confirmed	Vanya McDonell	sspencer@enh.bc.ca
B. Total Corporate Sponsorships	$ 1,750.00			

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Strategic Plan Grant Final Report

Matching Funds				
SCI BC Fundraising	23,050.29	Confirmed	Shelley Milstein	604-326-1222
C. Total Matching Funds	$ 23,050.29			
In-Kind Contributions				
Victoria Disability Resource Centre	3,000.00	Confirmed	Wendy Cox	250-595-0044
Volunteer Host Hours of Online Sessions	3,000.00	Confirmed	Various volunteers	
D. Total In-Kind Contributions	$ 6,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 51,025.24	**Must equal Program**	**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 Logo on promo materials

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

Date: _____

- ☐ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☐ Other Planned for next 6 months

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.

CBM — Executive Director

Signature — Position

Chris McBride — January 28, 2022

Name — Date

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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Capital Region Food and Agriculture Initiatives Roundtable

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

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

Telephone: 250-896-7004 Website: www.crfair.ca, https://www.goodfoodnetwork.info

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 Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

CRFAIR envisions a region where local, sustainable and healthy food is celebrated, abundant and central to the cultures, health and well-being of residents. Our mission is to mobilize, connect and develop collective strategies to strengthen the local food system in the Capital Region.

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

CRFAIR connects organizations and individuals working on issues of food security, food access and food economy across sectors and districts. We do this through various roundtables, working groups and an annual conference on emerging gaps, opportunities and solutions to food system challenges. We work to build capacity, collaboration and resource-sharing between organizations in the Greater Victoria region, developing networks of collective action that drive change in the food system forward.

How many paid staff at organization? Full Time: 3.00 Part Time: 2.00

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 characters – do not add extra pages)

CRFAIR will follow all PHO orders and adapt programming to changing pandemic regulations. Our roundtable discussions continue to be hosted through the virtual zoom platform. We have hosted fully virtual, and hybrid Good Food Gathering events and are highly adept at managing large virtual gatherings. If a shift to a virtual format is required for any of our proposed activities, we are able to create a fully remote experience to ensure the safety of our participants and community. To guarantee we are prepared for the uncertainty of future regulations, we will create COVID back-up plans for all our activities in the event that projects must be adapted to an online format.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 12,000.00	Climate Resilience and Food Systems Roundtable, Youth Climate Action Group and Good Food Gathering (Climate and Food)
Victoria Foundation	$ 35,000.00	Collective Impact
District of Saanich	$ 10,000.00	Climate Change Support
Island Health	$ 15,000.00	Core Funding
Fee for service	$ 90,000.00	Program Delivery and Administration
Horner Foundation	$ 12,000.00	Youth Programs
Organization's Annual Budget	$ 174,000.00	

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
Strengthened collaboration around climate and food systems and engage leaders in planning and action for climate resilience	Convene Climate Resilience and Food Systems Roundtable (CRFSR) bringing key food and climate experts, researchers, city officials and organizations to build capacity, create space for resource sharing and networking - including COV Staff (Food Lead and Sustainability and Climate Coordinator) - 6 total meetings over 2022.
Capacity Building and resource-sharing	Present 2022 Food and Climate Opportunities Report on related goals, opportunities and actions to council and Urban Food Table (UFT)
Empower and mobilize youth to engage in climate action and food system initiatives in the city.	Establish a Youth Climate Action group to connect, learn and reflect on the climate crisis and the interconnections to the food system. Create a series of podcasts to inform and inspire other youth about Climate Friendly Food Actions
Supporting youth policy advocacy	Youth Climate Action group develops a set of policy action items to present to the council and Urban Food Table as part of Food and Climate Opportunities Report.
Coordinate region-wide learning and networking opportunities	Host annual Good Food Gathering (GFG) on Climate resilience and food systems with 200+ attendees

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: Building Climate Action for a resilient Food System

Who is your target audience? City of Victoria residents, youth, seniors, Indigenous communities, grassroot initiatives, non-profit organizations, food system initiatives, city officials

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

The climate crisis is deeply impacting our local food systems; affecting supply chains, impacting natural environments, exacerbating weather extremes, and decreasing our regional food system self-sufficiency. CRFAIR is seeking grant support to coordinate communication advocacy, collective impact and community engagement initiatives towards climate resilience in alignment with the City of Victoria's commitment to Climate Leadership and Environmental Stewardship. CRFAIR's climate initiative is centered around 3 strategic projects for 2022/2023: Building leadership through coordination of a Climate Resilience and Food Systems Experts Roundtable; Support, empower and inspire youth climate engagement within the City of Victoria through development of youth climate action group with a deliverable of key actions to present to council and UFT; and coordinate networking and collective action opportunities through annual Good Food Gathering event with focus on climate resilience and food systems. The City of Victoria Strategic grant would increase capacity to coordinate and lead these projects for the next year, supporting the development of a more climate resilient food system.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Building resilient, climate-engaged communities is vital to developing climate crisis solutions. CRFAIR's strategic initiatives will support the City of Victoria's climate resilient future. The Climate Resilience and Food Systems Roundtable (CRFSR) aligns with Objective 6 'Climate Leadership and Environmental Stewardship' strategy action 2, 'Implementing Climate Leadership Plan (CLP)'. The CRFSR aligns itself with the goals of the CLP by leading and inspiring, harmonizing actions, planning for climate resilience and universal accountability. The CRFSR brings key experts, organizers, Indigenous leaders and city officials (across CRD) catalyzing opportunities for resource and knowledge sharing across sectors, and connecting research and policy. The Youth Climate Action (YCA) group and the Good Food Gathering (GFG) support Objective 6 outcome 2, 'Citizens and businesses are empowered and inspired to take meaningful action'. The YCA Group will engage with youth around tangible climate action in the city, working to develop a podcast/education materials and actions to share with council. The GFG will provide opportunities for businesses, citizens and leaders to engage in current local food and climate initiatives across 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)

Equity and justice are deeply embedded within movements of climate action. CRFAIR's strategic projects will focus on centering the voices of under-served communities, especially those of Indigenous, Black, People of Color and Youth communities making way for their leadership in climate and food system action. The development of these projects has been in part driven by gaps identified by community and organizations, and the structuring of the programs and events will be influenced by engagement processes with the community to ensure their needs are well represented. Food inaccessibility, food insecurity and climate emergencies will disproportionately affect underserved communities, which is why planning for climate resilience and engaging in climate action conversations is part of equity and justice work. We aim to make space to centre the voices of IBPOC and youth and ensure that these communities have leadership roles in driving climate action forward.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

While all of the values stated by the council are at the core of our mission, our initiatives align with the value of deep listening and critical thinking. Focusing on the climate crisis and its impact on the food system can be a difficult topic to discuss. The intentions of our initiatives is to make space for safe, valid and respected conversations on the climate crisis and the food system that are rooted in hope and action. It is imperative that deep listening and critical thinking are at the heart of these conversations as it is a delicate topic that can spark fear in individuals. CRFAIR has experience in facilitating dialogue with community, organizations and city officials and is well suited to facilitate conversations rooted in these values. Our team follows trauma-informed practices to engagement, and have participated in workshops on incorporating Justice and Belonging into our work. We believe in the power of collective action, and intentionally incorporate deep listening and critical thinking in every aspect of our projects from inception to delivery.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

CRFAIR's initiatives will seek to engage, support and strengthen capacity for Indigenous, Black and People of Color communities (IBPOC) and youth. The CRFSR will engage and seek partnerships with IBPOC leadership, organizations and researchers to ensure policy advocacy is representative of the diversity in the city. The YCA group will support in engaging with youth to develop networks of trust and community, the group will center a decolonial and relational approach and will ensure that trauma-informed practices are embedded within the group structure. The GFG offers free and accessible ticketing for all IBPOC communities, as well as offering sliding scale for unhoused, marginalized or unemployed people. The GFG will prioritize speakers and workshops that centre justice and equity as guiding principles, and will ensure that speakers represent the diversity of our communities.

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How many people participate in or take advantage of the program for which you are seeking funding? 3,300.00

How many of those people live within the boundaries of the City of Victoria? 1,700.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 1,600.00

How many will benefit from the project or program? 3,300.00 Please explain below.
(1250 characters max – do not add extra pages)

The Climate Resilience and Food Systems Roundtable will seek to engage with city officials across regions, Indigenous Nations, researchers, students, organizations and advocates. These conversations could be vital in catalyzing further policy and strategic actions on climate change and the food system, impacting a large majority of Victoria residents. The Good Food Gathering typically brings over 200+ participants from across the CRD, with communication and engagement materials and calls-to-action from the event reaching over 2000+ through the Good Food Network. The Climate Action Youth group will engage with local Victoria youth, and connect them directly with other youth-led initiatives, through the podcast, organizations and projects creating larger networks of climate-engaged youth in the city.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 12,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Climate Change Coordination costs - wages	$ 2,700.00	Coordination and facilitation of Climate Resilience and Food Systems Roundtables
Development of communication materials for CRFSR	$ 1,000.00	(printing costs, virtual engagement costs ie zoom, social media, website)
Youth Coordination costs	$ 3,000.00	Planning and Coordination of Youth Climate Action group
Facilitation and Speaker Costs	$ 2,700.00	Youth Climate Action group and podcasts
Communication materials for YCA group	$ 1,000.00	(posters, ads, social media, website, podcast, zine)
Good Food Gathering Speakers and Workshops	$ 4,200.00	Focus on Climate Action and Resilience workshops/speakers
Event Coordination Costs - wages	$ 7,400.00	Coordination costs of Good Food Gathering
Event Venue Cost	$ 5,000.00	Good Food Gathering Venue costs
A. Total Project or Program Expenses	$ 27,000.00	
Administration		
Accounting and report costs	$ 3,000.00	
B. Total Administrative Expenses	$ 3,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 30,000.00	Should equal Total Program Funding Sources on page 5
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	$ 12,000.00	Pending		
District of Saanich	$ 3,000.00	Pending	Valla Tinney	2504755521
A. Total Government Funding	$ 15,000.00			
Corporate Sponsorships				
Victoria Foundation	$ 10,000.00	Confirmed	Tracy Horner	2503815532
B. Total Corporate Sponsorships	$ 10,000.00			
Matching Funds				
Island Health	$ 5,000.00	Confirmed	Analisa Blake	2507556244
C. Total Matching Funds	$ 5,000.00			
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)	$ 30,000.00	Should equal Total Program Expenditures on page 4		

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 the full funding requested the initiatives will need to be scaled down significantly. The funding is imperative to ensure that we have sufficient internal capacity to support the scope of the programs and event.

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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 projects to occur would be $7000. While this would reduce and scale down the scope of each project, it will ensure that we have capacity to support the coordination and facilitation of these projects.

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, 2022 To: June 30 2023

Project or program location: Remote / Greater Victoria

Project or program timeline and major milestones.

Date	Milestone
July 2022	Coordinate Climate Resilience and Food Systems Roundtable
July 2022	Launch of engagement and outreach of Youth Climate Action Group
July - September 2022	Weekly (12 total) sessions and workshops with YCA Group
July 2022	Community and network engagement sessions to plan for Good Food Gathering 2022 - venue, speakers and program set
August 2022	Development of list of actions from YCA group
September 2022	YCA present to council and create engagement materials to engage with youth (in preparation for elections)
September 2022 - June 2023	Bi-monhtly Climate Resilience and Food Systems Roundtable - Present 2022 Climate and Food Opportunities to UFT and council
October 2022	Good Food Gathering EVENT DAY

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 30+ 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: Zine, Podcast, Engagement Materials

SECTION 11. DECLARATION

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

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

Signature

Executive Director
Position

LindaGeggie
Name

Jan 31 2022
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

Check if Report is ☐ Interim or ☑ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Capital Region Food and Agriculture Inititiatives Roundtable

Mailing Address: PO Box 46002 RPO Quadra S Postal Code:

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

Telephone: 250-896-7004 Website: www.crfair.ca/www.growing

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Growing Together

Is the project or program completed?

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

Growing Together directly advanced many measurable outcomes under "Health, Wellbeing and Welcoming City". It did this through increasing a sense of belonging and civic participation and advancing food security through supporting and growing a network of gardeners providing them with resources, links to seeds, seedlings and support, and mentorship.

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
one stop shop website	The website was revamped and had over 2000 unique views and 3000 site sessi	Yes
foster sense of wellbeing through growing food	Participant feedback	Yes
To connect gardeners with mentors	50 mentor matches completed (50% of target met)	No
to provide a few local hotline	hotline responds to over 1000 calls	Yes
To provide 1000 plus packets of seeds	seeds distributed	Yes
To provide garden kits to those facing barriers	50 Palenke garden kits distributed and positive participant feedback	Yes
provide meaning ful garden resources	satisfaction with resources provided through focus group - over 840 instagr	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Novice gardeners, those needing support to grow food

What positive impacts were felt by your target audience? yes

How many have benefitted from the project or program? 12,000-15,000

What percentage of Greater Victoria Residents benefitted from this project or program? 11-15%

How many volunteers have worked on this project or program? 80 What total hours did they work? over 1000

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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		
Coordination	15,000.00	
communications	3,000.00	
printing and supplies	450.00	
mentorship	2,000.00	
hotline	1,200.00	
seed share	2,000.00	
Palenke Greens	2,500.00	
volunteers (inkind)	20,000.00	(approximately 1000 hours)
software	800.00	
A. Total Project or Program Expenses	$ 46,950.00	
Administration		
bookeeping and reporting	3,130.00	
B. Total Administrative Expenses	$ 3,130.00	
Total Expenses (A+B)	$ 50,080.00	**Must equal Funding Sources below**

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria Strategic Plan	5,580.00			
City of Victoria Direct Award	6,000.00			
Provincial Work Experience	1,500.00			
A. Total Government Funding	$ 13,080.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			

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Matching Funds				
NewHorizons for Seniors	10,000.00			
Victoria Foundation	7,000.00			
C. Total Matching Funds	$ 17,000.00			
In-Kind Contributions				
volunteers	20,000.00			
D. Total In-Kind Contributions	$ 20,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 50,080.00	**Must equal Program**	**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 resources and videos

☐ 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.

Linda Geggie — Signature

Executive Director — Position

Linda Geggie — Name

January 19, 2022 — Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Capital Region Food Share Network Society

Mailing Address: 2031 Store Street Postal Code: V8T 5L9

Contact Person: Kara Udell Email: director@foodsharenetwork.ca

Telephone: 236-464-7551 Website: foodsharenetwork.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: 71096 3075

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

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

VISION All residents of the Capital Region enjoy food security.
MISSION To enhance food security in the Capital Region through collaboration and cooperation among an innovative umbrella of organizations including food banks, community centers, donors, and other participating organizations.

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

Established in 2014, the Capital Region Food Share Network (FSN) was established to promote partnerships related to food security in the region, encourage collaboration among members, and to support neighbourhood-based programming. In 2018 FSN established a partnership with local grocers and the Mustard Seed Street Church to enable members to access food resources for their communities through the Food Rescue program; a program that redirects produce from landfills, to community in need.

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

How many volunteer staff at organization? 8.00 Total volunteer hours: 20.00

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 characters – do not add extra pages)

Our ED operates from Kwench, a shared office space where all PHO's are maintained via vaccine passport checks, social distancing, contact tracing, and ensurings masks are worn in all shared, indoor spaces.
The Food Rescue Project is operated by The Mustard Seed via the Food Distribution Centre, where all volunteers (not included in our volunteer count) are fully vaccinated, authorized personel are the only ones allowed in the building, masks are worn at all times, and social distancing is encouraged at all 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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 15,000.00	10K - Food program transport // 5k - Aministrative and operational costs
Victoria Foundation	$ 70,200.00	ED Salary, Legal, Operational, Grant Hosting fees
United Way	$ 20,000.00	Food Education and Access
Membership Fees	$ 1,500.00	Office expenses
Organization's Annual Budget	$ 106,700.00	

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
Work toward meeting the increased need for food collection and distribution	Employement of additional driver for at least 4 months
Support the ongoing work of the FSN	Report of networks operations and community involvement

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: Food Security in the Capital Region

Who is your target audience? Non-profit agencies working to reduce food insecurity in the Capital Region

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

Our network actively works to reduce food insecurity in the region through food education, increasing food access through food rescue and member education/connection, and advocacy. There has been an increased need for access to food through the Food Rescue Program, as well as an increased grocer interest in donation, the primary road block at this time is drivers to collect and distribute that food. This funding would not only allow us to continue the work we do, it will allow for the onboarding of an additional driver, for at least 4 months, while we work to secure funding to make that addition permenant.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Lat year alone over 750,000lbs of food was distributed to our members through the Food Rescue Program, which was then distributed to community members in need. The addition of another driver will bolster our capacity to increase that amount as we work together towards food security in the region. Shifting from the emergency food mindset (ie. food bank once a week) to a more sustainable, equitable access approach (ie. the free food markets several of our members provide). Food education and access are integral to the health and well-being of all.

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)

Yes. Under-served communities make up our members key clients. Our members include senior services, Indigenous communities, food banks, transitional housing sites, schools, newly landed residents and more.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Social justice - removing barriers to equitable access to healthful food through the Food Rescue Program. Increasing access to food education through food knowledge product development and distribution. Working with other community networks to transform local food policy, food metric development, and in the process of advocating for healthful access to food in schools through a universal school meal program.
Intersectionality - Bringing together members from various sectors, serving people from all walks of life, who are all fighting for food security.
Quality of life - increasing access to healthful food sources in a dignified way.
Resillience and Prosperous Community - Working together with all members of the network to transform local food systems, decentralizing access, expanding food education, and supporting local food economy.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Seniors, immigrants and refugees, people with disabilities, women and children, BIPOC. All members of our network have the ability to access the Food Rescue and food education resources, which they then distribute to their members in a dignified and equitable way.

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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? 40,000.00

How many of those people live within the boundaries of the City of Victoria? 30,000.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 40,000.00

How many will benefit from the project or program? 40,000.00 Please explain below.
(1250 characters max – do not add extra pages)

We have 69 member organizations, and together they serve over 40,000 people. All our members are all within the CRD.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 15,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Transportation	$ 10,000.00	For the employment of a driver to help meet the additional transportation needs of the Food RESCUE pROGRAM
Ongoing operational costs	$ 2,300.00	towards ED salary
A. Total Project or Program Expenses	$ 12,300.00	
Administration		
Ongoing operational cost	$ 2,700.00	operational costs such as office membership
B. Total Administrative Expenses	$ 2,700.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 15,000.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	18.00%	

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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	$ 15,000.00	Pending		
A. Total Government Funding	$ 15,000.00			
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)	$ 15,000.00	Should equal Total Program Expenditures on page 4		

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 this funding we will not be able to employ an additional driver to meet the increased need and demand; however, our network and program operations will continue on as they have.

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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)

10,000 to cover the cost of the driver

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 programlocation: 2031 Store Street Victoria and 808B Viewfield Rd Esquimalt

Project or program timeline and major milestones.

Date	Milestone
July 1 2022	Hire Driver
July 30 2022	Driver will have begun
June 30 2023	All grant funds will have been exhausted

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

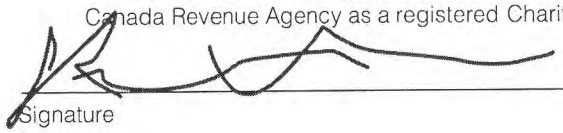
All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ 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

Executive Director

Position

Kara Udell

Name

January 31, 2022

Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Chinese Community Services Centre/ Saanich Legacy Foundation

Mailing Address: 655A Herald St. Postal Code: V8W1S8

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: _____

Mailing Address: _____

Telephone: _____ Email: _____

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 Certificate of Good Standing or 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 stronger Chinese community by bringing Greater Victoria's Chinese residents together and to provide assistance and services in a welcoming environment.

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

Our Centre opened its doors in March 2019 and over the next year became a cultural drop-in space for numerous residents, friends and families. While extending support to community we offered a variety of activities and celebrated Chinatown histories and customs. These brought long-time residents together with new immigrants, students and extended families. Everyone associated has evaluated programmes as being strongly beneficial.

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

How many volunteer staff at organization? 16 Total volunteer hours: 1600

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 characters – do not add extra pages)

We continue to adapt and adhere to PHO Orders. Staying up to date with directives, adopting masking and cleaning protocols and re-arranging our Centre for the required spacing and distancing. The Centre facility is large enough and has tables and seating to accommodate within guidelines. Board and Planning meetings have been conducted virtually when in-person gatherings have been prohibited. We have adapted for the safest accessibility and are considering expansion outdoors with neighbourhood walks, activities and tours of Chinatown.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	10,000.00	Gatherings and educationals to restore health
Joe Wo Trust	5,000.00	
various donors	10,000.00	
Organization's Annual Budget	25,000.00	

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
Remediate social isolation that has	Respond to and support community needs
Restore the health and well-being of	Increase in Centre participation, numbers in weekly and project uptake
Welcome and assist newcomers and	Introductions to community resources and services
Present and discuss information to	Facing Racism resource book
Foster diversity and human rights	Diversity and Inclusion strategies checklist

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: Tiger Year Tactics for Health & Resilience

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

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

This programme is much needed to bring Chinatown residents and community members out of the isolation of the past 2 years of the Covid-19 Pandemic. Before March 2020 we had seen social connection and activity as community needs. We saw the pleasure brought about by a series of CCSC gatherings. These ranged from ESL classes, a Chinese Calligraphy Club, Tech Training, Immigration Counselling, War Veteran presentations, a Chinatown Histories Project, cooking, art and craft demonstrations. Each drew a range of participants and introduced residents and family members to one another in an interesting environment.
Throughout the past year during what limited events we were able to hold we learned of the increasing social isolation and negative impacts of being unable to gather. We heard from within community of the need to alleviate that isolation. With a focus on bringing community together and to buoy community spirit we will dedicate this new project. Working energetically, creatively and tactically we will recover and grow with community needs.
Since all programmes are offered free of charge a grant would enable participation by all and help to cover associated costs.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Programmes are held within an accessible space that safe and welcoming. Events and activities will invite and include individuals and families, immigrants and refugees, multi-generations and genders. We support Indigenous Rights and reconciliation, diversity and inclusion. During the next year we will address racism, isolation and an appreciation of community perspectives and differences. Careful design of our activities strongly supports and enhances the City of Victoria Strategic Plan as a Welcoming 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)

Under-served communities are focal to coordination and Board meeting discussions. We have discussed ways to expand connections to the under-served and those not yet met. It is understood that many who are marginalized and under-represented could find support, information and referral to community resources through CCSC and we strive to address these needs as our 'raison d'etre'.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

CCSC Board has discussed and received presentations on the values of equity and will update and renew these principles in a Board meeting and development session ahead.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Elderly populations, their families, new immigrants and refugees are the under-served populations we aim to support. The physical aspect of meeting, greeting, sharing and communicating will build capacity and stronger connections.

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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? 125

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 75-80

How many will benefit from the project or program? 200 Please explain below.
(1250 characters max – do not add extra pages)

There are hundreds of Chinese residents and families within our network. The past 2 years have kept people apart much to the despair and deterioration of physical, emotional and mental health. Anti-Asian racism has brought fear and a palpable reluctance to go out into community. There is a need to provide support, allay fears, provide education and build confidence to venture out and stand with one another. CCSC is committed to carrying on to serve and to enhance health, well-being and safety within the Welcoming City of Victoria.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $15,000
Must equal Total Funding Sources from City of Victoria on page 5

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	4000	
Outreach, Publicity, Resources	3500	
Workshop Supplies	1500	
Volunteer Expenses	2000	
Refreshments	500	
Social Media	1000	
A. Total Project or Program Expenses	12,500	
Administration		
Registration, Bookkeeping, Printing, Translation	2500	
B. Total Administrative Expenses	2500	
TOTAL PROGRAM EXPENDITURES (A+B)	15,000.00	Should equal Total Program Funding Sources on page 5
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	10,000.00			
A. Total Government Funding	10,000.00			
Corporate Sponsorships				
	5000.00			
B. Total Corporate Sponsorships	5000.00			
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 PROGRAM FUNDING SOURCES (A+B+C+D+E)	15,000.00	Should equal Total Program Expenditures on page 4		

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 would be challenging for our organization if full funding were not to be received. We rely extensively upon volunteers, donations and in-kind contributions in order to keep operations going. Board members volunteer weekly and programmes are lead by those who donate facilitation time, supplies and materials. We could carry on in present mode but there is volunteer fatigue. To respond to ongoing and newly identified needs full funding would assist greatly.

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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 would be the minimum level. If so, the project would need to fall back to reliance upon more volunteers and in-kind contributions.

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: 30 July 2022 To: 30 June 2023

Project or program location: Chinese CommunityServices Centre 655 Herald Street, Victoria, BC

Project or program timeline and major milestones.

Date	Milestone
July 2022	Board Orientation and Overview
August 2022	Project Planning/Facilitator and Volunteer Recruitment
September 2022	Mid-Autumn events
October2022 -May 202	Workshops
June 2023	Review Evaluation and Final Report
February	Lunar New Year Celebration

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20 Total volunteer hours required: 160

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

Nora Butz

Signature

Nora Butz

Name

Secretary, Board Member

Position

January 31, 2022

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

Check if Report is ☐ Interim or ☒ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Chinese Community Services Centre of Victoria (CCSC)/Saanich Legacy Foundation

Mailing Address: 655A Herald Street, Victo Postal Code:

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

Telephone: 250 889-8329 Website: www.ccscvictoria.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Culture and Community in

Is the project or program completed?

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

We closely align our work to achieve objectives for 'Health, Well-Being and a Welcoming City'. Special and weekly gatherings bring together many community members while adhering to Public Health Restrictions and protocols.
Regular designated weekdays are set to provide tech and communication supports, immigration and

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
Safe Accessible Space	gular Drop-in Hours/Mobility Accessibe/Covid Protoco	Yes
Valuing Cultural Diversity	nts, Long-Term Residents, Multi-Racial and Blended I	Yes
Elder and Family Friendly Events	Drop-in numbers maintained	Yes
Newcomer Welcoming	Student Meet & Greet events	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Greater Victoria's Chinese and broader community

What positive impacts were felt by your target audience? CCSC has established itself as a friendly and reliable connec

How many have benefitted from the project or program? 200

What percentage of Greater Victoria Residents benefitted from this project or program? 5%

How many volunteers have worked on this project or program? 17 What total hours did they work? 550

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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		
Moon Festival	800	September 2021
Seasonal Celebration	400	OctoberDecember 2021
Elder/Intergenerational Tea & Lunch	450	August, October, November 2021
Calligraphy Club	300	Weekly gatherings
Tech Tips/Immigration Questions	750	Seminars
A. Total Project or Program Expenses	2700.00	
Administration		
Staffing, office supplies,	3000	
B. Total Administrative Expenses	3000.00	
Total Expenses (A+B)	5700.00	Must equal Funding Sources below

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
	2663.00			
A. Total Government Funding	2663.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	0			

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Strategic Plan Grant Final Report

Matching Funds				
C. Total Matching Funds	0			
In-Kind Contributions				
advertising	290.00			
D. Total In-Kind Contributions	290.00			
Waived Fees and Charges				
volunteers	1797.00			
Speakers	700.00			
sound system	250.00			
E. Total Waived Fees and Charges	2747.00			
Total Funding Sources (A+B+C+D+E)	5700.00.00	**Must equal Program**	**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: _____

- ☑ 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.

Nora Butz — Signature

Board Secretary — Position

Nora Butz — Name

Dec. 31, 2021 — Date

CITY OF VICTORIA

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

Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: CineVic Society of Independent Filmmakers

Mailing Address: #102 - 764 Yates Street, Victoria BC Postal Code: V8W 1L4

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

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

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name:

Mailing Address:

Telephone: Email:

SECTION 3. ORGANIZATION INFORMATION

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

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

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

CineVic is an artist run society supporting Victoria filmmakers and artists with accessible programming, affordable equipment, professional development resources, and cinematic exhibition opportunities since 1991.

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

Since 1991, CineVic has been providing resources to independent filmmakers and media artists in the form of equipment, workshops, screenings, collaborative projects, and professional development opportunities. Over 3 decades we have facilitated the production of hundreds of film and video artworks on both analogue and digital formats, and continue to present annual programming such as the Short Circuit Pacific Rim Film Festival, CINESPARK and Telefilm Talent to Watch production programs, The Incubators workshop/mentorship program, and the One Take Super 8 Event.

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

How many volunteer staff at organization? 0 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 characters – do not add extra page

Running this program in 2021 made us realize it is the perfect pandemic-proof program. While we are crossing our fingers for capacity restrictions at theatres and performing arts venues to return to normal by Fall 2022, we can still run this program if current restrictions remain or even if theatres close altogether. Attendance at our 2021 event actually doubled our expectations, even with 50% capacity restrictions in effect at Alix Goolden Performance Hall. For 2022 we are hoping to return to the Metro Studio Theatre which has been renovated to accommodate distancing and reduced capacity with cabaret seating. Also, we can always pivot to hosting an online screening on its own if necessary, without a "live" or in-person component. On the production side, films are typically created by one person in a do-it-yourself style, or a small self-organized group of friends or family who are already in each other's bubble.

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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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	$8,000	One Take Super 8
Canada Council for the Arts	$64,057	Operations, programming, equipment purchases
BC Community Gaming Grants	$26,900	Short Circuit Film Festival, One Take Super 8, programming
CRD	$23,000	Operations, programming
BC Arts Council	$65,000	Operations, programming, equipment purchases
Telefilm Canada	$5,000	Short Circuit Film Festival
Self-generated (equip rentals, memberships, etc)	$25,000	Operations, programming, equipment maintenance & repair
In-Kind	$25,000	Community equipment sponsorships, volunteerism, partnerships
Organization's Annual Budget	$241,957	

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

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

Objective	Measure of Success
Encourage artistic film production	Registration numbers and individual project completion rate
Enhance artistic skills of Victorians	Super 8 workshop attendance and effectiveness
Engage and empower community artists	Uptake of free camera rental; community word of mouth
Provide exhibition resources	Attendance numbers; payout of artist screening fees
Facilitate collaborations	Number and tone of collaborations between filmmakers
Contribute to vibrant & livable community	In-person screening to revitalize downtown post-Covid
Encourage critical discourse	Participation in Q&A with filmmakers and audience

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: One Take Super 8 Event

Who is your target audience? Amateur artists, youth, storytellers, film enthusiasts of all ages in Victoria

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

In October 2022, CineVic will bring the One Take Super 8 Event back to Victoria. OTS8 is an international, participatory, analogue filmmaking program and screening that began in 2000 in Regina and has been held in more than 50 locations such as Ottawa, Winnipeg, Syracuse, and Fort Lauderdale. In 2019 we hosted Victoria's first-ever OTS8 which featured 25 community participants of all ages and skill levels who were given one cartridge of Kodak Super 8 film and a camera to create their own 3-minute movie. The catch: they must shoot all the scenes in order (no editing), and they see their creations for the first time along with the audience at a community screening. Our 2021 garnered a new batch of participants and a hybrid in-person/online screening that doubled our expectations. A renewed interest in celluloid film makes this event quite popular as participants explore the small-gauge, tactile, handheld format of Super 8 filmmaking with easily achievable results. Grant funds will be used to cover: marketing and promotion of both participant registrations and screening events; a workshop; film stock and processing; event venue; and artist screening fees.

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Victoria, BC V8W 1P6
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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 One Take Super 8 Event facilitates artistic creation, experimentation, and collaboration of Victoria residents in the downtown core. Both statistical and anecdotal data not only suggests but proves that art creation and observation contribute to both individual mental health and the larger well-being of society. OTS8 allows first-timers and amateur artists create new works on celluloid film alongside seasoned and professional storytellers. This project serves as a natural equalizer in the local arts community, providing a platform and tools for collaboration between hobbyists of all ages, interdisciplinary artists, and organizations. A very tangible benefit the OTS8 program provides is artist screening fees, a cornerstone commitment of all programming produced by our organization — and a fact that surprises some participants when they receive a cheque in the mail!

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)

By design, the OTS8 program is inclusive and accessible to all skill levels and requires no experience. We aim for gender parity and diverse representation in all CineVic programming, and provide discounted memberships, tickets, and registration fees for individuals who self-identify from traditionally underrepresented groups and communities such as LGBTQ+, BIPOC, youth, low income, Deaf, disabled, or unemployed/underemployed. While our younger participants will put away their smartphone cameras and discover a "new" analogue medium (that happens to be very old), our senior participants will re-discover the nostalgia of a former "home-movie" format which can now be employed for meaningful storytelling and artistic creation.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Council's main value statements on equity which have driven the development of this program are: "Welcoming diversity and fostering a spirit of inclusion and equity in everything we do" and "Leading with creativity and courage." While creativity is a given, courage is exemplified by both our own audacity to host participatory programs during a pandemic, and the confidence exuded by the registrants who are ready to take the leap into a new experience and show their work to an audience. Two testimonials from past participants are closely related to these value statements, and have also driven the development of this program: "At first I was terrified, it took me the longest time to pull the trigger… it's a bit scary, but also very inspiring" - and - "It's a scary prospect, especially clicking the record button for the very first time. I'm sure it won't be perfect, but it will be what we created, and that's really beautiful."

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

For each iteration of this program we have engaged with other community groups such as Students of Colour Collective and Society for Students with a Disability, and BlackBuster BIPOC Youth Group, in order to reach a diversity of individuals with the initial call for artists. Registration fees are waived for these community spots. In 2022 we will refocus our engagement with the Songhees Nation, Esquimalt Nation, and Inter-Cultural Association. Participation in the program also includes a free hands-on workshop to teach participants how to operate Super 8 cameras, along with strategies for success within the "one-take" parameters. Perhaps the most empowering aspect of this program is ownership — after the screening, both a digital and analogue copy of each film is provided to its creator. They own the copyright and are free to do with it what they choose. Many previous OTS8 projects have gone on to screen at other festivals and venues around the world.

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How many people participate in or take advantage of the program for which you are seeking funding? 800

How many of those people live within the boundaries of the City of Victoria? 600

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 200

How many will benefit from the project or program? 1500 Please explain below.
(1250 characters max – do not add extra pages)

This number represents anticipated total of participants, collaborators, staff, volunteers, local audience, online audience, and audiences at future festivals or screenings where filmmakers will show their films after the initial screening in Victoria.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $8,000
Must equal Total Funding Sources from City of Victoria on page 5

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		
Venue rental	1,000	
Super 8 film / processing / digital scan / shipping	5,000	Niagara Custom Lab
Marketing / promotion of registrations + event	1,200	
Workshop instructor / mentors	1,000	
Artist screening fees	2,500	25 x $100
In-kind: CineVic equipment + staff	5,000	
In-kind: MediaNet equipment	600	Additional Super 8 cameras
In-kind: Antimatter equipment	500	Super 8 projectors
A. Total Project or Program Expenses	16,800	
Administration		
Office supplies	400	
B. Total Administrative Expenses	400	
TOTAL PROGRAM EXPENDITURES (A+B)	17,200	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	2.32%	

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Strategic Plan Grant
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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	8,000	Pending		
BC Gaming	2,000	Confirmed	No assigned officer	250-356-1081
A. Total Government Funding	10,000			
Corporate Sponsorships				
Niagara Custom Lab	175	Confirmed	Sebastjan Henrickson	(416) 504-3927
B. Total Corporate Sponsorships	175			
Matching Funds				
Participant registration fees	500	Pending	n/a	
CineVic cash contribution	425	Confirmed	David Geiss	(250) 389-1590
C. Total Matching Funds	925			
In-Kind Contributions				
In-kind: CineVic equipment + staff	5,000	Confirmed	David Geiss	(250) 389-1590
In-kind: MediaNet equipment	600	Confirmed	Peter Sandmark	(250) 381-4428
In-kind: Antimatter equipment	500	Confirmed	Todd Eacrett	(250) 385-3327
D. Total In-Kind Contributions	6,100			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	17,200	Should equal Total Program Expenditures on page 4		

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

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

If this project does not receive full funding, its community impact and accessibility will be reduced. We would need to increase the price of participant registration fees and public screening tickets, while reducing marketing costs and amount of screening fees paid to artists. We would also consider removing the workshop component in order to cut costs.

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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 City of Victoria funding required for this event is $4,000. While we also receive BC Gaming funds to run this program, the amount is very small and shortfalls are typically made up from our general operating funds, which in turn impacts our other programming and overall 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: 1 June 2022 To: 31 October 2022

Project or programlocation: Filming: Various TBD locations around Victoria. Screening: Metro Studio Theatre.

Project or program timeline and major milestones.

Date	Milestone
Jun 1-30, 2022	Participant registration
Jun 30, 2022	Super 8 filmmaking workshop
Jul 1 - Aug 31, 2022	Participant filming (each person gets a camera for one week)
Sep 1, 2022	Films shipped away for processing & digital scan
Oct 1, 2022	Processed films received and tested
Oct 14-15, 2022	One Take Super 8 Event community screenings @ Metro Studio and online
Oct 16-31, 2022	Debriefing, feedback surveys, supply films to participants, and reporting.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this projector program? 35 Total volunteer hours required: 500

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

Signature

Executive Director
Position

David Geiss
Name

January 31, 2022
Date

Finance
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E grants@victoria.ca

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Community First Foundation operating as Backpack Buddies

Mailing Address: 444 William Street, Victoria, BC Postal Code: V9A 3Y9

Contact Person: Joanne Griffiths Email: joanne@backpackbuddies.ca

Telephone: 604-807-0347 Website: https://www.backpackbuddies.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-0061788

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 837443233RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Backpack Buddies is dedicated to ensuring the most vulnerable children have access to food. Many children rely heavily on school meal programs but over the weekend may not eat at all. This is 'the weekend hunger gap.' Backpack Buddies addresses this crisis by filling backpacks every Friday for students in need with meals and snacks to last the weekend. Each month, as we extend our reach to more and more children, we come closer to ensuring food security for every vulnerable BC child.

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

Nearly 10 years ago, we started helping 20 kids at a Vancouver school, filling their backpacks with food on Fridays so that they didn't go without eating all weekend. Year by year we grew, adding more children, reaching more communities, and expanding to Victoria in 2019 where we have a local operations. Today, we provide the Backpack Buddies weekend meal program for 499 children in the Capital Regional District, have a local staff and volunteer team, operating from our warehouse on William St.

How many paid staff at organization? Full Time: 8.00 Part Time: 4.00

How many volunteer staff at organization? 260.00 Total volunteer hours: 12,800.00

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 characters – do not add extra pages)

Backpack Buddies has a COVID safety plan that is implemented to ensure physical distancing, masks, sanitation protocols, and vaccine requirements to enter our facilities. We have protocols in place for contactless meal bag drop-off at schools and distribution to children is provided as normal by school staff, following the school protocols. Prior to the pandemic, we had Buddy Schools where students helped to pack meal bags - this is no longer possible but has been replaced with staff and small volunteer teams in the warehouse who pack bags of food.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 20,000.00	Food
Donations	$ 1,899,500.00	Food, human resources, fundraising marketing, operating, and admin costs
Grants	$ 1,034,900.00	Program Delivery Costs, capital equipment, and special projects
Fundraising	$ 120,000.00	Food, human resources, fundraising marketing, operating, and admin costs
Organization's Annual Budget	$ 3,074,400.00	

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
Increase the number of Victoria children in the program	Number of children in Victoria increases from 499 to 600
Increase the number of meals provided in Capital Regional District	180,000 meals provided for CRD children in 2022-23
Increase access to produce and other fresh food	Refrigeration ensures weekly inclusion of vegetables, fruit, dairy products like yogurt, and snacks like hummus

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: Backpack Buddies Victoria

Who is your target audience? Vulnerable children facing food insecurity

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

Growing children require regularly available, nutritious food. But, the ever-increasing cost of rent, household expenses and childcare, has created an affordability crisis for BC families. Basic needs like food, shelter and warmth are in direct competition with one another. Families living in poverty are often forced to make brutal trade-offs like foregoing dinners for a week to pay the rent. Across the CRD, the poverty rate is 13.3% and 27% of families (2 parents, 2 children) had incomes less than the living wage. A staggering 51.4% of children in single parent families live in poverty. In some areas of Victoria, the child poverty rate extends to 40% of children or more, especially for Indigenous children.

Backpack Buddies is a weekend meal program for vulnerable children that access school meal programs but go hungry on the weekend. Children are identified by school staff as food insecure. Each Friday, Backpack Buddies delivers to the school a bag of food for each child, containing 9 meals, snacks, and produce. School staff distribute to the bags to children to take home for the weekend. While we support 499 children today, so many more need access to food. The program is supported solely by donations, fundraising and grants.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 aligns with Strategy Objective 5: Health, Well-Being, and a Welcoming Community, specifically the measurable objective of Increased Food Security. In BC, we have an abundance of food. Yet, poverty and hunger are present in every BC community. This stems from continually rising costs of living, systemic poverty, the challenging geography of our province, abuse and forced impoverishment of Indigenous Peoples, land use choices, and a food distribution system that fails to consider that access to adequate food and nutrition is part of the United Nations Convention on the Rights of the Child. At Backpack Buddies, we are rethinking food distribution. We help families who struggle with addiction, health, and other issues that limit their children's access to food. Children in our program are from refugee families who struggle with the high costs of food, unfamiliar stores and products, language barriers, navigating cities without a vehicle, and overcoming the trauma from the years before coming to Canada. Others may have parents with disabilities or significant mental health issues. We make sure these children have food (including vegetarian and halal) that they can count on with no need for money or travel to a food bank.

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 supports under-served communities to address challenges related to the following social determinants of health: 1) early childhood development – we help to address the negative impact that lack of food and nutrition has on early childhood development; 2) food insecurity – we provide a stable and consistent source of food for children who cannot access food on the weekends at home; 3) education – lack of food and hunger impacts a child's ability to focus on learning and school; we not only provide the food that helps them be able to focus but we are part of the school community that creates a supportive and safe environment for children to be cared for; 4) social safety net – we are part of the social safety net for families who are under-served, providing a stable source of food for their children

In addition, we are committed to ensuring cultural safety within our programs, hiring practices, and community engagement, as part of our commitment to reconciliation between Indigenous and non-Indigenous peoples.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Backpack Buddies believes that every child has the right to adequate food and nutrition. Yet children have very little agency to control their access to food. We also understand that within a capitalist system, not everyone will benefit equally but that we can overcome the inequities in the system by providing supports to offset those inequities. The Backpack Buddies program is one of those supports. We offer a barrier free program that puts food directly into the hands of vulnerable children through their school or community organization. When we overcome hunger, we help to level of the playing field for vulnerable children, reducing negative consequences of hunger and poor nutrition like poor physical health, learning delays, behaviour problems, and mental health challenges.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The children and youth directly impacted are highly vulnerable. They live in low income (low wages, under-employed) families or live in poverty (families on income assistance or no income). This includes: children in families with addiction issues; children or their parents with cognitive disabilities, chronic health impairments, or serious mental illnesses; newcomers to Victoria including refugees; Indigenous children on and off reserve. They have been identified by schools staff as food insecure and often participate in a school breakfast/lunch programs. This program builds capacity within these vulnerable populations by increasing their access to food, regardless of their economic circumstances. By providing food directly to children, we remove the barriers they face to accessing food.

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E grants@victoria.ca

Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 499.00

How many of those people live within the boundaries of the City of Victoria? 430.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 69.00

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 will directly benefit children by providing them 9 meals and snacks each weekend throughout the school year. It also benefits at least 2 parents, older siblings, or other family members in the household giving them the chance to eat with more food to go around.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 20,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 239,850.00	9 meals plus snacks and produce every Friday
Human Resources	$ 70,680.00	Program Coordinator based in Victoria Warehouse
Warehouse & Equipment	$ 24,443.00	Victoria Warehouse Lease, vehicle amortization, warehouse refrigerators
Vehicle and Delivery	$ 4,050.00	Van Operating costs (fuel, insurance, maintenance, cleaning) for Victoria delivery van
Advertising & Promotion	$ 3,612.00	Social media ads, marketing materials to promote the program
A. Total Project or Program Expenses	$ 342,635.00	
Administration		
IT	$ 460.00	
Bank Fees	$ 300.00	
Office Supplies	$ 600.00	
Insurance	$ 450.00	
Cell Phone	$ 1,000.00	
Bookkeeping and Accounting	$ 6,000.00	
Community Support & Admin Specialist	$ 5,960.00	Administrative Support
Management	$ 11,000.00	Executive Director Program Oversite
B. Total Administrative Expenses	$ 25,770.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 368,405.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	7.00%	

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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		
Province of BC Gaming	$ 5,850.00	Pending		
A. Total Government Funding	$ 25,850.00			
Corporate Sponsorships				
Amazon	$ 37,500.00	Pending		
Island Savings Credit Union	$ 10,000.00	Pending		
CFAX Santa's Anonymous	$ 10,000.00	Pending		
Other Contributions	$ 8,635.00	Pending		
B. Total Corporate Sponsorships	$ 66,135.00			
Matching Funds				
The Annual Foundation	$ 26,250.00	Confirmed		
Victoria Foundation	$ 20,000.00	Pending		
Norgaard Foundation	$ 20,000.00	Pending		
Donations and Fundraising	$ 210,170.00	Pending		
C. Total Matching Funds	$ 276,420.00			
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)	$ 368,405.00	Should equal Total Program Expenditures on page 4		

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 continue to source other funding opportunities and secure support for Backpack Buddies Victoria. If we are unable to raise enough funds, we will limit the number of new children added to the program. In the worst case scenario, we would have to reduce the amount of food provided or reduce the number of children in the program.

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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 program will occur even if funding is not received. If we are unable to secure other funding, we will not add more children to the program in Victoria until we have funds to ensure once a child is in the program that we can commit to providing food as long as they need us. As noted above, the worst case scenario should not enough funds be raised, would be to reduce the amount of food provided to each child or reduce the number of children 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 1, 2022 To: June 30, 2022

Project or programlocation: Victoria, Esquimalt, Langford,Sooke

Project or program timeline and major milestones.

Date	Milestone
Sept 1, 2022	2022-23 School Year Starts - Ready to start food deliveries
Jan 1, 2023	50 additional children added to the Victoria program
April 1, 2023	50 additional children added to the Victoria program

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 6 Total volunteer hours required: 600

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

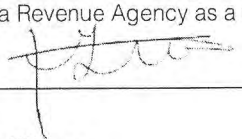
All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ 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

Joanne Griffiths

Name

President and Co-Executive Director

Position

Jan 26, 2022

Date

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

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SECTION 1. CONTACT INFORMATION

Organization Name: Community Options For Children and Families

Mailing Address: 1595 Bay Street, Victoria, BC V8R 2B5 Postal Code: _____

Contact Person: Kathleen Burton Email: kburton@cocf.ca

Telephone: 250-360-6363 ex 205 Website: www.cocf.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: 136312980RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

To provide quality support service and information to people with disabilities and their families, within our community.

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

Community Options was formed by a group of committed parents and supportive professionals in 1988. While the organization has grown since its inception, we strive to maintain the original vision of creating an inclusive community. We build healthy, accessible and whole communities by providing creative and innovative service options. We believe in the importance of families and the inclusion and integration of all people.

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

How many volunteer staff at organization? 5.00 Total volunteer hours: 750.00

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 characters – do not add extra pages)

The program will be run online as required, with inperson connection as appropriate and outlined by the PHO at any given time during the pandemic.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 10,000.00	Pilot Program under Family Support Program
CLBC	$ 1,490,733.00	Adult Team Program
MCFD	$ 458,208.00	Children's Program
Gaming	$ 44,000.00	Family Support Program
Other Grants and program income	$ 40,000.00	Administation, Fundrising, Marketing & other programing
Organization's Annual Budget	$ 2,042,941.00	

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
Family2Family will empower and equip two caller families to form lasting, mutually supportive and beneficial relationships with two families (each) in their community.	Reporting increased social interactions and increased participation in community events and activities. Telephone check-ins (monthly) will ascertain whether there is an increase in informal, self-initiated contact among group members between the planned gatherings.
The long term benefits to the caller families will be a reduced need for paid services, decreased social isolation, increased community involvement, and an increased sense of belonging.	Support network will increase community engagement for family members
The long term benefits to the four responder families will be expansion of their social circles, greater awareness and acceptance of diversity and inclusion, reciprocal friendships, and an increased sense of significance within their community.	Greater independence and increased self-confidence in group members and may also result in spreading the values of inclusion and acceptance to the broader community.
Sharing the load of caregiving responsibilities with a richer natural support network will increase community engagement for family members.	feedback from the participants that they regard the members of the group as significant, close social contacts, and that they expect to maintain and grow relationships with the group members on a continuing, long term basis
Five & Ten month evaluation	five and ten month mark, a brief questionnaire will be distributed to participants asking for their subjective opinions on the development and value of relationships within 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%)

Project or program title: Family 2 Family

Who is your target audience? There are two target groups. First, callers families including a young adult member with diverse abilities living in the family home, which are experiencing social isolation and barriers to community involvement. Barriers may be due to economic circumstances, cultural differences, lack of social skills, or the demands of caregiving. The second target group is responders families with a desire to offer friendship and acceptance to people with diverses abilities, and willing to volunteer at least 10 hours on a monthly basis to develop a supportive friendship with two other families

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

This project will pilot a one year program of facilitated, intentional connection between one family with a member with diverse abilities and two families without such an individual, to launch a lifetime connection of mutual support and friendship. Families with a member with diverse abilities need support from others to thrive. Many families lack supportive friendships and networks and experience social isolation. Barriers to community participation may be related to the demands of caring for their family member, or to other factors such as the family s economic circumstances, cultural differences, or lack of social skills. The availability of trained workers and funding is not sufficient to meet the support needs of all families. The aim of this project is to establish a long-lasting natural support network for families. This support will be mutual and multi-directional, shaped by the individuals in the group. The individual with diverse abilities and their family members are not viewed as consumers of support ,they are community members who also support and enrich their friends. Responder and caller families will transition over the course of one year from participation in a program to partners in a dynamic relationship

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

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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 Family 2 Family program supports Council's goal to advocate for adequate income and supports to ensure everyone has access to a decent quality of life. The project lends itself to an increased sense of belonging and participation and aims to inrease a sense of belonging in the community and access to supports for mental 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)

Families with a member with diverse abilities need support from others to thrive. Many families lack supportive friendships and networks and experience social isolation. Barriers to community participation may be related to the demands of caring for their family member, or to other factors such as the family s economic circumstances, cultural differences, or lack of social skills. The availability of trained workers and funding is not sufficient to meet the support needs of all families. The aim of this project is to establish a long-lasting natural support network for families. This support will be mutual and multi-directional, shaped by the individuals in the group. The individual with diverse abilities and their family members are not viewed as consumers of support ,they are community members who also support and enrich their friends. Responder and caller families will transition over the course of one year from participation in a program to partners in a dynamic relationship, potentially encompassing advocacy , access, and community engagement. This provides resilience in the face of events (such as the pandemic) when programs and paid workers may become suddenly unavailable.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Welcoming diversity and fostering a spirit of inclusion and equity in everything we do mirrors the values the City's second Declaration of Principles and Values. The specific benefits of the program are thought to lend themselves to greater independence and increased self-confidence in group members and may also result in spreading the values of inclusion and acceptance to the broader community.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Families with a member with diverse abilities need support from others to thrive. Many families lack supportive friendships and networks and experience social isolation. Barriers to community participation may be related to the demands of caring for their family member, or to other factors such as the family s economic circumstances, cultural differences, or lack of social skills. The availability of trained workers and funding is not sufficient to meet the support needs of all families.

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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? 20.00

How many of those people live within the boundaries of the City of Victoria? 10.00

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? 20.00 Please explain below.
(1250 characters max – do not add extra pages)

COCF estimates between 5-50 families can be served via this program. However, as this program has not yet been tested or implemented this is a guestimate. In addtion while every atempt will be made to see families from Victoria served, families will likely come from across the CRD. The program has the potential to build lifelong relationships and connections between families and to impact the perception and practice of community inclusion in Victoria.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 10,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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 Wages	$ 24,018.00	40 hrs/month x 19 months including MERC
Program Assistant Wages	$ 8,777.00	15 hrs/month x 13 months including MERC
In-Kind Program Expenses	$ 2,500.00	Food, venue and other costs x 21 gatherings
Program Expenses	$ 1,500.00	Food, venue and other costs x 21 gatherings
Activity fees	$ 1,060.00	$30/person x 32 participants
Support Staff Wages	$ 4,665.00	Oversight and Communications
A. Total Project or Program Expenses	$ 42,520.00	
Administration		
Administration costs	$ 3,340.00	Office space and support
B. Total Administrative Expenses	$ 3,340.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 45,860.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	7.28%	

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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	$ 10,000.00	Pending		
A. Total Government Funding	$ 10,000.00			
Corporate Sponsorships				
CLBC	$ 28,020.00	Pending		
Other Funders	$ 2,000.00	Confirmed	K. Burton	250.380.6363
B. Total Corporate Sponsorships	$ 30,020.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Community Donations	$ 2,500.00	Pending		
COCF	$ 3,340.00	Confirmed	K. Burton	250.380.6363
D. Total In-Kind Contributions	$ 5,840.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 45,860.00	Should equal Total Program Expenditures on page 4		

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

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

If we do not receive full funding from all grantors, the project will likely not take place, however with partial funding COCF may be able to run a smaller, more limited project.

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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)

$15,000 - $20,000 is required in order to see a minimal pilot take place offering a a more condensed version of the project while seeking further funding to see the project run at its maximum capicity.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: March 2022 To: June 2023

Project or programlocation: COCF offices and Greater Victoria area

Project or program timeline and major milestones.

Date	Milestone
March 2022:	Identify/invite individuals with lived experience of transition to adult services to form an advisory council of 3-6 people
April/May 2022	Advisory council and program facilitator will meet about 4 times to discuss and prepare materials outlining the goals and requirements of the program and develop materials to identify participant families
May/June/July 2022	Families will be invited to participate, through schools, community groups, or service agencies
August 2022	Participant families selected, gatherings for Sep-Nov planned and publicized
September - June 2023	program operates: monthly gatherings, communication, feedback, planning
June 2023	Celebration/reunion/kickoff for families to continue their friendship independently through 2023-2024

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5-20 Total volunteer hours required: 200

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: COCF is open to ways that best serve the City of Victoria

SECTION 11. DECLARATION

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

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

Kathleen E. Burton
Signature

Kathleen Burton
Name

Executive Director
Position

January 31, 2022
Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Community Social Planning Council of Greater Victoria

Mailing Address: 216 - 852 Fort Street, Victoria BC Postal Code: V8W 1H8

Contact Person: Diana Gibson Email: diana@communitycouncil.ca

Telephone: 250-383-6166 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 Certificate of Good Standing or 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 who 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 created 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 also served as an incubator for a number of essential organizations in the region, including the United Way of Southern Vancouver Island, Volunteer Victoria and Bridges for Women.

How many paid staff at organization? Full Time: 11.00 Part Time: 3.00

How many volunteer staff at organization? 22.00 Total volunteer hours: 1,950.00

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 characters – do not add extra pages)

The Greater Victoria Coordinated ID Services (GVCIS) operates on a custom, secure online form and database, allowing people to apply for ID and receive services remotely. In person ID clinics will begin once public health orders allow.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 30,000.00	2021 Funding level for the Greater Victoria Rent Bank.
Indigenous Services Canada	$ 96,340.00	In process - funding for Indigenous Case Worker for Housing Security and ID Services Programs
Rent Bank BC	$ 141,000.00	Renewal not yet confirmed for 2022; received $100k in 2021
Fee for Service Contracts	$ 36,800.00	Ongoing work with municipalities and other organizations
VanCity Community Foundation; Vancouver Foundation; District of Saanich	$ 120,000.00	Transportation Equity Project
Low Income Bus Pass Program	$ 180,000.00	Program expenses ($156000 plus overhead)
United Way of Southern Vancouver Island	$ 50,000.00	Confirmed for two years; Regional Happiness and Well Being Dashboard
CRD Municipalities - Rent Bank matching Funds	$ 141,000.00	Grants and loans, 3 FT staff, administration - in process for regional municipalities
Organization's Annual Budget	$ 795,140.00	

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 low-income and unhoused individuals secure essential ID	Number of people served; number of pieces of ID obtained
Remove financial barriers to securing ID	Value of fees waived through the program
Support for navigating ID services	Feedback from clints served
Support for Community Partners in coordinating ID services in the region	Feedback from community partner staff on ease of process
Secure storage of ID	ID kept in Secure Storage; counted weekly

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 Coordinated ID Services

Who is your target audience? Individuals on low-income or experiencing homelessness who require essential ID

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

This project will improve and expand access to identification for Greater Victoria's most vulnerable population. We offer client based, pro-active, and respectful assistance in obtaining ID and storing it in a secured place to people who are low income, homeless, and precariously housed. The GVCIS will operate rotating outreach offices and one main office to cover a broad catchment area, and ensure services are accessible to individuals needing them.

Lack of ID is one of the most common barriers for marginalized and vulnerable individuals to access housing, health care, income security and other social services. ID is also central to self-esteem and a sense of citizenship. Having identification allows people who are low income, homeless and provisionally sheltered to feel included as members of society, while improving access to vital services.

The CSPC will support regional partners by managing a referral system and ensuring other regional ID services are linked to the GVCIS program. Current partner organizations include the Salvation Army, Together Against Poverty Society, St Vincent de Paul, and Grace Lore's office. The CSPC will work with these partners to rotate ID services in different locations.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

GVCIS aligns with Prosperity and Economic Inclusion in that lack of ID is a barrier to securing appropriate, safe, and secure education, employment and housing. Furthermore, financial barriers to securing ID keep people in poverty and/or unhoused.

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)

People experiencing poverty and homelessness are at the core of this programs design. That said, we have also considered the following communities:
- people with visual or learning barriers in designing the online portal with accessibility and readability in mind
- Indigenous individuals through application for funding of an Indigenous Case Worker through Indigenous Services Canada
- women and youth through partnering with agencies who provide safer spaces for these populations once in-person clinics are available

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

While access to ID relates to all of Council's values on equity, it is most closely aligned with Social Justice. Barriers to housing, employment, financial services and education are systematized in the requirement for identification, and in the complexities and costs of securing that ID. This project eliminates these primary barriers through waiving ID fees and through providing trained support for navigating the ID application system.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

People experiencing povery and homelessness - build capacity by helping them secure the ID required to attain housing, financial services, employment, and education.

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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? 1,000.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 500.00

How many will benefit from the project or program? 2,500.00 Please explain below.
(1250 characters max – do not add extra pages)

In addition to those people directly obtaining ID, this project has benefits for people providing service using the streamlined online process. In addition, members of any family unit/"household" of people securing ID will also benefit from increased stability.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 9,500.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 59,280.00	Project Coordinator (1 FTE) + .5 Case Worker
MERCS & Benefits	$ 14,820.00	25% of wages
Web Portal Maintenance	$ 1,000.00	External contract for portal changes, updates, or fixes
ID Application Fees	$ 3,500.00	Covering application fees
Orienting community partners	$ 1,000.00	Training community partners staff in using the portal
Travel expenses	$ 8,740.00	Personal vehicle use throughout the region @ .59 per km (14820 km)
A. Total Project or Program Expenses	$ 88,340.00	
Administration		
Admin wages	$ 5,000.00	Payroll, operations, financial tracking
Office rent	$ 1,500.00	$125 per month
Office equipment & supplies	$ 500.00	
Professional fees	$ 1,000.00	Privacy and security checks, audets
Phone	$ 600.00	Cell phones for program staff
B. Total Administrative Expenses	$ 8,600.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 96,940.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	8.87%	

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

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	$ 9,500.00	Pending	Jennifer Lockhart	250-361-0396
Gov. of Canada - Reaching Home	$ 45,000.00	Pending	Jelena Putnik	250-360-3000
Indigenous Services Canada	$ 42,440.00	Pending	Aileen Lau	236-330-4990
A. Total Government Funding	$ 96,940.00			
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)	$ 96,940.00	Should equal Total Program Expenditures on page 4		

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 service to the community would need to be scaled back in the number and diversity (e.g. variety of safer spaces hosting clinics) of in-person ID clinics, support hours available from program staff, and full waiver of fees.

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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)

Since the other funding for this program is also pending, if no new funding is secured by March 31, the project will cease. The City of Victoria's support for the program is essential to leveraging support from the other regional municipalities, and for ensuring a high-quality 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: January 1, 2022 To: June 30, 2023

Project or program location: Victoria

Project or program timeline and major milestones.

Date	Milestone
February 1, 2022 - June 2023	Project team secure agreements with community partners to ensure coordination across the region
February 28, 2022	Online portal has been tested internally and by community partners and is launched in the community
Spring 2022	In-person ID clinics begin as PHO allow

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4 Total volunteer hours required: 250

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

S _____ Executive Director

Position

Diana Gibson

Name

January 31, 2022

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

Check if Report is ☑ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Community Social Planning Council of Greater Victoria

Mailing Address: 216-852 Fort St V8W 1H8 Postal Code:

Contact Person: Diana Gibson Email: diana@communitycouncil.ca

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

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Housing Secur.&Rent Bank

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)

Although the funding period is ongoing, all milestones for this program have been met per the existing schedule. The ongoing need in the community, and the success of the pilot programs, mean that both the Housing Security Program and the Greater Victoria Rent Bank Program have been expanded into ongoing programs. Evaluation of the program is ongoing, with a report expected prior to the end of the funding period.

Our funding report on the next page is a combination of actual expenditures from July 1, 2021 to January 31, 2022 and projected expenses for February 1, 2022 to June 30, 2022

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

As proposed, the Greater Victoria Rent Bank successfully prevented homelessness, provided system navigation, and supported a diverse group of marginalized people, thereby meeting both the Affordable Housing and the Prosperity and Economic Inclusion objectives. The City of Victoria continues to participate on the Advisory Committee that guides the program.

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
Maintaining housing for households	31 households given loans to maintain housing & utilities or buy food	Yes
Housing navigation services	419 applications; all applicants receive system navigation support	Yes
Housing security pilot project	71 additional household provided grants; positive feedback from partners	Yes
Support vulnerable populations	Ongoing - Survey of individuals served	
Engage vulnerable populations	People with lived experience of housing instability on advisory committee	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Low-income renters in Greater Victoria at imminent risk of losing housing

What positive impacts were felt by your target audience? Maintaining housing, maintaining essential utilities,being supported & respected

How many have benefitted from the project or program? 216 individuals (incl. 79 children) in 102 households

What percentage of Greater Victoria Residents benefitted from this project or program? 10

How many volunteers have worked on this project or program? 15 What total hours did they work? 300

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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		
Wages and Mercs	137,753.80	
Program Expenses	3,300.00	
A. Total Project or Program Expenses	$ 141,053.80	
Administration		
Insurance	1,332.00	
Rent	12,250.00	
Audit Fees	2,687.50	
Depreciation	2,819.95	
Printing	515.00	
Office Supplies	1,639.00	
Telephone	1,289.00	
Website	656.25	
Meetings	332.00	
Maintenance/Security	500.00	
B. Total Administrative Expenses	$ 24,020.70	
Total Expenses (A+B)	$ 165,074.50	**Must equal Funding Sources below**

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	24,000.00	Confirmed		
BC Rent Bank	101,074.50	Confirmed		
United Way	40,000.00	Confirmed		
A. Total Government Funding	$ 165,074.50			
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)	$ 165,074.50	**Must equal Program**	**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 Infographic

☐ 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

Diana Gibson | February 8, 2022

Name | Date

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Strategic Plan Grant Application Form

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SECTION 1. CONTACT INFORMATION

Organization Name: Cook Street Village Activity Centre

Mailing Address: 380 Cook St, Postal Code: V8V 3X7

Contact Person: Carol Turnbull Email: executivedir@csvac.ca

Telephone: 250-384-6542 Website: www.cookstreetvillageactivitycentre.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: 13946

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 10737 1445 RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Mission: The Centre works in a positive manner to assist people so that they may lead a meaningful, active, healthy, and rewarding life. Vision: To provide a positive environment for enjoyment and personal growth through community involvement.

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

CSVAC has been an active part of our community for over 40 years. Although the organization primarily serves older adults everyone is welcome. Membership is reserved for the 50 and better. CSVAC offers social, educational, recreational, and wellness services.

How many paid staff at organization? Full Time: 2.00 Part Time: 4.00

How many volunteer staff at organization? 133.00 Total volunteer hours: 5,468.50

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 characters – do not add extra pages

This program can offer served in person dining and a take away option. Participants are currently enjoying thier Grab and Go meals at home. There are options for folks to enjoy cafe items on site if participants feel comfortable dining at CSVAC throughout the day.

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 is it used in your organization's annual budget. **Also include all pending grant requests.**

Funding Sources	$ Amount	Use
City of Victoria	$8,375	develop community kitchen, wages, product for program
Courses, workshops, drop-ins	$38,800	instructor fees, wages, program expenses
Events and fundraisers	$53,100	wages, utilities, event entertainment, programming
Grants	$77,000	Wages, program specific funding
Kitchen	$24,000	Daily meals, Grab and Go Program, wages
Membership	$15,000	wages, utilities, office supplies
Rentals	$33,000	wages, computer expenses, staff certifications, utilities
Wellness services	$36,000	wellness providers, maintenance, wages
Organization's Annual Budget	$257,470 $ 0.00	

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 healthy meals to a greater number of people	compare current use to use throughout the 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: Heart of the Community Kitchen

Who is your target audience? Older adults, local community,

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

To create, maintain, and evaluate the success of a community kitchen at CSVAC. To expand the number of participants enjoying the Grab and Go twice weekly meal option. To have greater participation with the Food Distribution Program. The grant is needed for this work as there are many people who are unable to access healthy, good quality food that preserves individuals dignity and respect.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Having a strong, livable neighbourhood means making people a priority and a way that CSVAC creates this is by having a people focus is through healthy food, which is a social determinant of health. We want to do this through greater use of the Food Distribution program, Grab and Go program, and daily meal options. We have already witnessed the benefits of these programs when participants come much earlier than needed to see others and build connections. Participants eagerly wait for the monthly Grab and Go menus so they can register and pay for their meals. We want to see these programs expand into a full community kitchen so more people can be served in a way that will be meaningful to them. We will continue to listen to participants about menu ideas and food options to ensure that CSVAC produces meals that are not only healthy but meeting cultural, religious, and social needs such as listing all of the meals used (chicken and bacon) so participants can make an informed decision if this is right for them. This need became evident when one of the participants said that a meal looked good but could not enjoy it because he is Muslim and cannot eat pork.

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)

Food Distribution is open to anyone. We say that everyone is welcome at the table and there is no financial threshold - if you want something you can have it. Any food program that has a cost is kept as low as possible. This helps those that don't have as much participate as often as they can as well as covering the costs associated with producing the meals.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

By encouraging everyone to participate in our Food Distribution Program this lowers, and in some cases eliminates, the social stigma attached with recieving free food. This popular opportuity has created positive connections for the folks that come early to spend time together. Also, keeping costs as low as we reasonablly can means that as many people as possible can enjoy a delicious meal.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

At CSVAC, we believe that everyone needs to have more than their basic needs met, however, we are keenly aware that this is not the case for everyone. We are also aware that as we age we are more likely to feel marginalized and uncared for by society. This leads older adults to be a highly underserved population, especially if you are a poor senior. Due to this lack for some folks we want to ensure that we do what we can to help fill this need through low cost healthy meals and giving away food each week. Norah, Food Distribution participant, stated, "I look forward to this every week. It is so good that I can get good food for me and I get a few things for my neighbour who can't get out."

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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? 1,000.00

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? 2,000.00 **Please explain below.**
(1250 characters max – do not add extra pages)

By meeting the social determinant of health of having good food participants well-being will increase which can lead to fewer medical appointments, greater connection to community (mental health), and having a reason to get up and moving.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 8,375.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
in-kind donations	$ 10,000.00	
Food distribtution registration	$ 275.00	
products and containers for take away and Grab and Go	$ 5,000.00	
Marketing and volunteer recruitment	$ 2,000.00	
Food for healthy meals and for Grab and Go	$ 5,000.00	
A. Total Project or Program Expenses	$ 22,275.00	
Administration		
wages	$ 3,875.00	
develop community kitchen	$ 1,000.00	
B. Total Administrative Expenses	$ 4,875.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 27,150.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	17.96%	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	$ 8,375.00	Pending		
Self-generated funds for program (revenues generated throughout year)	$ 8,500.00	Pending		
A. Total Government Funding	$ 16,875.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Some food for program	$ 8,000.00	Confirmed		
Volunteer time and driving/picking up items	$ 2,000.00	Pending		
D. Total In-Kind Contributions	$ 10,000.00			
Waived Fees and Charges				
Food Distribution Registration fee	$ 275.00	Confirmed		
E. Total Waived Fees and Charges	$ 275.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 27,150.00	Should equal Total Program Expenditures on page 4		

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 not be able to host and create as robust a program.

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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 amount we would need to run this project is $10,000 to ensure that we have enough healthy food and the funds needed to develop a community kitchen.

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 4, 2022 To: June 30, 2023

Project or programlocation: _____

Project or program timeline and major milestones

Date	Milestone
September	Have draft of Community Kitchen for Committee and Board approval
January	Launch Community Kitchen
July to June	Volunteer Recruitment, Weekly Food Distribution, Twice Weekly Grab and Go Meals

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 12 Total volunteer hours required: 2,200

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

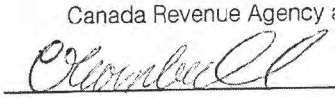
All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

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

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

C. Turnbull

Name

Executive Director

Position

January 31, 2022

Date

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Strategic Plan Grant Application Form

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SECTION 1. CONTACT INFORMATION

Organization Name: Creating Community Wellness Society (CCWS)

Mailing Address: c/o 1-380 Cook Street, Victoria BC Postal Code: V8V 3X7

Contact Person: Selina Pieczonka Email: ccwschair@gmail.com

Telephone: 250-858-4168 Website: www.wellnesscharity.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: 83383 5457 RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Creating Community Wellness Society develops and coordinates community-based health and wellness initiatives and supports the charitable work of community organizations that provide wellness services, health education, and medical care to the public. We support initiatives that promote health through all stages of life: individual self-management of their own health, community-based health, integrative approaches to wellness and health care, and outreach to vulnerable individuals and groups.

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

CCWS was established in 2010 to support the charitable work of the Victoria Community Health Co-operative and partnering medical clinic. CCWS manages the "Health Access Fund" for individuals without financial means access wellness practitioner services that would improve their wellbeing, but are not covered by the Medical Services Plan. The collaboration continues today with the Cook Street Village Activity Centre's wellness clinic/wing, which is currently under construction.

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

How many volunteer staff at organization? 6.00 Total volunteer hours: 25.00 (NOTE: this is a weekly total)

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 characters – do not add extra pages)

Should COVID-19 protocols for masks, sanitizer and physical distancing remain in place in 2022-23, they will be reviewed, practiced and administered by the meeting venue and the CCWS. Meeting room capacity will remain at 50% and tables and chairs will be spaced generously. Vaccination status will be confirmed prior to registration in the program, and each time participants enter the meeting room. A modified version of this program can be offered virtually with phone or video conferencing with technology that the participants already have at home or at a library.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$7,210.00	Hans Kai programming
Grants from local foundation (ie. Victoria Foundation, Sara Spencer)	$ 2,000.00	Program support funding, not guaranteed, $ estimate for 2022
Donations from local businesses partners	$ 500.00	Administrative costs: website, office supplies
Expected donations from Members, Volunteers, Community	$ 5,000.00	Facilitating Choices for a Healthy Lifestyle, Wellbeing Education sessions
PENDING - TD Friends of the Environment Foundation Grant	$ 12,000.00	Construction of indigenous plant and pollinator community garden around the Cook Street Village Activity Centre
Health Access Fund Donations	$ 0.00	"BY DONATION PRACTITIONER CLINICS" ON HOLD DUE TO COVID
Art Prints - Donated Value	$ 2,500.00	Multiple signed prints, donated by Artist, to be auctioned
Bank Interest	$ 25.00	Approximate estimate for 2022
Organization's Annual Budget	$ 29,325.00	

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 will experience: Empowerment, motivation, inspiration and accountability	Receiving positive feedback from participants that the group program provided a safe space to learn, engage with others, and grow individually.
Self-monitoring health indicators and taking action by contacting a medical professional when needed	Participants completing health indicator tracking documents (personal notes) and recall where they began and what their results show
Overcoming social isolation; developing friendships; a sense of community belonging and comfort	Participant feedback during and after sessions on their enjoyment of social interactions, feeling connected to other group members and heard in a group setting.
Learn about and monitor basic and advanced health indicators; review of primary health care throughout the years and what to expect	Participants can safely and effectively monitor and accurately record their own blood glucose, blood pressure and waist circumference
Learn about nutrition, healthy eating, easy meal prep, and food safety with demonstrations and/or hand-on meal preparation as a group	Individuals can answer questions about food prep and will share their experiences selecting ingredients and comfortably preparing nutritious meals
Learn ways to be be physically active regularly: types and benefits of exercise; activity plans for all abilities	Participants will demonstrate how to safely be physically active and develop physical activity plans for their ability and comfort/safety level
Achieve Balance: spot the signs and symptoms of stress and how to manage it learn about the importance of sleep, gather resources to support good sleep patterns	Recording stress levels in a journal or reflecting during group conversations; recording positive sleep habits that can be replicated
Learning to work together: socialization, individual capacity and group experiences, maintaining healthy boundaries, consensus decision making.	Participant and facilitator evaluation (by paper, raise of hand, or virtually) will take place at the start, mid-point and end of each session to gather further information about community needs.

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: "HANS KAI" Group Health Program

Who is your target audience? Broad demographic of community groups - the HANS KAI Health School curriculum can be customized to meet the needs of specific groups such as youth, young families, seniors, LGBTQi2S+ participants, people living with altered brain function, people struggling with addiction or unstable housing.

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

HANS KAI is a health intervention program that collaborates with community members, wellness experts, and medical professionals to empower community members with mutual interests or experiences to meet, learn how to take control of their own well-being, and develop skills to improve their social connectedness and physical and mental health as they age.

The pandemic has confirmed the urgent need for accessible community-based health education and management for under-served communities. Access to medical services continues to be limited for non-urgent care in our communities. Our program aims to address the extreme social isolation and neglect in health monitoring caused by the pandemic by delivering the multiple group offerings of the 9-week HANS KAI program.

CCWS will coordinate and administer this program in partnership with the VCHC to gain access to 2 trained HANS KAI program facilitators, who have successfully offered this program in British Columbia in the past. This partnership will also allow contract staff support from Registered Nurses, employed by VCHC. RNs will be contracted to facilitate and provide additional health education and support as needed for participants but are not considered clinical billable hours.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

HANS KAI is a community-based wellness program that provides wellness and health education to participants at no cost. Through a simple intake/registration based on community need and interest, the program is customizable to serve any group demographic. Our HANS KAI program can support multiple groups ranging from 8-40 community members interested in making lifestyle changes. Meetings are held in a private, safe and accessible group space. The program itself is collaborative: group sessions, coordinated by a trained HANS KAI leader and community health nurse, are interactive and engaging. Each meeting includes four core activities: a wellness review, nutrition discussion and preparation of a healthy snack, participating in a physical activity, and socializing. Each week, the sessions change to cover the objectives listed above, focussing on health promotion and interrelated chronic disease prevention, with peer support, positive social interactions, and guidance from health educators. This flexible and collaborative program would complement our diverse, health-focused demographic in Victoria and provide access to care to many under-served 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)

CCWS, through non-profit partnerships and volunteer-run programming, has always focussed its service offerings on supporting under-served communities to enhance their wellbeing. We have helped support seniors and low-income individuals across Greater Victoria to access wellness services and promote health education, particularly in response to the lack of access to primary medical care in our communities. In many cases, it is because many members of our community have struggled with mental health issues, financial barriers, or changes in lifestyle due to chronic health conditions and the unexpected challenges that come along with life changes. Our goal is to offer free group programs for our community, guided by WHO's definitions of the Social Determinants of Health – which includes social inclusion and non-discrimination along with accessing nutritious, adequate food and ensuring we can all live in a healthy and safe environment. Every aspect is important to us as board members, program coordinators and volunteers. Despite the challenges presented by COVID-19, we continue to build on the success of our previous work and are committed to supporting our community through the ongoing public health crisis.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Note: Could not find 'stated values on equity' in 2021 Strategic Plan - However, we share the 12 values declared and are focusing on health and wellbeing accessibility as equity, creating a welcoming city, and collaboration with community groups/centres. After many discussions with non-profit colleagues in and beyond Victoria, we realize that we are not alone in our struggles to maintain our services while adapting to the restrictions of the pandemic - in reaching our most vulnerable community members during times of isolation, job loss, and concern for our physical and mental health. Programs like HANS KAI can work as a supplement to the primary care services many of our communities will need as we continue to adapt to emerging from the pandemic and supporting under-served communities who may have limited resources and/or social connections. We believe that bringing inviting people to join together in a welcoming space and, through kind and patient facilitators, encourage them to take care of themselves and perhaps a fellow neighbour will send ripples through our communities in a very positive and impactful way.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

HANS KAI is a free program for any individual who is interested in making lifestyle changes with guided support and social connection. Following the completion of the 9-week group health education program, participants meet in an independent group at least once a month for up to one year. In many cases, the members continue to meet far beyond their initial commitment, enjoying the social support and wellness benefits.

The HANS KAI approach goes beyond focussing on individual behaviour change and considers the importance of community and how social connections empower individuals to care for themselves and others. This group education strategy may improve our communities' health and well-being at all levels: with individuals engaging in increasing their knowledge of health and recognizing changes or issues, this also leads to the potential for healthcare professionals to experience more productive patient visits with prevention rather than solely treatment and compliance as their focus.

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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? 50.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 50.00

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

Approximately 100 or more participants will benefit from this program. We expect groups of 4-12 to join together for each session. We plan to offer four 9-week sessions throughout July 2022-June 2023. Depending on the group "topic" or their shared interests or experiences (ie. families), groups could be larger than others.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 7,210.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Planning program sessions - (10 hours/contracted staff at $30 hourly wage)	$ 300.00	Discussing Hans KaiTM Health School education options with community members, local community centre organizers, and surveying the public for suitable topics, determining what information resources are required and assembling program sessions
Session coordination (4 hours/contracted staff at $30 hourly wage)	$ 120.00	Scheduling sessions, coordinating meeting dates with participants, ensuring meeting space is available and sessions are at safe capacities
Facility Rental	$ 1,500.00	Accessible meeting room rental (location TBD based on participant need); estimated 30 rental hours including set up/clean up
Printed marketing pamphlets/online advertisements, community paper advertisement	$ 400.00	Printing costs for flyers, James Bay Beacon newspaper ad space (approximately $107 per month x 2 months)
Food and beverage	$ 1,850.00	Groceries/light refreshments for nutrition segments (4 sessions - varying number of participants expected in each group), plus light refreshments during each meetings
General office supplies and PPE	$ 200.00	Pens and paper for session participants, printed signage in building for participants; sanitization supplies to clean desks and equipment; PPE
On-going consultation with Health Co-ops (20 hours/in-kind volunteer hours at $16 hour)	$ 320.00	With NorWest Co-op (HANS KAI Canadian lead) and Victoria Heath Co-operative
Program delivery (72 hours/contracted staff at $30 hourly wage)/	$ 2,160.00	Coordination and facilitation of up to 36 sessions (4 groups of 9 weeks) (2 hours each session committed for education prep and participant follow up); inviting guest experts/professionals, ensuring participants have tools required and refreshments for nutrition session
Evaluation and adapting content as needed (12 hours of contracted staff at $30 hourly wage)	$ 360.00	Conducting verbal, written or virtual surveys with group participants; approximately 30 minutes at beginning, middle and end of 9 week program (total for 4 sessions)
A. Total Project or Program Expenses	$ 7,210.00	
Administration		
Marketing/promotion design (10 hours/ in-kind volunteer hours at $16 hour)	$ 160.00	graphic design for web and print
Create/acquire reference materials (20 hours/ contracted staff at $25 hourly wage)	$ 500.00	Organize HANS KAI Health School resources a
Poster/flyer distribution (6 hours/ in-kind volunteer hours at $16 hour)	$ 96.00	Distributing flyers to community centres, neighb
Program delivery assistance (20 hours/in-kind volunteer hours at $16 hour)	$ 320.00	Meeting coordination and program support for u
B. Total Administrative Expenses	$ 1,076.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 8,286.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	12.99%	

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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	$ 7,210.00	Pending		
A. Total Government Funding	$ 7,210.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
Creating Community Wellness Society Donations/Fund Matching	$ 500.00	Confirmed		
C. Total Matching Funds	$ 500.00			
In-Kind Contributions				
Marketing/promotion design (10 hours of in-kind volunteer hours at $16 hour)	$ 160.00	Confirmed		
Poster/flyer distribution (6 hours of in-kind volunteer hours at $16 hour)	$ 96.00	Confirmed		
Program delivery assistance Volunteer hours ($16 per hour x 20 hours)	$ 320.00	Confirmed		
		Confirmed		
D. Total In-Kind Contributions	$ 576.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 8,286.00	Should equal Total Program Expenditures on page 4		

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 sessions will be run on case-by-case basis and limited to 1-2 groups if we do not meet our funding goals. We hope to provide more services for more groups, however a single 9-week session can be covered with a portion of the requested amount.

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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)

Total of $2835 in funding is required to run the program for one 9-week session for a group of 10
- "Production" expenses at 50% for 1 9-week session = $1725
- "Administration/program development & delivery for 1 9-week session = $1110

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, 2022 To: June 15, 2023

Project or program location: Based out of the Cook Street Village Activity Centre or other community centres in the City of Victoria

Project or program timeline and major milestones.

Date	Milestone
July 2022	Create/acquire reference materials and design marketing materials
July 2022	Share on social media and print/distribute marketing pamphlets/posters/community paper advertisement
July - Aug 2022	Secure facility rentals, PPE for participants, and organization of food and beverage
July - Aug 2022	Survey to gather information about community needs and potential "groupings" for HANS KAI offerings
August 2022	Coordinating and scheduling sessions with participants and presenters
August 2022 - June 2023	Facilitate up four 9-week group sessions (2 hours each session committed for education prep and participant follow up); includes ensuring participants have tools required and refreshments for nutrition session
July 2022 - June 2023	Collect participant feedback throughout program; share comments and new ideas with program coordinators
July 2022 - June 2023	On-going consultation with NorWest Co-op (HANS KAI lead in Canada, based in Winnipeg) and Victoria Community Health Co-operative

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4 Total volunteer hours required: 56

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 & Verbal thanks during board meetings and during 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

Selina Pieczonka
Signature

Chair, Creating Community Wellness Society
Position

Selina Pieczonka
Name

January 31, 2022
Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: NEED2 Suicide Prevention Education & Support

Mailing Address: 2390 Arbutus Road, Victoria BC Postal Code: V8N 1V7

Contact Person: Kelly Farish Email: need2board@need2.ca

Telephone: Website: need2.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name:

Mailing Address:

Telephone: Email:

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-0009169

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

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

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 is a suicide prevention non-profit that has been working to prevent suicides in Victoria since 1971. Our services provide accessible emotional support and engage the community in dialogue through our youth crisis chat (Youthspace.ca), our peer loss support group, our suicide prevention workshops for adults and our in-class middle school and high school education program (Suicide Education Awareness).

How many paid staff at organization? Full Time: 4.00 Part Time: 10.00

How many volunteer staff at organization? 120.00 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 characters – do not add extra pages)

Our in-class presentations are given by one or two facilitators who are fully vaccinated, wear masks and practice social distancing which is in line with the PHO's current health orders. We moving some of our educational workshops to a hybrid model of some in-person and others through video content.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 25,000.00	Middle and hight school workshops in Victoria
Government funding (MCFD, BC Gaming, other municipal grant in aid)	$ 20,600.00	Education workshops, community education, text/chat crisis line program costs/support group
Grants (Corporate – Bell, RBC, etc.)	$ 40,000.00	Education workshops, community education, text/chat crisis line program costs/support group
Donations and fundraising	$ 4,815.00	Education workshops, community education, text/chat crisis line program costs/support group
Workshops and training fees	$ 6,675.00	Primarily administrative costs (Governance, administrative staff wages)
Organization's Annual Budget	$ 97,090.00	

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 High school students in Victoria in-dass workshops on mental health :ind suicide prevention.	Provide information and education to all high school students within the City of Victoria
Provide Middle School Students in Victoria with in-class and video exercises on mindfulness mental health and suicide prevention	Provide workshops to all Grade 6 students in middle schools in the City of Victoria.
Reduce financial barriers to schools to cover the costs of the workshops.	All funds received will remain in the City of Victoria offered to cover the costs of workshops for students within the City of Victoria
Educate Middle and High School Students on NEED2's text/chat crisis line for youth	Provide information to all students and schools about this service to give you an anonymous place to reach out for help

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: Suicide Education and Awareness Program and Mindfulness for Middle schools

Who is your target audience? Middle School and Secondary School Students and teachers 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 in-class Suicide Education and Awareness program provides suicide prevention education lo students and staff throughout the Greater Victoria school systems. These classroom workshops support meaningful conversations and help break the stigma and silence surrounding suicide and mental health. Students learn about the warning signs of suicide, about resources that are available to them and how to help themselves and others.
Given that suicide continues lo be the second leading cause of death for youth in Canada, these workshops have the potential lo be lifesaving for the students who afterwards reach out for support. They are also beneficial for teachers who may not feel comfortable about discussing mental health in their classrooms but have concerns about some of their students. Anyone who interacts with youth can benefit from identifying and understanding the signs of depression and suicide.

This grant would allow NEED2 to offer these workshops to schools without cost and therefore remove that financial barrier through the support of the city. Removing this barrier would help us to equitably serve all of Victoria's public schools and learning centers.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Facilitating open conversations about mental health, and providing support and resources for youth and teachers, are preventative actions that help to build healthier and safer communities. Also, by working to prevent the risks of suicide behaviors and mental health distress for youth we can reduce the burden put upon families, and community organizations. When youth are empowered to seek and receive support for mental illness they are better equipped to become engaged and active community members.

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)

By removing the workshop cost as a barrier for public schools, this funding would allow for youth from marginalized or economically disadvantaged communities to have access to mental health and suicide prevention education in class. Our workshop facilitators also provide students accessible resources, such as our youth crisis line, that they can access for free.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Our in class workshops, that continue to be revised and updated, focus on quality of life, social justice and building resilient communities. These workshops begin conversations about mental health and wellbeing that help to break the stigma which leads to mental illnesses going unnoticed or helped. By providing resources to youth that are free and accessible, we are working to remove the cost barrier so that they are better able to seek support for themselves or for their peers. Ultimately, by supporting youth in seeking help and educating people on recognizing signs of suicide, we aim to create communities that are more resilient to mental illness and able to support each other during times of crisis.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The Suicide Education Awareness program would directly serve the middle and secondary students from any segments of the population that are attending public school. This includes those who are a part of racial and ethnic minorities, the LGBTQ+ community, and the economically disadvantaged. For many underserved youth, public school may be one of the few places where they can seek support for their mental health issues. By equipping those youth with accessible resources and information about mental health and suicide prevention we are also providing their families and the greater community with support.

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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? 825.00

How many of those people live within the boundaries of the City of Victoria? 825.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 825.00

How many will benefit from the project or program? 825.00 Please explain below.
(1250 characters max – do not add extra pages)

If we can provide workshops for 40 classrooms (with approximately 20 students per class) that would mean that approximately 800 students, and at least 40 teachers, would benefit from the program.
The Middle schools that could benefit include Colquitz, Central, Cedar Hill, Arbutus Globe, Glandford, Gordon Head, Landsdown, Monterey, Rockheights, and Shoreline Community.
The Secondary Schools the could benefit include Esquimalt, Oak Bay, Victoria , Reynolds, Spectrum, Mount Douglas, and Lambrick Park.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 25,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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 - Education	$ 85,000.00	Wages and benefits for program staff
Volunteer training - Education	$ 3,240.00	Supply materials for volunteer training, support and appreciation
A. Total Project or Program Expenses	$ 88,240.00	
Administration		
Governance expenses	$ 1,000.00	Overall percentage of costs allocated to education programs
Office expenses	$ 4,500.00	Overall percentage of costs allocated to education programs
Accommodation expenses	$ 2,500.00	Overall percentage of costs allocated to education
Communications expenses	$ 850.00	Overall percentage of costs allocated to education programs
B. Total Administrative Expenses	$ 8,850.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 97,090.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	9.12%	

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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		
Other Municipal Grant in Aid	$ 34,000.00	Pending		
Ministry of Children and Family Development	$ 22,490.00	Confirmed		
BC Gaming ($83,000) Island Health ($50,000)	$ 133,000.00	Confirmed		
A. Total Government Funding	$ 214,490.00			
Corporate Sponsorships				
RBC Foundation	$ 25,000.00	Confirmed		
Bell Let's Talk	$ 18,000.00	Pending		
B. Total Corporate Sponsorships	$ 43,000.00			
Matching Funds				
Children's Health Foundation	$ 50,000.00	Confirmed		
United Way of Greater Victoria	$ 30,000.00	Confirmed		
Other foundations	$ 99,714.00			
C. Total Matching Funds	$ 179,714.00			
In-Kind Contributions				
Volunteer hours (6500)	$ 0.00	Confirmed		
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
Donations and fundraising	$ 45,000.00	Pending		
Workshops and training fees	$ 25,000.00	Pending		
E. Total Waived Fees and Charges	$ 70,000.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 507,204.00	Should equal Total Program Expenditures on page 4		

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 it will not be possible for us to offer as many workshops for free to Victoria's Middle and Secondary schools which will limit the reach of 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)

The number of workshops we can offer free of charge relates directly to the funding we receive.

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: Feb. 1, 2022 To: June 30, 2023

Project or program location: Middle schools and Secondary schools within Greater Victoria

Project or program timeline and major milestones.

Date	Milestone
Spring of 2022	Reach out to all schools and offer workshops for the 2022-2023 school year letting them know the City of Victoria has waived the fees.
Summer of 2022	Confirm all bookings and hire enough facilitators for all workshops
Sept 2022 - June 2023	Provide workshops to schools in the City of Victoria free of charge. The number of workshops depends on funding received.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 500

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

Signature

Executive Director
Position

Charla Huber
Name

Jan 22, 2022
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

Check if Report is ☐ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Crisis Intervention & Public Information Socieyt of Greater Victoria dba NEED2 Suicide Prevention

Mailing Address: 2390 Arbutus Rd Postal Code:

Contact Person: Charla Huber Email: charla@need2.ca

Telephone: 250-686-7592 Website: www.need2.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Youth Suicide Prevention

Is the project or program completed?

- ☑ Yes If yes, what is the completion date?: June 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)

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

SECTION 3. PROJECT OR PROGRAM KEY OBJECTIVE REPORTING

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

Objective	Measure of Success	Success – Y / N
Ensure all local students receive Suicide Education & Awareness	So far: 1418 students received SEA presentations, good responses	Yes
Equip younger students with tools to manage stress/emotions	So far: 25 classes reached with Mindfulness in Middle schools, good respone	Yes
Provide flexible crisis and emotional support in digital space to youth	So far:3750 crisis & emotional support chats youthspace.ca	Yes
Increase awareness of and connect youth with available support	So far: 107 students connected with school counsellors post presentation	Yes
Promote youth community engagement through volunteering	So far: trained/mentored/supported 115+ volunteers, trained 40 new	Yes
Provide space for individuals to process grief together after suicides	Holding monthly Suicide Loss Support group meetings	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

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

What positive impacts were felt by your target audience? Emotional support, mental wellness tools, increased social connection

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

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

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

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Strategic Plan Grant Final Report

SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

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

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

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

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Strategic Plan Grant Final Report

Matching Funds				
Children's Health Foundation	71,600.00	Confirmed	Bronwyn Dunbar	250-940-4950
Provincial Employees Community Services Fund	37,627.00	Confirmed		
Other foundations and grants	56,277.00	Confirmed		
C. Total Matching Funds	$ 165,504.00			
In-Kind Contributions				
Artemis Place Society (space usage)		Confirmed		
volunteer hours		Confirmed		
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
Donations and fundraising	35,572.00	Confirmed		
Workshops and training fees	12,020.00	Pending		
Federal govt (Canada Summer Jobs)	5,320.00	Confirmed		
E. Total Waived Fees and Charges	$ 52,912.00			
Total Funding Sources (A+B+C+D+E)	$ 391,896.00	**Must equal Program**	**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: June 2020 - AGM

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

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

SECTION 7. DECLARATION

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

	Executive Director
Signature	Position
Charla Huber	January 22, 2022
Name	Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Downtown Victoria Business Association

Mailing Address: 20 Centennial Square V8W 1P7 Postal Code:

Contact Person: Jeff Bray Email: jeff@downtownvictoria.ca

Telephone: 250-386-2239 Website: downtownvictoria.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name:

Mailing Address:

Telephone: Email:

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S0048478

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

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

The DVBA Mission is to nurture and promote the vitality and vibrancy of downtown Victoria and its business community. We are committed to being focused and strategic in deployment of resources, being fiscally responsible and transparent, being responsive to the needs and expectations of stakeholders, and acting with integrity.

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

Since 2005, the DVBA has worked to enhance the downtown core and the business community within. We offer beautification and security grants, manage a team of street cleaners, market the downtown, and support events taking place downtown. A healthy and prosperous downtown is good for the entire city. One issue identified by many is the perception of safety and security downtown, and while we offer lighting grants and support for CPTED improvements, a community response is necessary.

How many paid staff at organization? Full Time: 6.00 Part Time: 5.00

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 characters – do not add extra pages)

This program will largely be run by one-on-one contacts and small group events. Many of these can take place virtually, masked and socially distanced, and/or outdoors. The one-on-one contacts are with business owners and downtown residents, to organize a community response to theft and vandalism. The group events will be outdoors - block clean up events to build community and encourage interaction between residents and businesspeople, as well as block watch 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.

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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	$ 1,170,000.00	BIA levy - operating funds for entire organization, business grants, events, marketing, etc.
Lights of Wonder 2022 Sponsors	$ 200,000.00	We hope to secure event sponsors for 2022 totalling $200,000; in the past that has included $10,000 from the City.
Canada Summer Jobs (pending)	$ 18,240.00	If approved, we will hire a marketing assistant and a good neighbourhood coordinator.
Organization's Annual Budget	$ 1,388,240.00	

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 the number of businesses involved with "Block Watch for Business"	Add at least 100 businesses who will participate in the program
Increase collaborative events between the DRA and local stakeholders	Produce at least one event for residents and businesspeople to mingle.
To increase business led events such as the Fort Street Scrub Up, block/precinct promotions	Have at least two blocks creating their own events.

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: Good Neighbour Program

Who is your target audience? Downtown Residents and business owners

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

We began this program in the summer of 2021 with the generous assistance of the City. The summer student who worked on the program created information packages, built relations with the Victoria Police Department, and began to curate lists of interested businesspeople.
In 2022 we hope to expand the program, find ways to encourage and empower the business and residential communities within our downtown, and work to improve the feeling of security downtown. While we have applied for Canada Summer Jobs funding, it would not cover the entirety of the living wage we plan to offer or the full summer period, and we would use this grant to help offset those costs. The student would also help to promote other grants we offer, some with the City's assistance, such as lighting and security grants. They would provide logistical and planning support for block cleaning and similar events to build community between the businesses and the residents of downtown.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 overall health and prosperity of the downtown depends on a public perception of safety and on a diverse economy which welcomes all. The Good Neighbour Program helps foster relationships and community: between businesses and residents, with City Hall and Victoria Police, and between the local businesses themselves. It will also work to reduce vandalism and property crime, to foster a sense of 'ownership' amongst downtown residents, and to encourage everyone to see downtown as their neighbourhood. A downtown with fewer vandalized storefronts and with more people keeping an eye open to keep things safe will appeal more strongly to tourists and to locals alike.

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 2021 we worked with The Inclusion Project to host community workshops to help destigmatize homelessness and to encourage the homeless who spend their days downtown to also see the downtown as part of their community. Improving the prosperity of downtown will work to rebuild job opportunities and to increase access to a living wage.
Many businesspeople downtown have expressed a feeling that they are unheard at the City, and recent programs such as the "Broken Windows" grant have begun to change that feeling. Additional support for this program would be a way to expand support for the business community.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

This program centres 'Quality of Life'. A prospering and diverse downtown is good for the quality of life of everyone: the people who come downtown to shop and enjoy themselves; the people who live downtown; the people who work downtown; and the people who run businesses downtown. Those who come downtown will be more satisfied with the experience, they will feel safer, and they will be happier as a result. People who live downtown enjoy a greater sense of community and belonging, which improves mental health. Downtown workers are more relaxed through their workday, no longer needing to be 'on guard' constantly, and they get to enjoy interactions with friendly downtown residents. Additionally, a prospering downtown can hire more employees and pay existing ones a better living wage, significantly improving their quality of life. Business owners can feel secure that their business will not be robbed or vandalised, which can wipe away profits in a minute. And, as the DVBA discovered in our last member survey, because downtown businesspeople donate significantly to charities (and pay significant property taxes), a prosperous downtown also helps the unhoused and those suffering from addictions and mental health issues.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

This program helps businesspeople and residents grow together and fosters an overall sense of community. It builds the overall capacity of the City to act as a base for underserved populations and encourages prosperity for all.

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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? 1,300.00

How many of those people live within the boundaries of the City of Victoria? 780.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 500.00

How many will benefit from the project or program? 200,000.00 **Please explain below.**
(1250 characters max – do not add extra pages)

We believe that the program will eventually encompass all of the downtown's businesses; our last member survey showed that roughly 60% of business owners downtown also live within the City of Victoria. A more prosperous and healthy downtown, one where people are not afraid of possible crimes and vandalism, will benefit the entire Greater Victoria area. Downtown residents, people who work downtown, and regional visitors will all enjoy the healthier downtown on a regular basis.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 20,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Summer Student wages	$ 12,000.00	Have also applied for Canada Summer Jobs, but even so that would only cover ~$9,000 of the wage
Program materials - design and printing	$ 5,000.00	To create and print brochures outlining the program and how to participate, as well as signage which businesses can post to show they are participating as a Good Neighbour
Block clean-up materials	$ 500.00	Environmentally safe cleaners, cleaning tools to help blocks build a sense of community ownership
Small community events budget	$ 2,500.00	To pay for light refreshments for block meetings & residential socials, space rental fees, etc.
A. Total Project or Program Expenses	$ 20,000.00	
Administration		
B. Total Administrative Expenses	$ 0.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 20,000.00	Should equal Total Program Funding Sources on page 5
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	$ 11,000.00	Pending	Jeff Bray	250-386-2239
Canada Summer Jobs	$ 9,000.00	Pending	Jeff Bray	250-386-2239
A. Total Government Funding	$ 20,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
		Pending		
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)	$ 20,000.00	Should equal Total Program Expenditures on page 4		

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 funding from the City but do receive Canada Summer Jobs funding, we will be able to scale back the program - fewer events, no printed materials, and similar measures. If we receive no funding from either source we will be obliged to let the program lay fallow until the next year.

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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 will need at least $12,000 total to ensure the program can occur - to hire a student who can work on growing 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: June 1, 2022 To: September 21, 2022

Project or program location: 20 Centennial Square

Project or program timeline and major milestones.

Date	Milestone
June 6, 2022	Student hired & brought up to speed
June 13, 2022	Outreach events begin
July 27, 2022	100+ new participating businesses
August 14, 2022	Businesses encouraged to create their own community building events

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: Brochures, signage

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

Name: Jeff Bray

Position: Executive Director

Date: 31/1/22

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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Fairfield Gonzales Community Association (FGCA)

Mailing Address: 1330 Fairfield Road V8S 5J1 Postal Code: _____

Contact Person: Vanya McDonell Email: vmcdonell@fairfieldcommunity.ca

Telephone: 250-382-4604 Website: www.fairfieldcommunity.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-0011840

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 128210259 RR0001

**Must provide Certificate of Good Standing or 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: 13.00 Part Time: 60.00

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 characters – do not add extra pages)

Food programs have been following all public health regulations since the onset of the pandemic. Staff and program volunteers work alone or in small teams and meetings are hosted via Zoom or outdoors when possible. Hand-sanitizing and mask-wearing are mandatory and strictly followed and folks are encouraged to stay home if they are ill. Community dinners have moved to a take-away format until it is safe to gather again. We make adjustments to safety requirements as needed to reflect current PHO 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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 175,850.00	Recreation, community development, garden, neighbourhood projects
School Dsitrict #61	$ 1,375,013.00	School-based youth and family counselling
Fee for service	$ 1,303,530.00	Child care programs, preschool, administration, recreation
Federal	$ 24,160.00	Family drop-ins, Canada Summer Job grants
Provincial	$ 337,961.00	Child care programs, youth programs, family support
Island Health	$ 37,614.00	Supported childcare workers
Foundation grants	$ 32,000.00	Food programs, youth initiatives
Donations and fundraising	$ 13,800.00	Food programs, family support, poverty reduction
Organization's Annual Budget	$ 3,299,928.00	

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	Number of participants accessing the food programs
Increase food literacy	Number of sessions provided for participants
Educate community about food waste	Host educational event for general public
Increase availability of healthy food	Amount of food purchased for communtiy freezer and pantry
Build partnerships with other food agencies	Number of relationships established

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 Food Programs

Who is your target audience? Food-insecure individuals, families, and seniors and general population

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

The ongoing pandemic and increased cost of living continues to challenge many Victorians. We have seen access to our food programs continue to increase, with many users accessing our programs since their inception in April 2020. Many food-insecure people do not access food banks due to stigma or the lack of healthy, nutritious food available. Our centre continues to act as a neighbourhood food hub for participants to share and access food in a variety of ways. We provide twice monthly community dinners, are a pick up location for the Good Food Box, offer an outdoor food pantry for people to take and donate non-perishable food and hygiene products and indoor community freezer stocked with frozen, rescued food and protein, and deliver twice weekly food rescue distribution where folks can access a variety of foods at no cost. We have received a variety of emergency funds related to the pandemic, however; these funds are becoming less available. This grant will allow us to expand our food access programs including providing food for those on specific diets (vegetarian, gluten, or dairy-free), weekly gift cards to allow participants to purchase additional food, and wages related to food distribution and volunteer coordination.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 community food programs serve to improve food security within Victoria, reduces the number of living below the poverty line, and improves mental health. We have increased the frequency of our free grocery program from once to twice weekly and our by-donation community dinner from once to twice monthly, offering a source of consistent, quality, nutritious food for anyone who self-identifies as food insecure. These programs support some of our participants food-related needs and allows them to designate a greater portion of their monthly budgets to supporting other basic needs. Participants report greater access to fruits and vegetables, reduced stress and anxiety, improved physical health, and social benefits as a result of attending programs. We continue to provide regular information sheets with food storage and preparation tips and tricks and recipes to improve participants food literacy skills with the goal of providing hands-on educational sessions in 2022. The outside food pantry and indoor community freezer provide low-barrier access to donated food when available. A portion of funding will be designated to purchasing non-perishable and frozen foods to help ensure available supplies meet demand.

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 strive to provide a non-judgmental, destigmatizing program for participants. Participant demographics include people who are Indigenous, newcomers, individuals with disabilities, at risk of becoming homeless, and health-related dietary needs (gluten-free, vegetarian, etc.). Our programs allow some autonomy as participants are welcome to select their own food from available offerings each week. We do not require proof of need to participate in any of our food programs. To be eligible, we only require participants to self-identify as food insecure. We provide a delivery service for those living within the Fairfield and Gonzales neighbourhoods as transportation is a barrier for many with mobility challenges. In November 2021, we added a second food distribution program scheduled on Thursday evenings to reach those who work during the day. A portion of funding will be designated to purchasing food that is culturally-appropriate and meets participants' dietary needs.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Our food programs serve to improve quality of life for participants by providing consistent access to healthy, nutritious food. We strive to reduce barriers to access programs and welcome participation from any individual identifying as food insecure. We currently offer twice weekly food distribution programs with one program offered on a drop-in basis on Thursday evenings. For this program, anyone is welcome to select from available food, reducing the stigma associated with typical food bank use. Meaningful opportunities for participants to volunteer within the programs are available and feedback is regularly requested to optimize program effectiveness. We hope to further empower participants by offering educational food literary programming in 2022 with the goal of providing skills training for participants to reduce food waste and make the best use of available food.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

We currently serve participants who identify as belonging to the following marginalized groups: aging populations, Indigenous People, individuals with disabilities, LBGTQ2+ individuals, newcomers or immigrants, and visible or cultural minorities. By providing consistent, dignified access to healthy, nutritious food, we help participants to meet their basic physiological needs. Regularly attending programming allows participants to build relationships with each other and program volunteers, satisfying needs related to safety, belonging, and esteem. The support provided through our food programs has allowed some of our participants to obtain consistent, full-time employment, completely changing their lives. We expect the implementation of educational food literacy programming will build greater capacity for participants to access, prepare, and store healthy food.

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How many people participate in or take advantage of the program for which you are seeking funding? 600.00

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? 0.00

How many will benefit from the project or program? 600.00 Please explain below.
(1250 characters max – do not add extra pages)

We are currently serving over 60 families, individuals, and seniors through our twice weekly food distribution. Our twice monthly community dinners serves 150 meals per month. Our other food programs, including community freezer and pantry, serve approximately 100 people monthly.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 34,500.00
Must equal Total Funding Sources from City of Victoria on page 5

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 chef	$ 5,670.00	$315/dinner x 18 dinners
Volunteer mileage (food pick-ups, home-deliveries)	$ 720.00	$60/month
Volunteer recognition	$ 500.00	honouraria, refreshments for meetings
Kitchen and food prep equipment	$ 500.00	
Additional food and supplies for chef	$ 8,460.00	$250/dinner x 18 + $30/mth for volunteer cooks + 300/mth for freezer/pantry
Volunteers (in-kind labour)	$ 15,720.00	$20/hr, dinners = 3 people x 3 hrs x 18 dinners, food programs = 4 people x 3 hrs x 52 weeks
Food Share Network annual membership fee	$ 175.00	provides rescued food
Grocery gift cards	$ 32,500.00	$25 card x 25 participants x 52 weeks
A. Total Project or Program Expenses	$ 85,571.00	
Administration		
Bookeeping/record-keeping/office space	$ 1,000.00	
Supervisory staff	$ 1,200.00	
Office supplies and equipment	$ 200.00	
B. Total Administrative Expenses	$ 2,400.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 87,971.00	**Should equal Total Program Funding Sources on page 5**
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	2.73%	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - Include pending requests				
City of Victoria	$ 34,500.00	Pending		
A. Total Government Funding	$ 34,500.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
FGCA	$ 10,751.00	Confirmed		
Donations	$ 2,000.00	Pending		
United Way/Capital Daily Fundraiser	$ 5,000.00	Pending		
Community Food Centres Canada	$ 20,000.00	Confirmed		
C. Total Matching Funds	$ 37,751.00			
In-Kind Contributions				
Volunteer hours	$ 15,720.00			
D. Total In-Kind Contributions	$ 15,720.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 87,971.00	Should equal Total Program Expenditures on page 4		

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 the full funding, we will reduce the amount of additional food and grocery gift cards purchased and reduce food program activities. This would lead to fewer participants served and reduced 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)

$18,000 is the minimum level required to provide adequate coordination of food program activities and volunteers.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: July 1, 2022 To: June 30, 2023

Project or program location: Fairfield Community Place, 1330 Fairfield Road & Garry Oak Room, 1335 Thurlow Road

Project or program timeline and major milestones.

Date	Milestone
July 2022-June 2023	twice weekly food distribution, community freezer acces 5 days/week (M-F), food pantry access daily
September 2022-June 2023	twice monthly community dinners
ongoing	volunteer recruitment, training, support, and recognition
September 2022-June 2023	secure additional food donations, design and implement food literacy skills programming
September 2022	first evaluation of twice weekly food programs
December 2022	second evaluation of twice weekly food programs
March 2022	third evaluation of twice weekly food programs
June 2022	final evaluation of twice weekly food programs

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 12 Total volunteer hours required: 1872

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

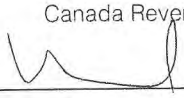
All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ 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

Co-Executive Director
Position

Vanya McDonell
Name

Jan 26, 2022
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

Check if Report is ☐ Interim or ☑ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Fairfield Gonzales Community Association

Mailing Address: 1330 Fairfield Road Postal Code:

Contact Person: Vanya McDonell Email: vmcdonell@fairfieldcommun

Telephone: 250-382-4604 Website: www.fairfieldcommunity.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Neighbourhood Food Pantry

Is the project or program completed?

☑ Yes If yes, what is the completion date?: funding depleted 01/31/22

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

The Neighbourhood Food Pantry is part of the FGCA's ongoing commitment to provide consistent access to healthy, nutritious food for residents in need. We are working to create a sustainable funding plan to continue the program over the long-term as we recognize food insecurity is a significant issue negatively impacting thousands of people in the City. We continue to see increased demand for our food programs and expect this trend to continue with the ever-increasing cost of living.

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

The food pantry program aligned with the Health, Well-Being and a Welcoming City objective by increasing food security in Victoria, improving physical and mental health outcomes, and enhancing social cohesion and a sense of belonging for participants. With regular, weekly food support, participants have a larger quantity of food available to them at no cost. This provides more cash over the month to meet other basic needs including housing and transportation.

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 access to healthy food support	# of people accessing services, quantity of food distributed	Yes
Raise awareness and de-stigmatize food waste and rescued food in Canada	info sharing about food waste, food safety education	Yes
Maintain and develop a community-based action	# of volunteers involved	Yes
Educate about healthy and sustainable food choices	# of food literacy tools used	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? residents of Victoria who self-identify as being food insecure

What positive impacts were felt by your target audience? Increased access to healthy, nutritious food, improved physical & mental health

How many have benefitted from the project or program? 400

What percentage of Greater Victoria Residents benefitted from this project or program? 0.4%

How many volunteers have worked on this project or program? 6 What total hours did they work? 840

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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		
Coordination and direct program support staff	12,287.00	15h/wk x 26 wk, $26.70/hr + MERCS & benefits (18%)
contract labour (chef)	1,575.00	$315/dinner x 5 dinners
volunteer mileage	420.00	$60/mth x 7 mth
volunteer recognition	500.00	honoraria, food for meetings
kitchen equipment	133.00	
food and supplies	810.00	$200/dinner x 5 + $30/mth x 7
volunteers (in-kind labour)	9,360.00	6 people x 3h x 26 weeks x $20/h
Food Share Network annual membership	175.00	provides access to rescued food
In-kind rescued food value	7,900.00	Mustard Seed/Food share network
A. Total Project or Program Expenses	$ 33,160.00	
Administration		
Bookeeping/record-keeping/office space	470.00	
Supervisory staff	640.00	
Office supplies and equipment	200.00	
B. Total Administrative Expenses	$ 1,310.00	
Total Expenses (A+B)	$ 34,470.00	Must equal Funding Sources below

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	8,000.00	Confirmed		
Community Food Centres Canada	2,900.00	Confirmed		
A. Total Government Funding	$ 10,900.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			

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Matching Funds				
FGCA matching, mileage costs	2,810.00	Confirmed		
United Way Capital Daily fundraiser	3,500.00	Confirmed		
C. Total Matching Funds	$ 6,310.00			
In-Kind Contributions				
Mustard Seed - food	7,900.00	Confirmed		
Volunteer labour 6 people x 3h x 26 weeks x $20/h	9,360.00	Confirmed		
D. Total In-Kind Contributions	$ 17,260.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 34,470.00	**Must equal Program**	**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: _____

- ☐ 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

Jan 26 2022

Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Farm to School BC

Mailing Address: 550-2950 Douglas Street Victoria, BC V8T4N4 Postal Code: _____

Contact Person: Marcus Lobb Email: capitalregion@farmtoschoolbc.ca

Telephone: 250 644 640 Website: https://farmtoschoolbc.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-0015738

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 11881 8830 RR0002

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Farm to School BC brings healthy, local and sustainable food into schools and provides students with hands-on learning opportunities. Working with communities and partners in the School Food Shift Collective (CRFAIR, Lifecycles, Growing Chefs), Farm to School BC seeks to empower and support schools in building comprehensive farm to school programs that support vibrant, sustainable, regional food systems, develop student food literacy, and enhance school and community connectedness.

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

An external evaluation identified that Farm to School BC (F2SBC) is significantly impacting changes in attitudes, knowledge and skills related to healthy local food. Students have an increased sense of belonging and pride in their school and are forming stronger ties with other students, teachers, and community members. As a member of the School Food Shift Collective, our goals are to improve school food environments by connecting community volunteers to schools and offering skills training.

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

How many volunteer staff at organization? 1.00 Total volunteer hours: 50.00

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 characters – do not add extra pages)

This program can run under the current COVID 19 protocols and can be adapted if the protocols change. Scheduling and training can be facilitated online and held outdoors in small groups following social distance measures. Most of the activities that volunteers will be participating in will be outdoors and indoor activities will fall under the current public health guidelines which allow meal program volunteers access to classrooms. Should COVID restrictions lessen, then student engagement will increase.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 9,000.00	
Vancouver Foundation	$ 3,300.00	Project Coordination School Food Shift
Organization's Annual Budget	$ 12,300.00	

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
Finding Roles for Volunteers	This City of Victoria has many people willing and able to volunteer in food and garden related roles, but there are not enough roles to go around. We will increase the available volunteer roles and connect them to schools.
Schools Need Support	Support schools in finding volunteers to help with their school gardens, that don t have a system for connecting to the large volunteer base in Victoria. We will find and pilot a program that will connect volunteers to classrooms and schools that need them.
Pilot a volunteer coordination platform for schools	In SD61 and the city of Victoria, pilot one or more platform(s) that will connect teachers seeking volunteer support in their school garden to volunteers in the city.
Support or host Volunteer trainings at schools	Create and deliver volunteer training modules that will set volunteers up with the necessary skills and knowledge to help teachers in the garden, or take care of the garden when school is out for the summer. School food shift supporters
Create a management system for the long-term success of the project	Have procedures in place for volunteer management, and systems for onboarding new teachers and schools to the platform(s). Based off of LifeCycles Gleaning Hub

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: School Food Shift Community Volunteer Pilot Program

Who is your target audience? K-12 Schools and Volunteers in Victoria

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

School Food Shift is a collective of CRD based organizations working in the realm of school health. A challenge of supporting cooking and gardening programs at the school level is time, and human resources. Most teachers involve these types of programs off the side of their desk, which can lead to burnout, and neglected gardens, especially during the summer months when staff and students are on vacation. The School Food Shift identified an opportunity in the way of willing and able volunteers who are looking to connect to school food programming, however the challenge is managing and training these volunteers. Lifecycles project society has identified a missing opportunity in the dozens of volunteers that sign up each year to support their Growing Schools Program, however they lack the capacity to connect the volunteers to the schools. Our program looks to establish a regional volunteer training and placement system that will address the above mentioned challenges. We will base the program off of existing networking platforms, and utilize training practices that our partners have developed, especially suited for school engagement. We plan to create an online registration platform for volunteers, and schools in need, foll

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 and Indigenous Relation
School gardens provide teachers with tools to include more Indigenous education into their curriculum. From teaching about the connection and responsibility Indigenous peoples have to the land to the information that the Indigenous gardens provide

Prosperity and Economic Inclusion
School gardens create an opportunity for children to experience gardening and school food activities that contribute to reducing food insecurity and economic barriers to nutritious food

Health, Well-Being and a Welcoming City
School gardens contribute to positive mental health by providing stress relief and relaxation, encourage physical activity, and encourage students to eat more fruits and vegetables

Climate Leadership and Environmental Stewardship
Through school gardens children gain a respect and concern for the environment and develop greater concern and awareness of resource conservation. School gardens teach this by providing children with experiences that create an understanding of the growth of plants, the impact of climate change, and the connection to their food supply

Strong, Liveable Neighbourhoods
School gardens create green space within the city and provide connection with 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)

The School Food Shift has collaborated to identify under-served areas of urban gardening. School gardens are often under-resourced. Teachers often struggle to have extra adults on hand for outdoor activities, and may not have the garden-specific knowledge or time to care for their school gardens. Regularly school gardens are managed by champion teachers as an off-the-side-of-the-desk project and they do not receive more hours, compensation, or support to manage these spaces. This can be particularly difficult during summer months. Through this program, we will connect knowledgeable and trained volunteers that can help in the school garden to meet the needs of the teachers and students. Throughout the pandemic SD61 and surrounding school districts have had teacher shortages. Every classroom may not have the ideal ratio of teachers and education assistants available to meet the needs of their students. While doing outdoor activities, classroom management and organization can be much more difficult. Having additional resources such as trained volunteers to help in the outdoor classroom settings will make the management and use of the garden as a learning experience more likely for teachers and students.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

The School Food Shift has worked together to identify needs within school gardens and food programs in schools. CRFAIR and supported the School Food Shift to attend a three part Equity Training and we plan to let this training help guide the Volunteer Pilot s direction.This Volunteer Pilot will bring energy and life into school gardens and food programs. It will help teachers feel support in teaching about the importance of local food and how it can help to create resilient communities. Schools will prosper with the abundance of support and locally grown foods. As teachers feel more and more empowered to teach in an outdoor setting, it will increase physical and mental health, happiness, and learning outcomes of their students. Food is a powerful tool that can transcend cultures, and bring people together. Learning and sharing about different food traditions can help people relate to one another. Young students' memories tied to their childhood are connected to smell and taste, making time in the garden valuable for connecting with themselves and the land. This volunteer support will help to remove barriers for teachers and students to have the support they need in the outdoor classroom.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Through collaboration with Pathways and Partnerships at School Disrtrict 61 (greater Victoria) and Island Health, we aim to identify under-served schools within the district. In general in BC, inner city schools tend to have higher diversity of students and lower income families. SD61 can help us determine which schools have those characteristics, or are seen as under-served by the district. The School Food Shift s upcoming Equity Training will also help highlight the unknown-unknowns that may not be seen throughout the eyes of the current School Food Shift s staff based on their collective lived experiences. Through direct support from this volunteer pilot, these underserved schools will build capacity and confidence to host garden and food related lessons with their classes, and have a trained volunteer base to support them. These schools will have the support of volunteers throughout the summer months to maintain and enhance their gardens to be ideal learning environments come the new school year in September. Rather than returning to an unkempt garden, schools will be able to use their gardens for fall planting and winter harvests.

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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)

As this project is a pilot, we see potential for this to be scaled up to have a system that can expand into all City of Victoria Schools and further into the CRD including the 20,000 students in 27 elementary schools, 10 middle schools, and seven secondary schools in SD61. The volunteer pilot will aim to engage 4-6 schools. At each school we will aim to partner with 1-2 champion teachers. The School Food Shift will coordinate volunteers and offer volunteer training at each school. These volunteers will then be able to sign up for shifts to support teachers in either maintaining the school garden, or helping to facilitate a lesson in the classroom or garden. This pilot has the potential to support every student at the schools, making it s reach much farther than outlined above. A healthy vibrant school garden will increase the environmental sustainability of the school ground, and add to the health and richness of these students' school lives. A successful pilot will trial an online platform that is autonomous and can be maintained by the teachers that benefit from the program with limited staff inputs.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 9,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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 Coordination	$ 13,000.00	Coordination of Website, Planning and hosting of training sessions. Summer site visits to school gardens. Documentation of the program.
Website Development (Volunteering Platform)	$ 2,000.00	Set up volunteering platform system, train program coordinator on logistics.
Honorariums for Volunteer Trainings	$ 500.00	Master Gardeners to offer specialized training event (2 events)
Materials	$ 150.00	Gloves for each volunteer
A. Total Project or Program Expenses	$ 15,650.00	
Administration		
Financial Administration	$ 1,350.00	
B. Total Administrative Expenses	$ 1,350.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 17,000.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	7.94%	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	$ 9,000.00	Pending		
Vancouver Foundation	$ 3,000.00	Confirmed	Marcus Lobb	250 644 4604
A. Total Government Funding	$ 12,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Project Coordination and Planning	$ 5,000.00	Confirmed	Marcus Lobb	250 644 4604
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)	$ 17,000.00	Should equal Total Program Expenditures on page 4		

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 be difficult for this project to reach its potential without funding, however we will continue to develop the program and look for other funding in the meantime. We believe strongly in the benefit of developing this program and will not lose momentum if we are not awarded this funding, however it may set us back until next 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)

We require as close to possible the full funding request to reach our goals of developing and launching the progam this year, but could and will continue with lesser funding if awarded such. As we are in the initiation stages of the program and are treating this as a pilot, we will make due with any and all funds awarded. Additionally we will continue to look for other funds to match these.

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 2022 To: June 30 2023

Project or programlocation: Victoria - Schools to be selected in partnership with SD61

Project or program timeline and major milestones.

Date	Milestone
June 2022	Meeting with Teachers in SD61. Host a round tables to determine where teachers see the need for volunteers Hiring. Hiring staff to manage the coordination of the project
July - August 2022	Reviewing Platforms. Research and review platforms that will seamlessly coordinate volunteer training and allow schools to create volunteer shifts, and be matched with volunteers
September - November 2022	Identifying Schools. Collaborating with SD61 Pathways and Partnerships to determine under-served schools who are in need of volunteers
September - November 2022	Choosing Schools. Connecting with teachers who are school garden champions to learn about their volunteer needs and plan volunteer training
September - November 2022	Hosting Training. Offer volunteer training at each school to have trained volunteers ready to sign up for volunteer shifts at that location
September 2022 - June 2023	Volunteer Management. Continue to support a platform to match schools with volunteers throughout the school year
September 2022 - June 2023	Scaling, Sites Visits, and Regular Teacher Meetings. To continue to improve upon the system we will have regular meetings with partner schools and teachers to see how the program can better support them, and how this pilot could be used in a larger setting
June 2023	Evaluation and Next Steps. Review the program and survey the interested parties to learn how the pilot went from their perspectives

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this projector program? 20 - 30 Total volunteer hours required: 150 - 250

Can the project or program occur withoutvolunteer 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

Marcus Lobb
Signature

Community Animator
Position

Marcus Lobb
Name

January 31, 2022
Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Fateh Care Charity Society

Mailing Address: 791 Cameo St, Victoria, BC Postal Code: V8X4M3

Contact Person: Harjas Singh popli Email: wecare@fatehcare.com

Telephone: (587) 889-2700 Website: www.fatehcare.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: S0075745

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

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

We at Fateh Care are empathetic, non-judgmental, and reliable. We help individuals and families who are struggling with poverty and cannot access the services they need. Our low-barrier service provides food and necessities (such as hygiene items) delivered to their doorstep. In doing so we are improving food security, reducing crime and unsafe situations, and overcoming isolation.

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

The Fateh Care Mobile Food Bank was started by Fateh Care Charity, a grassroots family project, to address the most basic needs of those unable to travel to food banks due to physical, mental, or health conditions. The founders are new immigrants to Canada who benefitted from the charity of strangers when the initial Covid-19 lockdown prevented their family from accessing services in the community. Now they are returning that help by helping vulnerable individuals and households in the GVA

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

How many volunteer staff at organization? 10.00 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 characters – do not add extra pages)

Employees/Volunteers delivering food to people at their doors are be double vaccinated and booster-ed also. They are mandated to wear mask while dropping off at the doors of the most vulnerable (contact less delivery). The sanitizers are in all the mobile food banks and hands are sanitized each time the food is handled. The beneficiary is called ahead of time to let then know that the food will be kept on the door hence making sure no contact whatsoever. We observe current public health orders to protect ourselves and our clients.

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 is it used in your organization's annual budget. **Also include all pending grant requests.**

Funding Sources	$ Amount	Use
City of Victoria	$ 27,500.00	For buying groceries, hygiene products, gas, vehicle maintenance as its a mobile food bank, salary
City of Langford (submitted)	$ 20,000.00	For buying groceries, hygiene products, gas, vehicle maintenance as its a mobile food bank, salary
City of North Saanich (submitted)	$ 10,000.00	For buying groceries, hygiene products, gas, vehicle maintenance as its a mobile food bank, salary
Central Saanich (submitted)	$ 15,000.00	For buying groceries, hygiene products, gas, vehicle maintenance as its a mobile food bank, salary
Esquimalt (submitted)	$ 15,000.00	For buying groceries, hygiene products, gas, vehicle maintenance as its a mobile food bank, salary
District of Saanich(submitted)	$ 30,000.00	For buying groceries, hygiene products, gas, vehicle maintenance as its a mobile food bank, salary
Sidney (submitted)	$ 15,000.00	For buying groceries, hygiene products, gas, vehicle maintenance as its a mobile food bank, salary
Oak Bay (submitted)	$ 15,000.00	For buying groceries, hygiene products, gas, vehicle maintenance as its a mobile food bank, salary
Organization's Annual Budget	$ 147,500.00	

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
Address food insecurity in City of Victoria for people	Food delivered to 900 or more people (including Single parents and their children, indigenous families,
who can't afford to go to the food banks	new immigrants looking for jobs, seniors, mostly international students, LGBTQ people, and those with disabilities

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: Fateh Care Mobile Food Bank

Who is your target audience? We help single parents, indigenous people, immigrants, seniors, students, LGBTQ people, and those with disabilities. The one thing they have in common is poverty

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

Although there are many excellent food banks and programs in the Greater Victoria region, they require clients to come to them and pick up products. This presents a high barrier to many people who struggle with mobility. Seniors or those with disabilities find it difficult to not only travel downtown, but to carry their groceries home. Others would require childcare to attend a food bank. Some have immune issues and are frightened of attending busy centres or taking public buses. Many cannot afford the bus at all. Fateh Care reduces those barriers by providing mobile service that brings food, diapers, and other essential hygiene products to community members who are the most vulnerable and isolated among us.

Since May 2021, the Fateh Care Mobile Food Bank (Only one in GVA and possibly the only one operational in Canada) has delivered to over 300 families in Greater Victoria, including many residents of Victoria. Our clients include the elderly, those with disabilities, students, and others who cannot access regular food banks due to financial or physical constraints.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 Fateh Care Mobile Food Bank supports Victoria's plan for Health, Well-Being and a Welcoming City in a very direct and quantifiable way. Our agile model of service provision, which meets people where they are, provides necessities to individuals and families who are most likely to fall through the cracks of existing social services. Covid-19 has made life harder for those who were already likely to be isolated and unsupported. We help those people directly by providing groceries and necessities and deliver it right at their doorsteps. Also, by visiting people at their homes, we are connecting with our neighbors and building a sense of 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)

Underserved communities are primary target of Fateh Care services. Our mobile services are designed to be accessible, non-judgmental, and empathetic to those struggling with poverty, disability, or isolation. There are other food banks in Victoria, but none of them are mobile. We are the only charity currently willing and able to meet our clients where they are, when they need help. Sometimes that's a single mother who cannot access food services without taking multiple buses with her children, and sometimes that's an isolated senior who would not be able to carry groceries home from their nearest food bank. By eliminating the barrier of travel for our clients, we reach those who are overlooked by existing services.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

The Fateh Care Mobile Food Bank is designed to address inequity in the provision of social services. We target those in the population who cannot overcome the barriers that exist around accessing food banks. Without judgement or obstacle, we provide food and essentials to those in need regardless of their circumstances. Our clients include anyone who experiences discomfort with accessing social services. Our clients are diverse, and so is our volunteer community.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Our clients come from many different demographics. We help single parents, indigenous people, immigrants, seniors, students, LGBTQ people, and those with disabilities. The one thing they have in common is poverty. By providing desperately needed food and necessities, we allow vulnerable people to experience dignity and stability. Someone who is fed and safe is able be a better parent, employee, or neighbour.

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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? 2,000.00

How many of those people live within the boundaries of the City of Victoria? 1,100.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 900.00

How many will benefit from the project or program? 2,000.00 Please explain below.
(1250 characters max – do not add extra pages)

Single parents and their children, indigenous families, new immigrants looking for jobs, seniors, mostly international students, LGBTQ people, and those with disabilities. The one thing they have in common is poverty. By providing desperately needed food and necessities, we allow vulnerable people to experience dignity and stability.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 27,500.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Groceries and hygiene products	$ 7,000.00	
Gas cost for the Mobile Food Vehicle	$ 3,000.00	
Vehicle Maintenance	$ 1,500.00	
Wages and associated cost	$ 22,000.00	
A. Total Project or Program Expenses	$ 33,500.00	
Administration		
Administrative expenses	$ 4,000.00	
B. Total Administrative Expenses	$ 4,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 37,500.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	10.67%	

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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	$ 27,500.00	Pending		
A. Total Government Funding	$ 27,500.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Food Donations	$ 10,000.00			
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)	$ 37,500.00	Should equal Total Program Expenditures on page 4		

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)

Fateh Care has catered to 100% requests so far and the founders have spent money from their personal savings. The organization has started with the clear and focused mandate that all requests of people in need will be catered to no matter what. Food is the basic need and no one can live without it. For people who have no ways and means to go food banks, Fateh Care helps them without judgment. Seeking support from the government to make it more sustainable by paying wages to the dedicated team.

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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)

$27,500.00
Considering the rise in need of a mobile food bank, we need 1 dedicated resource and a vehicle to handle requests across City of Victoria. We therefore definitely need the max you can grant. However, we understand the limitations the city has, and therefore, leave the decision to the best of your informed judgement

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: 01 July 2022 To: 30 June 2023

Project or program location: City of Victoria, Greater Victoria Area

Project or program timeline and major milestones.

Date	Milestone
1 July 2022	Start of the project. The need for food is continuous and therefore, Fateh Care Mobile food bank will provide food to people right when it is required
30 June 2023	End of project for this budge. However, we continue to address food insecurity in City of Victoria

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 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

Harjas Singh Popli
Signature

Executive Director
Position

Harjas Singh Popli
Name

January 31, 2022
Date

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

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: FED Urban Agriculture Society

Mailing Address: #300-569 Johnson Street, V8W 1M2 Postal Code: _____

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 Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

The FED Urban Agriculture Society's mission is to address food security by promoting sustainable food systems and enhancing community engagement. We do this by creating garden spaces, delivering educational programs, and promoting urban agriculture for the benefit of the public.

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

With the creation of My FED Farm, FED launched an emergency response to COVID-19 that has provided free start-up food growing kits to those disproportionately affected by the pandemic. Since 2020 we have delivered 3,097 planters, resulting in 16,055 lbs of potential food grown. This program has directly benefitted 2,199 people living in the CRD and fostered over 20 partnerships with like-minded organizations and First Nations groups.

How many paid staff at organization? Full Time: 1.00 Part Time: 2.00

How many volunteer staff at organization? 35.00 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 characters – do not add extra pages)

This project was created in 2020 as an emergency response to COVID-19 and has adapted to all health orders since the beginning of the pandemic. Volunteers have a strict set of health and safety orders to follow. They are required to wear masks when doing deliveries and are not permitted to enter people's homes. Volunteers are equiped with sanitizer, paper towels, and gloves. Volunteers from different households are not allowed to share vehicles. These have been our policies for the last 2 years and we will continue to uphold health and safety in 2022.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 10,000.00	
BC Food Infrastructure Grant	$ 17,500.00	My FED Farm and FED Greenhouse
Vancity	$ 10,000.00	My FED Farm
United Way	$ 15,000.00	My FED Farm
Other Municipalities	$ 20,000.00	My FED Farm
Big Wheel Burger Foundation	$ 5,000.00	FED Greenhouse
Wage Subsidies	$ 20,000.00	Staffing
Other Donations and Grants	$ 50,000.00	Programs, Administration, Equipment & Supplies
Organization's Annual Budget	$ 147,500.00	

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 food growing capacity in the City of Victoria	Potential annual lbs of food grown, based on square footage of new growing space
Increase food security to those in need	Number of people with additional access to fresh fruits and vegetables through MyFEDFarm
Mobilize volunteers for garden deliveries and mentorship	20-30 volunteers engaged
Develop partnerships to increase reach of program	8-10 partnerships developed with other community organizations and/or Indigenous communitities

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: My FED Farm

Who is your target audience? Those vulnerable to food insecurity (affordable housing, senior centres, indigenous housing, disability resource centers, etc)

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

An average of 53% of people in Canada currently live paycheck to paycheck and, especially in the CRD where cost of living is high, many face economic and logistical barriers to accessing fresh, nutritious food. FED plans to respond to this food security crisis in Spring 2022 by continuing our My FED Farm program for a third year. Through My FED Farm, we provide garden kits to vulnerable households and community groups that support vulnerable populations, including individuals living in low-income housing, senior centers, immunocompromised households, individuals with disabilities, single parent households, and First Nations communities. So far, 3097 planters have been provided to individual households, community organizations, and First Nations communities, adding 16,055 lb of potential food grown by and for vulnerable populations. My FED Farm is designed to increase food security by reducing barriers to accessing fresh, healthy, and affordable food. These kits increase access to nutritious produce and provide a great hands-on learning opportunity for families with young children. Previous recipients of My FED Farm garden kits also say that the kits have contributed to their mental health and sense of self-sufficiency.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Increased food security is listed as a measurable outcome under the Strategic Plan priority of Health, Well Being and a Welcoming City. The My FED Farm program aims to directly address food insecurity by providing the infrastructure and resources needed to create food growing gardens in individual homes and community garden settings. The garden kits provided include geotextile planters, soil, seeds, plant starts and educational resources. With recent flooding events and disruptions to the supply chain we have identified the need to build local growing capacity. By increasing the capacity of people to grow their own food they will be able to supplement the rising costs, mitigate weather/climate related risks, and foster independence through food literacy, youth engagement and intergenerational learning. Our outreach will be targeted at vulnerable populations most at-risk of food security in our region. As this is the third year running this program, we have also noted the mental health benefits and connection created through growing food.

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 directly support under-served communities in our region by empowering people to grow their own food for free. We employ an application process where individuals looking for a garden kit can enter detailed information about the barriers they face in accessing fresh, healthy food. We also partner with other community organizations in an effort to provide free garden resources and infrastructure where they are needed most and increase our impact. This may include supporting mental health programming through VIHA, partnering with First Nations communities and organizations, setting up a community garden for brain injury patients at Cridge Centre, or supplementing the food growing garden at Rainbow Kitchen which provides free meals to CRD residents.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

With this program we are aiming to remove the systemic barriers that limit under-served populations from accessing fresh, healthy and affordable food. The garden kits provided are free of charge and come with educational resources and support for growing food at home or in a community garden setting. We hope this act of agency and self-sufficiency adds to the overall quality of life and resilience of the communities we serve through this program. We also aim to serve those who serve others by supporting local organizations who work with at-risk members of our community. We draw on our partnerships with other non-profits and charities to help us support local food security and well-being in our region.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Our program aims to support populations most vulnerable to, or at risk of, food insecurity. This includes: individuals living in low income housing, single parent households, isolated seniors, Indigenous communities, people living with disabilities, individuals suffering from mental health concerns, laid off workers, and new immigrant populations. Our goal is to empower members of our community who are experiencing food insecurity to grow their own food - at home or in a community garden environment. The hope is to supplement the cost of accessing fresh, healthy produce while also providing intergenerational learning and educational opportunities and a sense of self-sufficiency and well-being. The garden materials provided have a lifespan of 10+ years and will be set up to serve the people for years to come by providing seeds (alongside plant starts), food growing support, and education on harvesting and seed saving practices.

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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? 210.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 90.00

How many will benefit from the project or program? 2,000.00 Please explain below.
(1250 characters max – do not add extra pages)

Last year our program directly benefitted over 2,000 people in our region. This includes garden installations at over 100 homes and partnerships with almost 20 local organizations. The above estimate is conservative since we have not accounted for the number of people indirectly benefitting from this program. This could include people receiving meals through Rainbow Kitchen and Our Place Society (where we set up food growing gardens for kitchen use), volunteers engaging with our program through deliveries, and people benefitting from community garden set-ups at local transition houses and brain injury centres. It should be noted that in 2021, 70% of households and 50% of partner organizations were located in the City of Victoria. These partnerships included: Indigenous Foods Initiative, Victoria Native Friendship Centre, Our Place Society, Cridge Centre for Family, VIHA, Umbrella Society, New Foundations, Palenke Greens, North Park Neighbourhood Association, Rainbow Kitchen, Big Brother, Big Sisters, and many more.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 10,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Geotextile Planters and soil	$ 25,200.00	$36 per planter
Site Manager (Co-op Student)	$ 9,375.00	30 hours per week, approx 15 weeks
Project Manager	$ 8,400.00	6 months, 10 hrs/wk
Communications coordinator	$ 1,500.00	50 hours total
Plant starts and seeds	$ 7,900.00	1 seed packet per planter, 3-5 plant starts per planters
Fuel for deliveries	$ 600.00	gas cards for volunteer delivery drivers ($25 ea x 24)
Volunteer snacks.beverages	$ 300.00	
Tote bins/boxes and other tools	$ 600.00	
A. Total Project or Program Expenses	$ 53,875.00	
Administration		
Project Adminisration (10%)	$ 5,387.00	
B. Total Administrative Expenses	$ 5,387.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 59,262.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	9.09%	

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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		
Muncipal Grants in Aid (8 total)	$ 17,000.00	Pending		
Parks and Recreation Foundation	$ 2,400.00	Pending		
A. Total Government Funding	$ 29,400.00			
Corporate Sponsorships				
Big Wheel Foundation	$ 3,000.00	Confirmed	Calen McNeil	250-514-7883
Vancity Credit Union	$ 10,000.00	Pending		
B. Total Corporate Sponsorships	$ 13,000.00			
Matching Funds				
FED Urban Agriculture Society	$ 15,262.00	Confirmed	Jill Doucette	250 589 2599
C. Total Matching Funds	$ 15,262.00			
In-Kind Contributions				
Peninsula Co-op Gas Cards	$ 300.00	Confirmed	Brandi Natarelli	250-544-2945
Westcoast Seeds	$ 200.00	Confirmed	Erika Simms	888-804-8820
Plant starts	$ 1,100.00	Confirmed	Various	
D. Total In-Kind Contributions	$ 1,600.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 59,262.00	Should equal Total Program Expenditures on page 4		

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 fell short of funding, we would still carry out the program but on a smaller scale in accordance with our available resources. Our hard costs including planters and related materials are scalable to the amount of funding that 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)

FED would need to raise at least 1/2 of budget expenses (roughly $30,000) to cover the cost of staff, administration and garden materials to run the program. From City of Victoria, in order to service this region we would need at least $6,000 in 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: March To: August

Project or programlocation: City of Victoria primarily, CRD

Project or program timeline and major milestones.

Date	Milestone
March	Project Kick-off and partnership building
April	Applications open
May - July	Garden deliveries
May - August	Growing support and mentorship efforts
August	Project wrap-up; final report

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 25 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: Printed materials for garden recipients

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

Program Manager
Position

Brianna Stewart
Name

January 31, 2022
Date

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Strategic Plan Grant Application Form

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SECTION 1. CONTACT INFORMATION

Organization Name: Fernwood Neighbourhood Resource Group Society

Mailing Address: 1240 Gladstone Avenue, Victoria BC Postal Code: V8T 1G6

Contact Person: Chantille Viaud Email: executivedirector@fernwoodnrg.ca

Telephone: 604-753-8397 Website: fernwoodnrg.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: Chantille Viaud

Mailing Address: 1240 Gladstone Avenue, Victoria BC, V8T 1G6

Telephone: 604-753-8397 Email: executivedirector@fernwoodnrg.ca

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S0014959

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 107380982RR0001

**Must provide Certificate of Good Standing or 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: 26.00 Part Time: 22.00

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 characters – do not add extra pages)

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. We will offer:
1) Engagement and outreach via telephone or online platforms, as well as support to access online platforms when needed 2) Offer socially distanced and masked in-person outreach 3) Mandatory training for all staff on COVID19 policies, and continual support as orders change 4) Where possible we will move events outside

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 is it used in your organization's annual budget. **Also include all pending grant requests.**

Funding Sources	$ Amount	Use
City of Victoria	$ 135,000.00	Recreation, Seniors, Garden, Youth, Festival, Engagement (this grant)
Province of BC (MCFD, Gaming)	$ 1,289,911.00	10/da universal child care, community programming
Federal Government	$ 274,260.00	Best Babies, Seniors, Canada Summer Jobs, Accessibility
VIHA	$ 57,000.00	Supported Childcare, Food Access
Foundations/other Funders	$ 138,200.00	Food Security, Housing Support, Family Support, community programming
Revenue from rentals & fees	$ 537,000.00	Childcare, Housing Support, Capital Maintenance, engagement
Social Enterprise income	$ 115,000.00	Materials (food costs), equipment, food security
Fundraising and Donations	$ 202,500.00	Materials (food costs), transportation, food security
Organization's Annual Budget	$ 2,748,871.00	

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 sense of belonging and participation in civic life among all demographic groups	Participants report feeling an increased sense of belonging | Participants see themselves as agents of change in their community
Increase in number of people who feel safe and part of the community	Participants report feeling safer after participating in community activities/events
Increased local food security	Participants of food focused activities report an increase in their own food security (ie gardening, cooking)
Increase volunteer numbers, engagement, and appreciation	At least double the number of volunteer opportunities available from 2020
Support community placemaking projects and community building inititatives	Support more resident-led projects than we did in 2020 and 2021
Equitable approach and use of resources and assets	More than half of participants supported by the project self identify with an equity seeking 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%)

Project or program title: Community Engagement and Animation Project

Who is your target audience? Residents of Fernwood (and neighbouring neighbourhoods)

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

The pandemic has increased loneliness and isolation in our community and our goal with this project is to bring back connection and a feeling of well-being by doing outreach and engagement with residents. Our Community Engagement and Animation Project aims support our community to reconnect with each other through community driven activities, fostering volunteer engagement, and deep outreach into the community. This includes things like block-parties, placemaking projects, pop up art projects, food making workshops, community kitchens, free yoga in the park. This is the kind of work that we do, and we are good at it. There is no shortage of ideas in our community, but people need support, guidance, and access to resources (such as space, materials, tables, chairs) to bring them to life. Our organization can provide all of this very effectively, including connecting folks to additional resources if needed. These funds will support more staff hours to dedicate to this work which requires a lot of relational time. We will support community members to create their own projects, we will work with our existing programs to animate spaces in the community, and we will create more opportunities for folks 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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

Our project will support folks to create opportunities to connect with each other promoting the health, well-being and a welcoming city. It supports increasing the engagement of citizens to be more active participants in the kind of community they want to live. These kinds of engagements and opportunities will increase peoples' sense of belonging through connection with others and ultimately help to combat social isolation. In our long experience of community building, we have seen that people not only feel like they belong more when they are connected, but they also feel safer. We will foster opportunities for people to get to know each other. By volunteering together to put on a small event, residents co-create experiences together and are able to support each other. All of these things contribute to a more welcoming neighbourhood (and city). Additionally, placemaking grass roots community projects often encourage folks to be outside and connect with nature and offer free ways for the community to participate in recreation or social activities. Given that our organization has strong food security programs, we will undoubtedly be supporting local food security initiatives from 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)

Our theory of change is based on our experience and listening to the people we work with. We focus on how to best support residents to feel safe and welcome. We know that under-served populations are suffering from systemic barriers and are faced with a multitude of pressures and stressors. Our organization is built on supporting everyone in our community, no matter race, ethnicity, color, national origin, disability, language, gender, age, sexual orientation. Through intentional outreach to under-served communities we can engage, build relationships and trust, and help animate their ideas. We want to use our relationships into communities in order to leverage our organization's assets in order to better serve people we work with.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

This project is focused on inclusion through equitable access and so we are centering the value of resilience and prosperous community. For the past 2 years, our organization has responding to many of the most vulnerable in our community through the pandemic. We have witnessed the compounding effects of the pandemic on the already existing layers of oppression and systemic barriers for children, families, and seniors in our community. One of the ways that we know we can center equity in our organization is ensure that our resources and assets are utilized to support marginalized folks who have not had historical access. In our experience equity work is best done via relational work, which is why we will encourage folks we already have existing relationships with while at the same time reaching out to partner organizations to offer support to any of their members. We have been testing this model slowly by offering support and free resources to partner organizations or small organized groups. We now want to expand to support less structured and formalized community members and their dreams.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Our program will serve a number of underserved populations in our community- which is consistent with most of our programming. Seniors, youth, racialized folks, women, new mothers, and new immigrant families are some of the populations that we already serve. Since we intend to build on the relationships that we have, we will continue to serve these folks but in different ways and support them to reach further into their own communities. Examples: (1) We support the new youth group to have an art show in the square (2) We partner to support the multicultural festival food vendors- many who are new immigrants. We know they need support to get the right food safety certification for their food stalls. Since we have the space (and kitchen) and multilingual volunteers and staff, we can support this initiative to them for no cost (3) We support seniors to have outdoor free yoga led by each other. We know there are yoga instructors among the group, but they need support to create and organize the group.

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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)

Fernwood has 10,000 residents, we aim to create this program to support everyone on the neighbourhood.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 30,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 36,400.00	$25/hour for .75 FTE community engagement and volunteer coordinator for a year
Communications	$ 3,000.00	Village Vibe (community newspaper), communications on engagement
Volunteer Expenses	$ 1,500.00	Volunteer outreach platforms
A. Total Project or Program Expenses	$ 40,900.00	
Administration		
Bookkeeping	$ 1,175.00	
Printing, copying	$ 500.00	
IT support for online platforms due to COVID-19	$ 1,000.00	
Core admin support from Fernwood NRG	$ 500.00	
B. Total Administrative Expenses	$ 3,175.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 44,075.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	7.20%	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - Include pending requests				
City of Victoria	$ 30,000.00	Pending		
Province of BC Gaming	$ 8,000.00	Pending		250-356-1081
A. Total Government Funding	$ 38,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
revenue from rental fees	$ 6,075.00	Confirmed		
C. Total Matching Funds	$ 6,075.00			
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)	$ 44,075.00	Should equal Total Program Expenditures on page 4		

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

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

If we do not receive full funding, we will have to significantly decrease the number of projects we are able to support. We will have limited events and animation due to less staff time, and therefore less capacity developed. This kind of project is easy to scale, but needs a minimum of at least a part time ongoing staff member to hold consistent relationships and support events/community ideas from spark to finish.

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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 can offer this project with a minimum of $20,000. These funds would support a staff member for a shorter term. This amount of funding would allow us the minimum amount of staff time to offer continuous (albeit limited) community support to develop projects with and engage the community.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: July 1, 2022 To: June 30, 2023

Project or program location: Fernwood neighbourhood (but working closely with adjoining neighbourhoods)

Project or program timeline and major milestones.

Date	Milestone
July 2022	Hire Engagement and Volunteer Coordinator
July - August 2022	Outreach and engagement in community, create connections, work with existing participants
August 2022 - May 2023	Outreach for volunteers, connect them with roles, develop volunteer supports and appreciation
August 2022 - May 2023	Support residents in placemaking projects, activities, and initatives
March to May 2023	Develop systems to allow Fernwood NRG to continue to support and engage volunteers, support resident-lead inittiatives
May to June 2023	Evaluate projects and survey volunteers and residents to recommend how we can continue to build a neighbourhood that is healthy & welcoming
May/June 2023	Community Celebration Event bringing together all participants in neighbourhood celebration

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 50-80 Total volunteer hours required: 200-500

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: invite City of Victoria representative to final celebration event

SECTION 11. DECLARATION

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

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

Signature

Executive Director
Position

Chantille Viaud
Name

January 31, 2022
Date

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1 Centennial Square
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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

Check if Report is ☑ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Fernwood Neighbourhood Resource Group Society

Mailing Address: 1240 Gladstone Postal Code:

Contact Person: Chantille Viaud Email: chantille@fernwoodnrg.ca

Telephone: 604.753.8397 Website: fernwoodnrg.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Affordable Housing Progra

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 original timeline has activities ongoing until April 2022, and timelines have been altered with new waves of COVID-19. We will launching our engagement with the community in spring 2022 with ongoing discernment and evaluation. Specialized support for families and tenants in Fernwood is also ongoing until April 2022. New milestones were developed to meet some budget constraints and respond to emmergent needs and additional funding opportunities. We will report on these in our final report - most key objectives are in progress (listed below)

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

Yes- it aligns very well with the City of Victoria's Affordable Housing Strategic Plan Objectives. At this time, this program has helped our organization to further solidify a path forward to best utilize the housing assets we own and operate. We will have much more to report on our final report.

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 individual support for tenants in crisis	Tenants report an increase in stability in their lives in the short-term	Yes
Connect Participants to community resources	Participants are connected to additional community resources as needed	Yes
Create affordable housing plan for Fernood NRG's housing stock	Plan reserached, approved by Board of Directors, and ready for implementati	Yes
Host at least 2 workshops/dialogues on Affordable Housing	At least 80% of participants report learning something new	Yes
Create "Welcome Committee"	Committee created and facilitated by Fernwood NRG	No
Create ongoing communications plan	Plan created, with SMART objectives, led by Fernwood NRG	No

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Current tenants, new neighbours, current community members

What positive impacts were felt by your target audience? Connection and access to resources, opportunity to express views on housing

How many have benefitted from the project or program? in progress

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

How many volunteers have worked on this project or program? 10 What total hours did they work? 100

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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		
Staff wages	29,794.00	Housing and Family outreach workers, Community Program Director
Communications	1,500.00	Village Vibe, tenant manuals, posters
A. Total Project or Program Expenses	$ 31,294.00	
Administration		
bookkeping	1,500.00	
printing copying	700.00	
IT platforms	500.00	
B. Total Administrative Expenses	$ 2,700.00	
Total Expenses (A+B)	$ 33,994.00	Must equal Funding Sources below (in progress)

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Community Gaming	20,000.00	Confirmed		
City of Victoria-Strat Plan	14,000.00	Confirmed		
A. Total Government Funding	$ 34,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			

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Strategic Plan Grant Final Report

Matching Funds				
Program Profits from Fernwood NRG	20,000.00			
C. Total Matching Funds	$ 20,000.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 54,000.00	**Must equal Program**	**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: _____

- ☐ 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

Chantille Viaud | January 31, 2022

Name | Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Friends of Bowker Creek Society

Mailing Address: 1739 Haultain Street, Victoria, BC Postal Code: V8R 2L1

Contact Person: Soren Henrich Email: friendsofbowkercreek@gmail.com

Telephone: 250-370-4365 Website: www.bowkercreek.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: S0069262

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

**Must provide Certificate of Good Standing or 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 Friends of Bowker Creek Society is to support the restoration and enhancement of Bowker Creek and its watershed to a healthy state, guided by the vision and goals of the Bowker Creek Blueprint. Our specific objectives are to: enhance, restore, and protect Bowker Creek and green-space in the watershed; raise community awareness of the watershed; focus community-based action on the environment and; develop a continuous protected riparian corridor along Bowker Creek.

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

The current iteration of the organization was registered as a society in 2018 and is operated by a "hands on" board of directors. We host habitat restoration work sessions along several sections of the creek and are getting ready to place 30,000 Chum salmon eggs in the creek this February. We have also worked hard to educate local residents about the watershed (including hosting ten successful free concerts in various green spaces along the creek) and to advocate for its health and protection.

How many paid staff at organization? Full Time: N/A Part Time: N/A

How many volunteer staff at organization? 6 active board members Total volunteer hours: 3,000

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 characters – do not add extra pages)

The Creekside Concert that we are proposing will take place outside and according to the current PHO order, outdoor organized gatherings are only affected if they have a capacity of more than 5,000 people. We have successfully hosted two seasons of Creekside Concerts during the pandemic (six concerts in total) and have become very comfortable producing events that follow public health guidelines and allow attendees to feel safe, while also benefiting from the sense of community that the concerts cultivate. We will provide hand sanitizing stations, will sanitize any shared sound gear used by more than one performer (such as microphones) in between sets, and will encourage attendees to respect the physical space of others at the concert.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$3,000	Creekside Concert in Clawthorpe Park
Grants	$13,000	Creekside Concerts and other education events
Donations	$1,700	Restoration activities
Memberships	$350	Restoration activities
Organization's Annual Budget	$18,050	

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

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

Objective	Measure of Success
Educate people about Bowker Creek	-increased awareness of the Bowker Creek watershed
Inspire positive environmental behaviour	-attendees are motivated to protect and restore the watershed
Promote cycling and renewable energy	-unique format increases interest in these pertinent topics
Expand the membership of the Society	-number of new members signed up at event
Support local artists financially	-amount paid to musicians, poets and visual artist
Combat social isolation and build community	-stories from attendees about their experience at the event
Amplify underrepresented voices	-number of performers from marginalized communities
Centre Lekwungen relationship to the land	-appreciation of stories shared during Lekwungen welcome

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: Creekside Concert

Who is your target audience? Diverse communities within Victoria and the surrounding area, including families

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

The project is a free community event that will take place in Clawthorpe Park on the evening of August 5th. It will start with a Lekwungen welcome followed by a poetry reading and two music performances, all powered by bike. Our goal is to increase public awareness about Bowker Creek (also known as Thaywun) and the work of our both organization and the City to protect and restore it. Over a kilometre of the creek passes through Victoria but it is piped underground for the entirety of that stretch (including below Clawthorpe Park) and as a result, is a forgotten feature of the landscape. Our project uses the arts to draw in folks who may never have been involved in watershed stewardship and to create emotional connections between attendees and the creek, inspiring them to action. The stories, poetry and music at the event will touch on themes of water, rivers and landscape. We will host an info table and our board chair will share some words about the creek from the stage. This project also seeks to address pandemic-related social isolation by bringing people together and building community in a safe and joyous way, and to promote cycling and renewable energy. Funding is needed to pay performers and cover various production costs.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☑ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 following actions related to Environmental Stewardship: #20 "... [I]mprove water quality entering waterways"; and #24 "Work with partners to ... steward waterways". Our education efforts at the event will include promoting actions to minimize runoff and pollution in the watershed, making Bowker Creek a healthy stream that supports habitat for native vegetation and wildlife. Victoria City Council endorsed the Bowker Creek Blueprint (a 100-year action plan to restore the watershed) in 2011, and in February 2021 recommitted to implementing the blueprint and directed staff to investigate daylighting certain reaches of the creek identified in the Daylighting Feasibility Study (including the section the runs beneath Clawthorpe Park). Our project promotes these efforts to the public. It is also in line with the measurable outcome "There is a positive shift in public attitude towards sustainable transportation". This bike-themed event promotes cycling as a fun and efficient form of transportation. All electricity for the event is produced by audience members, who take turns pedalling a stationary generator bike to power the performances. Attendees are also encouraged to travel to the event by bicycle, bus or on foot.

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 Creekside Concerts are offered as free events with no admission fee so that anyone can attend, regardless of their income level. We host them in outdoor public spaces in neighbourhoods that the creek passes through. Accessibility details are posted on the event page for each concert and we offer assistance to folks with mobility needs who require help getting from paved pathways to the grass areas where the events take place. We work hard to create a joyful and welcoming atmosphere at each event so that folks from many walks of life, including those from underserved communities, feel comfortable. Realizing that, for a variety of reasons, some folks might not be able to attend in person (or feel comfortable doing so because of the pandemic), we will record the event and post the video online. Our artistic selection is motivated by a desire to allow audience members from diverse backgrounds to see themselves represented on stage. We prioritize underrepresented voices in the poets and musicians that perform at the events, including BIPOC, LGBTQIA2S+ and youth artists. Performing artists are struggling financially due to the pandemic, and we keep administrative and productions costs low so that we can pay our performers well.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

All four values have influenced the development of the project, with quality of life playing a key role. The project focuses on improving health, happiness and satisfaction by creating a memorable event that has immediate positive impacts on the lives of those who attend, as well as longer term benefits on the residents and ecosystems in the watershed. We are motivated to continue offering these joyful events in large part by the wonderful feedback we receive from attendees and performers alike, many of whom have stated that the Creekside Concerts have been a highlight of their year. In a time when many live performances and public gatherings have been cancelled, and so many people are suffering from social isolation, these events serve as a beacon of hope. The education and inspiration that the events provide result in efforts to protect and conserve the watershed, improving the health of human, plant and animal communities over time. Intersectionality also influences the project, as we endeavour to amplify performers with multiple lived experiences. Our efforts to make the events financially, physically and culturally accessible play a role in cultivating resilience and a prosperous community by improving inclusion and access.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The project will impact several underserved populations, primarily artists and the plants and animals that inhabit the watershed. The pandemic has been particularly difficult for performing artists as it has resulted in many cancelled shows and has impacted their ability to make a living from their art. Creekside Concerts not only provide artists with much-needed income, but also give them exposure to new audiences. The past two years have been uniquely challenging for emerging artists, who have had few opportunities to learn and grow. One of the performers from our 2021 season shared a very vulnerable moment with the audience during what was essentially the first public performance of her poetry. She recounted how she had been wondering when she had gone "from being a girl who writes in her journal to being an Indigenous poet" and realized that the moment was right then, during her reading at a Creekside Concert. The dominant colonial narrative deems plants and animals to be less important than humans and has resulted in Bowker Creek being covered over and ignored. We see these beings as kin who have their own intrinsic value and our project directly impacts these populations by improving the heath of ecosystems in the watershed.

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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

How many of those people live within the boundaries of the City of Victoria? 110

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 40

How many will benefit from the project or program? 750 Please explain below.
(1250 characters max – do not add extra pages)

We anticipate that people who attend the event will leave with a sense of connection to the watershed and a desire to help protect and restore it. The memorable experience that we help to create will serve as motivation for them to tell others about Bowker Creek, spreading awareness about the watershed through their networks. We imagine opportunities for conversation that will arise when attendees are asked, "What did you do on Friday evening?" They will be able to share how they attended a wonderful community event with poetry and live music and that they discovered there is a largely hidden creek that runs from the University of Victoria to the ocean just south of Willows Beach in Oak Bay. The creek is piped completely underground within the city boundaries of Victoria but the City is exploring the possibility of daylighting certain sections of it, including in Clawthorpe Park! There are also many things that people who live in the watershed can do to help the creek. It is entirely feasible that each person who attends will have a conversation like this with at least five people, meaning there is potential for over 750 to be impacted by the project. Countless others will benefit from a healthier watershed for years to come.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ 3,000
Must equal Total Funding Sources from City of Victoria on page 5

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/honoraria for performers and visual artist	$1,350	Payment to poet, two music acts and visual artist
Honorarium for Lekwungen welcome	$200	"Handshake" for member of Songhees Nation
Technical crew fees	$500	Payment to sound technician and technical director
Permits, license fees, insurance	$250	Noise bylaw exemption, SOCAN fees, liability insurance
Photography, videography	$450	
Graphic design, promotion	$400	Revisions to series poster, postering by Vicposters.ca, website
Gear rentals	$250	Bike power and sound gear
Food for crew and volunteers	$150	
A. Total Project or Program Expenses	$3,550	
Administration		
Event coordinator honorarium	$750	Artistic selection, coordinating all logistics for event
B. Total Administrative Expenses	$750	
TOTAL PROGRAM EXPENDITURES (A+B)	$4,300	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	17.44%	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	$3,000			
A. Total Government Funding	$3,000			
Corporate Sponsorships				
Vancity Community Branch Partnership	$500		Elyse Kewurt	elyse_kewurt@vancity.com
SOCAN Foundation - portion of grant	$350		N/A	800-557-6226 x3855
B. Total Corporate Sponsorships	$850			
Matching Funds				
C. Total Matching Funds	0			
In-Kind Contributions				
Vicposters.ca - free event postering	$300		N/A	vicposters.com
Thrifty Foods (Hillside Mall) - gift card	$150		Mike Evanoff	250-370-9591
D. Total In-Kind Contributions	$450			
Waived Fees and Charges				
E. Total Waived Fees and Charges	0			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$4,300	**Should equal Total Program Expenditures on page 4**		

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 mean that we will have to scale down the project in some way. This may include eliminating the online video component of the project, having only one music act instead of two, and potentially reducing the artist fees and honoraria. If we do not receive enough funding to produce even a scaled-down version of the event, we will lose this opportunity increase awareness about our work to protect and restore Bowker Creek, and to attract new members to our organization.

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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 needed in order for this project to go ahead is $2,000. This will allow us to pay a poet and one music act to perform, provide a handshake to TEALIYE/Brianna Bear, and cover all the production costs necessary to make the event happen, including hiring crew, renting gear and purchasing liability insurance.

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 2022 To: August 2022

Project or program location: Clawthorpe Park (on the northern border of the City of Victoria, east of Doncaster Dr.)

Project or program timeline and major milestones.

Date	Milestone
July 2022	-obtain special event permit and noise bylaw exemption
July 2022	-confirm performers and begin promoting event
August 5, 2022	-Creekside Concert takes place from 6 to 8 pm
August 2022	-project wrap-up and reporting

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 40

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☐ Other: from the stage at the event

SECTION 11. DECLARATION

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

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

Signature

Board Chair
Position

Soren Henrich
Name

January 31, 2022
Date

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

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Good Night Out Vancouver Society

Mailing Address: 2751 Burde St. Port Alberni, BC, V5N 2A5 Postal Code: _____

Contact Person: Stacey Forrester Email: educator@goodnightoutvancouver.com

Telephone: 778 990 7539 Website: https://www.goodnightoutvancouver.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: BC Societies: S0068801

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

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Good Night Out (GNO)'s mandate is to build capacity within the hospitality and nightlife sectors to prevent and respond to sexualized violence through the application of anti-oppression practices and practical tools. GNO's prevention program is unique in that it presents solutions that help to protect BOTH workers and patrons, helping to build spaces of work and socialization where women, gender non-conforming, and/or LGBTQ2SIA people are free from sexualized and gendered violence.

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

As a non-profit society founded in 2015, GNO has trained thousands of industry stakeholders across North America. GNO's expansion to Vancouver Island follows Victoria City Council's May 13, 2020 motion to prevent sexualized violence in Victoria's hospitality community. The City has previously referenced GNO in its Strategic Plan, as a resource to help address sexual violence in the city's nightlife spaces. To date, GNO has trained apx 160 hospitality workers across 16 establishments in victoria.

How many paid staff at organization? Full Time: 0.00 Part Time: 2.00

How many volunteer staff at organization? 20.00 Total volunteer hours: 300.00

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 characters – do not add extra pages)

GNO has experience running interactive, engaging workshops of all sizes in person and virtually within the context of COVID. We allow establishments to select the format they are most comfortable with. In-person workshops are held when current orders allow, with appropriate ventilation, seating, distancing, hand hygeine and ppe. We are currently not hosting workshops for in-person groups larger than 30, but can accommodate larger as case rates drop.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 14,550.00	Victoria education expansion
City of Vancouver	$ 30,000.00	Nightlife safety team - wages, supplies, coordinator
Destination Vancouver	$ 20,000.00	Nightlife safety team - wages, supplies, coordinator
BC Civil Forfeiture Grants	$ 29,220.00	education director, subsidized prevention education and supplies
public donations	$ 2,000.00	unrestricted
Organization's Annual Budget	$ 95,770.00	

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 & sustain industry capacity to prevent & respond to sexual harassment & assault w/ training and ongoing support	Hiring of 2 educator liasons, # of trainings, # of hours spent training, # of workshop participants, # of policies written, Pre and post workshop assessments, 3 and 6 month evaluations
Reach industry - adjacent stakeholders including transit sector & patrons through targeted educational campaign and workshops	# of workshop participants, # of location posters in, span of sectors, social media analytics
Collect local data on what helps Victoria workers and patrons feel safer	# of survey participants, ability to translate findings into educational content
Strengthen a community-based response to sexual violence by creating links and referrals to other survivor-centered support resources, thereby increasing options for survivors to access support.	# of resources distributed,# of survivor care packages, # of referrals made to other agencies, and programs
Contribute to economic COVID recovery through an intersectional, gendered lens	Feedback from participants on impact to business after undergoing workshops and displaying print materials regarding consent and sexual violence prevention
Engage allies & the broader community (men, people working in these industries and people with systemic privilege) & invite them to take an active role in preventing violence against women, non binary, queer and two-spirit ppl	all evaluation metrics and demographics of participants
Bring the industry together to idea swap & skill share via GNO pub nights and discord channel	# of attendees to info nights, discord users, feedback, solicit further interest from industry wishing to participate in future workshops

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: Good Night Out Victoria satellite pilot

Who is your target audience? Workers and patrons in Victoria's hospitality and nightlife

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

Currently, GNO provides services remotely. This grant will be used to create deeper engagement with Victoria establishments and help them with long-term implementation of policy and practices, while also offering prevention education to industry-adjacent stakeholders, such as transit and nightlife patrons. This project will include program evaluation and data collection on what local workers and patrons need to feel safe participating in these sectors.

Prevention services targeting adults in these sectors are particularly needed at this time, as the late stages of reopening involves hiring, staffing and capacity levels that resemble pre-covid numbers. BC's Tourism Taskforce has identified a need to improve conditions in these industries, stating: "[Tourism] employs many women, Indigenous peoples, and people of colour. We recognize the pandemic has exacerbated the inequities experienced by these groups. We believe that as the industry grows, its ability to create the conditions for success for equity-seeking groups will also improve."

In 2021, GNO was able to provide free workshops to select Victoria venues. Securing a Strategic Plan grant will allow GNO to continue to support Victoria venues and cut costs for businesses.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

GNO's expansion to Victoria is explicitly listed in Item 9 of Strategic Objective 5, "Health, Well-Being and a Welcoming City" which is the responsibility of the Late-Night Task Force. As per the 2019 COTW Report, an initial sexual violence prevention workshop was well-received and follow-up initiatives were supported. As of 2022, there has yet to be standing workshops offered to venues in conjunction with the City to understand their role in preventing sexual harassment and violence. This would bring the work that GNO is currently doing in Victoria under the umbrella of the Strategic Plan, filling this gap and ensuring the lens is on patron safety in addition to workers. The survey and evaluation would further inform education content and provide current local data on what makes industry staff and patrons feel safe.While the City of Victoria looks to develop a municipal sexual violence prevention program GNO has an internationally recognized model, an established reputation with 16 partner businesses and the capacity to expand further into Victoria with the support of the Strategic Grant.

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)

GNO uses a peer-based audit system of nightlife and hospitality spaces in order to surface what makes workers and patrons feel safer while interfacing with these spaces. Feedback from community members with intersecting identities is prioritized to inform the practices which GNO teaches. GNO, in working from an anti-oppression framework, believes that when folks who have been historically and systemically included from the creation and curation of such spaces start to feel safer, everyone benefits. This framework will be updated with the findings from the survey portion of this project, to ensure that teaching and resources reflect the needs of less-often heard members of the community. With its core educational funding, GNO solicits community consultations 1x yr to allow folks from under-served communities to review and provide feedback and /or content for it's education program or digital library.GNO also structures its education sessions with the needs of survivors and those with lived experiences of trauma in mind. This includes links to local intersectional agencies, choices around participation levels, and a peer support worker present for most workshops.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Social Justice: many sexual violence programs focus on employer protections and meeting legislative requirements. Data on harassment in the workplace shows that legislation alone is not a fix. A review of research up until 2016 shows 10–20% of workers report having experienced violence and sexual harassment, no matter what the legislative status is (Matulewicz 2016). GNO training dives into root causes of sexual violence with an anti-oppression lens.
Intersectionality: GNO recognizes that identities are symbiotic and that due to racism, colonialism, ableism, homo and transphobia at all levels of our society, people w/ intersecting identities are disproportionally targeted with sexual violence.
Quality of Life: exposure to sexualized and/or gender-based violence while working or socializing has serious impacts on victims' mental and physical well-being.
Resilience and Prosperous Community: sexual violence prevention training lends to more respectful workplaces, employee retention, and is a smart investment after a period of severe economic impact for the industry. GNO routinely fields inquiries seeking a GNO trained establishment nearby to socialize or apply for work at.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Data on 2021 GNO workshop participants indicates that the majority of participants (40%) have been working in the hospitality industry less than 5 years, w/ 75% representing a demographic that may make them more likely to experience sexual violence such as gender, gender, expression, sexuality, racialization, or a combination of identities. According to StatsCan, the rate of sexual assault victimization is highest amongst female young adults 18-24. StatsCanada also indicates that incidences of heavy drinking are most prevalent for men and women in the 18-34 group. This age group also makes up a significant portion of the service industry workforce. "There is limited awareness abt strategies to prevent sexual harassment and address sexual violence amongst venue operators and their staff (RHI, 2019, p. 41)". Women, who are disproportionately affected by sexualized violence, would feel safer engaging with the Victoria nightlife community if venues and staff were competent in acknowledging, intervening, and preventing sexual harassment and violence. As stated in the City of Victoria,Sociable City Evaluation, safety is one women's must-haves to have an enjoyable experience while participating in Victoria nightlife (RHI, 2019, p. 51).

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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? 300.00

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? 500.00 Please explain below.
(1250 characters max – do not add extra pages)

A significant portion of this workshop will be used to establish a fund that allows for 25 3-hour workshops over the course of 10 months. On average, there are apx.15 staff attending each workshop. Workshops such as bystander intervention that are open to the public, tend to have apx 50 attendees each. It is expected that apx 500 industry workers will directly receive training, while the secondary impact that the public education campaigns, as well as the positive benefits to the public that come from collecting localized data, changes to policy and operations, training a community of engaged bystanders in nightlife are wide spread. It is hard to gauge where they reside, but we are able to start with a focus downtown and work outward.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 14,550.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Training 2 Victoria educator / liaisons	$ 2,000.00	
Print materials	$ 1,500.00	posters, pins, information packages, coasters, stickers completion cards, certificates
website / application	$ 150.00	
Outreach	$ 4,000.00	$25 / hr x 16 hrs month x 10 months
Public workshop fund	$ 7,500.00	25 3 hour workshops @ $300 each
pre and post / 3 and 6 month evaluation data	$ 1,000.00	$25 / hr x 30 hours
survey creation, promotion and analysis	$ 700.00	$25 / hr x 25 hrs
Project wrap up	$ 200.00	
A. Total Project or Program Expenses	$ 17,050.00	
Administration		
administration support	$ 2,500.00	scheduling, payroll, inquiries
B. Total Administrative Expenses	$ 2,500.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 19,550.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	12.79%	

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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	$ 14,550.00	Pending		
A. Total Government Funding	$ 14,550.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
GNO - VANCOUVER MAIN	$ 2,500.00	Confirmed	Stacey Forreste	778 990 7539
C. Total Matching Funds	$ 2,500.00			
In-Kind Contributions				
admin support	$ 2,500.00	Confirmed	Stacey Forreste	778 990 7539
D. Total In-Kind Contributions	$ 2,500.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 19,550.00	Should equal Total Program Expenditures on page 4		

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 order to meet the council objectives, particularly around intersectionality (via the survey and rich data collection) and resiliency (via the ongoing policy and implementation support carried out via outreach every month), the full amount is needed. Specific project initiatives can be cut, at the expense of being able to meet the objectives or limiting program reach and quality.

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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)

If not eligible for the full funding, we would look at revising the budget based on which arms of the project the City would like to see. We could perhaps do less workshops and educational outreach over the year, or limit the amount of post-training support offered (again risking not being able to fully meet objectives). GNO is open to partnering with another organization also funded to do this.

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 , 2022 To: June 1, 2023

Project or programlocation: Victoria, unceded territory of the lək̓ʷəŋən and W̱SÁNEĆ nations

Project or program timeline and major milestones.

Date	Milestone
July 15th	establish application criteria
July 1 -30th	create stakeholder list, order printed materials, hire and train educators, construct survey
July 30th	press release, applications open,
Jly 15th - Aug 30th	survey open, survey promotion
Aug, Nov, April	GNO info pub nights
Sept, Feb, April	public workshops
ongoing	trainings, 3 and 6 month check ins, policy review, education campaigns
Jun 15 - 30	data analysis, project close out

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4 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: press release, slide deck

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

Education Director
Position

Stacey Forrester
Name

JAN 30, 2022
Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Gorge Narrows Rowing and Paddling Club

Mailing Address: #105-2940 Jutland Road, Victoria, B.B. Postal Code: V8T 5J9

Contact Person: Carol Cooper Email: mbratlarge@gorgerowing.ca

Telephone: 250-721-1865 Website: http://gorgerowing.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: S0066636

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

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Gorge Narrows Rowing Club (GNRC) has, for over 20 years, participated in rowing on the Selkirk waterway. Formerly as "Go Rowing and Paddling" and then under the umbrella of St. Michael's University School (SMUS). In 2017, GNRC officially became independent from SMUS who wanted to direct their interests to their own school programs and asked Gorge to form a club to take over running community programs. We have been successfully providing community programs since.

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

Gorge Narrows Rowing Club offers year round community programs for adults and youth ages 13 - 80+, including learn-to-row, Junior, Senior and Master programs, corporate events, high school and middle school Fall learn-to-row and rowing league. Programs offer recreational, para and competitive rowing opportunities. We offered two, free, Come Try Rowing events last year which offered the community a chance to row in a boat with experienced rowers and find out about rowing.

How many paid staff at organization? Full Time: 1 Part Time: 2

How many volunteer staff at organization? 20 Total volunteer hours: 2000

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 characters – do not add extra pages)

We have followed PHO directives and Canada Rowing and BC Rowing directives to come back to safe rowing.
We shut down from March 2020 to July 2020.
Our programs run mostly outside. We have hand sanitizers and washing stations. All members are vaccinated and wear mask when going in and out of the clubhouse. We wash boats and blades after each practice.
Through the stages of Covid 19 protocol, we were able to offer rowing only in single boats and family doubles, then later when directed by the PHO we rowed in small group pods.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	30,000.00	Electric engine
Grants and Foundations	44762.00	Equipment, program and operations
Individual Donations from Members	60841.10	Equipment, program and operations
Club Fundraising Events	3160.00	Equipment, program and operations
Club Fees	120,000.00	Wages, equipment, program and operations
	258,763.10	
Organization's Annual Budget	~~228,763.10~~	

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 purchase an electric engines for	To offer reliable operation of safety boats for delivering
Athlete time on the water is safe	Motors work reliably so coaches can keep the participants safe
Prevention of spills on the waterway	Less use of gasoline engines
Reduce emissions, noise and smell	Cleaner environment for all users of waterway and reduce noise level
Promote health and well-being	Cleaner environment for all users of waterway and reduce noise level
Promote climate leadership	Cleaner environment for all users of waterway and reduce noise

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: Increase Environmental Stewardship through increasing electric motors in safety boats and reducing gas engines to provide sustainable transportation.

Who is your target audience? All participants in the rowing programs, in the Selkirk waterfront and neighbourhood, as well plants and animals using the waterway.

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

When the Gorge Narrows Rowing Club took over operation of the community program form St. Michael's University school,the club was a start up club purchasing an aging fleet of equipment. The motors presented the biggest challenge, they were nearly 20 years old and were due for replacing. Due to their age, they were not running as cleanly or as efficiently as they should, with many breakdowns, which not only interrupted sessions for athletes, but presented a safety issue for the programs. The club would like to replace them with electric engines as soon as possible to improve the waterfront and safety for the participants. Electric engines are cheaper to maintain, easier to operate and cleaner to run.
The club has been able to purchase two new safety boats, but have not been able to stretch the budget to include the electric motors as yet. Rowing BC supports this initiative and is in the early stages of planning a pilot program that we may be able to be involved in.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☑ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 Selkirk Waterway community have worked over the years to make the waterway a clean, usable waterway for all. Through the yearly environment clean up initiatives, to improved practices of taking care of the waterway, users have made positive improvements.
The Gorge Narrows Rowing Club would like to continue to help improve the waterway by reducing the use of gas engines on the water. The club was inspired by the number of water taxis that have switched to electric, and would like to contribute to a strong, liveable neighbourhood through climate leadership/.

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)

Gorge Narrows Rowing Club offers programs and employment to newcomers, indigenous youth and women. The club has many events to encourage recreation. Through the high school rowing program in the fall, the club is able to offer rowing at a reduced rate to encourage youth to try something new, and represent their school. The club provides information and help to attain funding form Kids Sport. The club offers 2 free Come Try Rowing Days in the summer for the public, as well as corporate and community challenges. We offer some "in kind" work for exchange of rowing fees.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Gorge Narrows Rowing Club belongs to the governing bodies of Rowing BC and Rowing Canada which encourages inclusion of all groups and promotes rowing as a life long sport from ages 13 - 80+.
Strong values are promoted though Code of Conduct guidelines that support athletes of all abilities and needs, as well as provides protection through Safe Sport guidelines and coach accreditation.
Gorge Narrows Rowing Club is a not for profit club that works to provide recreational and competitive programs at cost and to all interested groups. The club offers para rowing and works to accommodate many different needs.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

This grant request for an electric engine will allow Gorge Narrows to continue its many programs and activities that it provides for the community in a safe and environmentally conscious manner which will improve the wellness of the community greatly.

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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? 80

How many of those people live within the boundaries of the City of Victoria? 20

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 60

How many will benefit from the project or program? 80 Please explain below.
(1250 characters max – do not add extra pages)

The addition of an electric motor benefit all participants and the community.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $30,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
motor	25000.00	cost of one engine and two battery packs
labor, shipping and materials	500.00	install engine, brackets and cables
A. Total Project or Program Expenses	30,000.00	
Administration		
	0	Volunteer
B. Total Administrative Expenses	0	
TOTAL PROGRAM EXPENDITURES (A+B)	30,000.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	0.00%	

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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	~~25,000.00~~ ~~30,000.00~~	Pending		
Rowing B.C.	to be determined	Pending	Sonja Lonne	604-273-4769
A. Total Government Funding	30,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships				
Matching Funds				
Member donations and fundraising	5,000.00			
C. Total Matching Funds	5,000			
In-Kind Contributions				
D. Total In-Kind Contributions				
Waived Fees and Charges				
E. Total Waived Fees and Charges				
	30,000.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	~~5,000.00~~	**Should equal Total Program Expenditures on page 4**		

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)

Gorge Narrows Rowing Club members are very motivated to change over to electric motors and will canvas other sources and fundraising projects to raise funds. It will delay the purchase of the motors and impact providing safe, uninterrupted practices. The club will also have to spend more money repairing the gas motors we have now, which will delay the purchase of new motors and use up funds that could be applied to the purchase of new motors.

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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 for the project to occur would be $25,000.00
The club can absorb labor costs through volunteer participation.

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, 2022 To: September 2022

Project or program location: Gorge Narrows Rowing Club

Project or program timeline and major milestones.

Date	Milestone
April 2022	Suppliers have suggested that April would be the soonest we can order the engines
July 2020	Suppliers have suggested 3 - 4 months to supply the engines

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5 Total volunteer hours required: 10

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

Carol L Cooper
Signature

Member-at-Large
Position

Carol L. Cooper
Name

January 30, 2022
Date

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

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SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria Acting Together

Mailing Address: 1722 Lee Ave Victoria B.C. V8R4W8 Postal Code: _____

Contact Person: Stephen Tyler Email: treasurer@gvat.ca

Telephone: 250-477-4932 Website: www.gvat.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-0065587

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

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Greater Victoria Acting Together (GVAT) is a coalition of 30 diverse member organizations from across Greater Victoria that work together to advocate for the common good. GVAT builds awareness and educates members of our constituent organizations and the public on key issues of shared concern, develops leadership and builds skills, knowledge and capacity to participate meaningfully in civil society.

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

Since starting over 3 years ago, GVAT has focused on issues related to Housing Affordability, Mental Health & Addiction, and Climate Change. Through more than 30 member organizations including faith communities, unions, student groups and service providers we increase awareness of complex community issues, research solutions and advocate with members and local decision makers to improve outcomes for the common good.

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

How many volunteer staff at organization? 20.00 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 characters – do not add extra pages)

The program can function through interaction online, or in large indoor spaces with appropriate ventilation, proof of vaccination and masks.

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 is it used in your organization's annual budget. **Also include all pending grant requests.**

Funding Sources	$ Amount	Use
City of Victoria	$ 12,300.00	Project specific purposes,
Membership dues	$ 46,000.00	General staff, training and leadership development
Donations	$ 38,000.00	General staff, training and leadership development
Other grants	$ 23,000.00	Project specific purposes
Organization's Annual Budget	$ 119,300.00	

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 community awareness of rental affordability challenges in their neighbourhood	we reach at least 30 community members in each of 6 workshops directly, an additional 5000 through social media, and more through at least 3 stories in local print or online media. Surveys show that community leaders are more concerned with the problem as community leaders recognize the need for more affordable housing in their neighbourhoods
Increase recognition of the community benefits of affordable housing	over 100 community leaders and workshop participants can identify in surveys how affordable housing benefits their neighbourhood
Explore mechanisms for preserving and increasing stock of affordable housing	6 participating community associations suggest practical measures to increase affordable housing in their area
Increase public acceptability of affordable housing options in largely SFH neighbourhoods	Workshops lead to specific community suggestions or design guidelines to improve acceptability of affordable housing in their area

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: Community Association workshops on Housing Affordability in our Neighbourhood

Who is your target audience? Community Association leaders and active members

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

This is a new project based on the success of previous city funding for GVAT collaboration with The Existence Project to share lived experience of homelessness. GVAT would use project funding to plan, organize and deliver at least 6 workshops in Victoria communities, engaging low-income residents to share their housing experience and inviting community leader participation and feedback. The project is needed because a lack of awareness of housing unaffordability means many communities are unsympathetic to recent Council initiatives (e.g. affordable housing approval process) or to increased residential densities and more affordable housing construction generally. There is little appreciation for the benefits of housing affordability in terms of community prosperity, employment, neighbourhood liveability, health and security. Sharing of lived experience and better identification of community concerns might enable development guidelines or criteria that would create conditions for acceptability. Costs can be kept low by using mostly in-house resources and volunteer capacity built over many months of research already. Evaluation will include participant surveys and reviews by staff and GVAT leaders.

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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).

- ☑ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☑ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 proposed project would develop participatory workshops using lived experience of low- and mid-income tenants in our neighbourhoods to demonstrate the deteriorating affordability situation for housing in our city. The importance of housing affordability would be emphasized through describing how communities are "hollowed out" by the loss of these residents who form an important component of the community, working in front-line positions in service industries, health care, food supply and maintenance. Without affordable housing for this group our communities lose diversity and security. The objective would be to foster community discussion of practical options for affordable housing that could meet community concerns AND affordability conditions. Through engagement with participating community associations and VCAN the message and conclusions will also be more widely shared among other 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)

The voices of displaced and moderate income tenants in our communities are seldom heard, and their rights to fair rents and secure housing are typically ignored. Those who are already securely housed do not have to address the concerns and insecurities that confront many households who no longer have any hope of purchasing their own home and are increasingly priced out of even rental markets. The point of these workshops would be to expose this experience, demonstrate their concerns and facilitate discussion of the implications.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

The proposed project would address all four of the equity centered values in the city's strategic plan. The project would develop participatory workshops to take the lived experience of low-income renters out into Victoria communities. The objective is to help remove systemic barriers that many community associations place in front of affordable housing developments that would allow disadvantaged and low-income groups to find housing in our communities. This would increase their satisfaction with their housing situation, improve quality of life and lead to a more prosperous community by ensuring adequate housing for all income groups in our city.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

This project is intended to support low- and moderate-income renters by giving their lived experience a platform among community associations normally driven by concerns of middle/upper class homeowners. We recognize this is a very diverse group, including those on disability benefits or pensions, students and young adults, single parent families, low-wage (or unwaged) households, or recent immigrants. The project will build their capacity to represent their interests publicly and to claim and popularize their rightful position as full members of the community.

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

Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 180.00

How many of those people live within the boundaries of the City of Victoria? 180.00

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

How many will benefit from the project or program? 10,000.00 Please explain below.
(1250 characters max – do not add extra pages)

The project will directly reach approximately 150-200 active members of community associations in Victoria. But this group are not the main beneficiaries. Those directly reached are community / opinion leaders who will influence public views. The objective is to open space for recognizing the legitimate interests of tenants in their communities. So the beneficiaries are the thousands of low- and moderate-income residents in our communities, whose legitimate needs for affordable housing will be better recognized by mainstream community leaders.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 12,300.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Detailed Program design with interested community partners	$ 3,500.00	mostly staff time
Workshop development with partners	$ 2,100.00	Staff time, meeting expenses (parking, coffee, etc)
Recruitment of key presentors	$ 2,800.00	Staff time, meeting expenses
Hall Rental, refreshments for in-person workshops	$ 1,500.00	
Honoraria for lived experience presentors	$ 1,200.00	up to 12 x
Staff costs and out-of-pocket expenses for facilitation	$ 3,000.00	several facilitators needed for each workshop
Survey development, distribution, analysis	$ 2,200.00	staff time
Follow up with community associations	$ 2,800.00	staff time
A. Total Project or Program Expenses	$ 19,100.00	
Administration		
Printing	$ 150.00	
Office overheads (internet, phone, etc)	$ 500.00	
Accounting	$ 200.00	
Reporting	$ 1,000.00	staff time
B. Total Administrative Expenses	$ 1,850.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 20,950.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	8.83%	

Finance
1 Centennial Square
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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	$ 12,300.00	Pending		
A. Total Government Funding	$ 12,300.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
GVAT contribution	$ 8,650.00	Confirmed		
C. Total Matching Funds	$ 8,650.00			
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)	$ 20,950.00	Should equal Total Program Expenditures on page 4		

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)

Program could proceed at a reduced scale with less funding, but of course would reach fewer communities and have less 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)

While the project is scalable, there is a minimum threshold required for research, preparation of materials, and communications to stage any workshops at all. Incremental activity could be added at modest cost. Minimum contribution from city grant to enable GVAT to create the program and stage one or two workshops this year is $6500.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: Aug 1, 2022 To: June 30, 2023

Project or program location: various in Victoria

Project or program timeline and major milestones.

Date	Milestone
Aug 30, 2022	Initial outline of workshop and invitation to community associations
Sept 30	Detailed workshop contents and process designed; participants confirmed
Oct 31	Schedule finalized; facilitators trained; workshops commence
ongoing	Participants surveyed after completing their workshop; GVAT followup to community associations
Dec 15	Evaluation of workshop content and process based on feedback from participants and presentors; modify workshops as needed
Jan 2023	Workshops continue
April 30 2023	Workshops completed; outcomes documented
June 15	Final report submitted

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

Treasurer
Position

Stephen Tyler
Name

31 Jan 2022
Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria Volunteer Society (Volunteer Victoria)

Mailing Address: 602-620 View Street, Victoria BC V8W1J6 Postal Code:

Contact Person: Lisa Mort-Putland Email: lisa@volunteervictoria.bc.ca

Telephone: 250.386.2269 Website: volunteervictoria.bc.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: Lisa Mort-Putland

Mailing Address: 602-620 View Street, Victoria BC V8W1J6

Telephone: 250.386.2269 Email: lisa@volunteervictoria.bc.ca

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-0011268

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 118946987RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Providing leadership to the non profit community since 1974, Volunteer Victoria is the primary recruitment and referral centre for the Greater Victoria Region. Guided by the principles of civil society we enrich the quality of life in our community through volunteer involvement. Volunteer Victoria's mission is to inspire and empower volunteerism! Our vision is that volunteerism enhances everyone's life and is a pillar in communities.

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

Volunteer Victoria offers free volunteer advising services to any indivdiual who wishes to learn about volunteering. We offer specialized on-going programs to over 195 youth, 285 clients on a mental health of addictions journey, and last year, we worked with over 100 senios to learn more about the impact of the pandemic on their volunteering. In 2021 we also designed and hosted 100 workshops with 1,108 registered participants from the volunteer-led sector.

How many paid staff at organization? Full Time: 3.00 Part Time: 8.00

How many volunteer staff at organization? 50.00 Total volunteer hours: 966.00

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 characters – do not add extra pages)

Volunteer Victoria is a new participant in the Red Cross "Stop the Spread and Stay Safe Program: Screening for Community Organizations." In addition to following provincial health orders, and maintaining a safety first approach in our office and with all our activities, we will soon be able to provide weekly testing for staff members and volunteers and KN95 masks. This will allow our team to provide more in-person services in community with more confidence and less anxiety.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 10,000.00	honrariums for youth, training costs, supplies, evaluation
Victoria Legacy Trust	$ 4,800.00	Staff Wages
Volunteer Victoria	$ 964.00	supplies, refreshments, management oversight
Organization's Annual Budget	$ 15,764.00	

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
vVolunteers from underserved communties lead and manage the project	A minimum of 15 young volunteers actively lead and manage the project
Young volunteers articulate what welcome looks like for them	Youth create a tool box of resources to share with volunteer-led organizations
Volunteer-led organizations complete audits	A minimum of 10 organizations work with youth to complete audits and implement youths' recomencdations
Volunteer programs increase welcome, diversity and inclusion	Before and after surveys demonstrate increased cultural literacy and understaning
Increase the number of underserved volunteers in community	medium - long term goal: organizations increase the number and types of under represented volunteers

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: Welcome - Audit Team

Who is your target audience? Volunteers and volunteer programs in Victoria

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

As more organizations focus on creating diverse, inclusive, and welcoming spaces, Volunteer Victoria has been tasked with helping to reframe volunteer programs in Victoria. Recognizing that this work is best completed by people with lived experiences and expertise, we plan to launch a pilot (based on a successful program from Volunteer Toronto) that engages young volunteers in an audit process of volunteer-led organizations in Victoria. The youth will help identify ways organizations can better include, welcome, and engage volunteers who come from diverse cultures, faiths, and backgrounds. The audit tool will be designed by young people and the audits will be completed by young 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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 pilot targets three strategic goals: By creating an audit team of 10-15 young, diverse volunteers we can help 10+ volunteer programs increase cultural literacy, by deepening understanding and welcoming diversity. When volunteer programs are better able to welcome and serve diverse volunteers we will experience an increased sense of belonging and participation in civic life among all demographic groups and an increase in number of people who feel safe and part 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)

Volunteer Victoria has hosted a youth program for many years and while over 45% of youth participants are from an under-served community we have never asked these volunteers to be engaged directly in finding solutions to the challenges of creating welcoming volunteer programs in community. After conversations with young Somali, Muslim women, we were once again reminded that creating programs led and managed by diverse volunteers is the best way to create the changes that these volunteers have said they need to thrive in volunterism.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Volunteer Victoria believes that everyone has the right to volunteer. We have a long history of welcoming volunteers from under-served communities and working with individuals to build a volunteering strategy that meets their needs, from where they are at. We have in recent years, acknowldeged that systemic ideas about race, abelism, gender, and age create tangible and intangible barriers that impact volunteers, some significantly more than others. We want to design more equitable and inclusive volunteer programs that create welcome for all demographics of volunteers.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

We plan to recruit 10-15 young volunteers from under-represented communities who are already experienced volunteers in community. They will lead and manage this project. They will audit a minimum of 10 volunteer programs and provide feedback to help the volunteer programs become more welcoming, inclusive, and diverse. We anticiapte that the program will directly inpact 150+ volunteers who are culturally diverse, (IBPOC), LGBTQ+, and Persons with Disabilities.

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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? 50.00

How many will benefit from the project or program? 150.00 Please explain below.
(1250 characters max – do not add extra pages)

We anticipate that the audit team will have the direct benefit of sharing their knowldege, contributing to community, and building expertise in auditing volunteer programs. We anticipate that 10 volunteer-led organizations will complete audits, with a minimum of 150 staff and volunteers being directly impacted by the audit feedback and awareness of necessary changes that will lead to increased cultural literacy and inclusion.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 10,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Honorariums for audit volunteers	$ 7,500.00	15 volunteers x $500 per volunteer
Volunteer Management/Audit Training for volunteers	$ 1,500.00	Training with VolVic/Volunteer Canada - Audit for CCVI
Refreshments for in person audit team meetings	$ 600.00	12 meetings @ $50 per meeting
Direct Program Coordination	$ 1,204.00	$24.08/hr x 50 hours
Supplies and Stationary	$ 360.00	$30 per month
Travel and transportation for volunteers/staff	$ 300.00	travel to community partners, .48cents per km, parking
Recuitment materials	$ 500.00	design and print program promotional materials - brochures
Certificate for 10 community partners	$ 250.00	Certificates for community partners completing audits
Project Evaluation	$ 1,000.00	External Evaluator to measure impact of project
Volunteer Recruitment	$ 300.00	Promotion to recruit volunteers
A. Total Project or Program Expenses	$ 13,514.00	
Administration		
Program Management and Oversight	$ 2,250.00	$45/hr x 50 hours
B. Total Administrative Expenses	$ 2,250.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 15,764.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	14.27%	

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

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	$ 10,000.00	Pending		
A. Total Government Funding	$ 10,000.00			
Corporate Sponsorships				
VLT'94	$ 4,800.00	Confirmed	Lisa Mort-Putland	250.386.2269
B. Total Corporate Sponsorships	$ 4,800.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Volunteer Victoria	$ 964.00	Confirmed	Lisa Mort-Putlar	250.386.2269
D. Total In-Kind Contributions	$ 964.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 15,764.00	Should equal Total Program Expenditures on page 4		

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 seek additional funders and potentially expand the program outside of Victoria's geographic boundaries, or scale the project down.

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1 Centennial Square
Victoria, BC V8W 1P6
E grants@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 pages)

We need to provide youth volunteers with an honorarium that acknowledges the value of their lived experiences, expertise, and committement to inclusion and creating welcoming spaces. We could not probably make this happen without less than $5,000.00

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, 2022 To: June 30, 2023

Project or program location: Victoria

Project or program timeline and major milestones.

Date	Milestone
July - Sept 2022	Recruit youth volunteers and start team building exercises
July - Sept 2022	Plan logistics for training, recruit potential volunteer organizations
Sept 2022	Complete training with volunteers
Sept - Oct	Youth interview community partners to choose audit locations
Oct - May 2023	Youth complete 10 audits with community partners and sharing findings
June 2023	Youth complete final report
On-going	Monthly Meeting with Youth to discuss audit findings

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 45 Total volunteer hours required: 1500

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

Lisa Mort-Putland
Signature

Executive Director
Position

Lisa Mort-Putland
Name

Jan 31, 2022
Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Harvest & Share Food Relief Society

Mailing Address: 1515 Bywood Place, Victoria, British Columbia Postal Code: V8S 1X7

Contact Person: Allan Murr Email: allan@harvestandshare.ca

Telephone: (250) 888-6877 Website: www.harvestandshare.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: S0074652

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

**Must provide Certificate of Good Standing or 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 reduce food insecurity in Victoria by using innovative, sustainable aeroponic technology to grow nutritious, organic, local produce which is donated to the community. We believe every individual should have equal access to produce, which is essential for maintaining health and wellbeing, and aim to provide greens to those facing access challenges, in order to reduce social inequality in the local food system.

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

In the past year, our organization harvested over 7,000 crops, including lettuce, chard, chives, and basil, to be donated to a range of food banks and fridges, kitchens, and food distribution networks, totaling a market value of over $16,000. We believe everyone deserves equal access to nutritious produce, and therefore partner with community members who provide groceries and meals to food insecure community members free of charge.

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: 436.00

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 characters – do not add extra pages)

Since our operations are currently all outside, there is reduced risk of exposure to COVID-19. We ensure all volunteers wear a mask on sight, as well as providing hand sanitizer, and ensuring equipment is thoroughly cleaned after use. We ensure every volunteer is kept up to date with restrictions, and encourage anyone in the team to stay home and isolate if they show symptoms.

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.

Finance
1 Centennial Square
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E grants@victoria.ca

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	$ 30,000.00	Building a container farm for year round food production
City of Victoria	$ 10,000.00	Volunteer Coodinator Hours (Pending)
City of Victoria	$ 500.00	Update supply requirements for current aeroponic farm at BC Government House
Victoria Horticultural Society	$ 500.00	Purchase of gardening gloves, shears, nutrients, storage bins
Organization's Annual Budget	$ 41,000.00	

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
Establish a farm that can grow produce year round	Was a container farm established, that can run year round?
Provide the community with a range of fresh produce	Amount, quality, and range of produce donated to community
Establish educational workshops on the farm	Were workshops successfully run, with a positive turnout and positive reviews?
Further develop aeroponic growing methods	Type and range of technology adopted in farming practices during the year

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: Indoor aeroponic farm

Who is your target audience? Partner food distribution organizations, food insecure communtiy members, those interested in learning about and becoming involved with aeroponic/urban farming

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

Our project is the development of an indoor aeroponic farm, which, in addition to our current outdoor aeroponic farm, will be used to grow produce for donation to our community. Our indoor farm will be built in 1 or 2 shipping containers, which will be transformed into aeroponic/hydroponic growing areas, where temperature, humidity, irrigation, and light can be meticulously controlled. The grant money would go towards the purchasing of the containers themselves, as well as components of the aeroponic farming system inside the containers.
When working with food distribution organizations last year, almost all expressed that they had issues sourcing produce donations in the winter months. Through our project, we will be able to grow organic produce year round. We believe this project aligns with the Council's 5th strategic objective; health and wellbeing, as year-round access to nutritious produce is essential to health and wellbeing, and is something that food distribution groups in the city are currently lacking. We believe the success of our current aeroponic farm system demonstrates our capacity and ability to develop an equally successful indoor addition, to further help us achieve our goals.

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E grants@victoria.ca

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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Food insecurity presents a serious threat to public health and wellbeing. Access to nutritious, fresh, affordable produce, particularly greens, is essential for a balanced, and nourishing diet, which in turn reduces risk of diet-related illness. We know that often organic, local produce is expensive to source, and, in every city, including Victoria, there are portions of the population who struggle (whether physically, or economically) to access a balanced diet. Our project reduces food insecurity by ensuring that food banks, fridges, community kitchens, and other food distribution organizations always have an abundant supply of local, fresh greens to provide to food insecure community members. We aim to grow produce that is highly nutritious, and communicate frequently with our community partners to understand which vegetables are most needed by community members. During the last year, we received feedback from our partners that Harvest & Share significantly improved food security in different areas of the city, by providing produce to those who otherwise lack access.

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 beginning, we were helping another charity grow foods for Covid Food relief. By working with the City of Victoria's Get Growing Victoria program and partnership with BC Government House, we found ourselves learning more about our community's needs. With strong passion from our volunteers, we continue to come up with new innovative ideas. The concepts and progressive thinking helps us face challenges that normally can't be solved due to our environmental restrictions. By facing our challenges, we will be able to help satisfy nutritional requirements that impacts under-served communities.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Three of the four stated values on equity have been centered in the development of our program; social justice, quality of life, and resilience and prosperous community. The principle of social justice is rooted in the idea that all people should have equal access to resources needed to live a happy, healthy life, and our organization works to improve access for those facing systemic barriers, through providing to community organizations designed to support this portion of the population.
Through the donation of nutritious produce, we believe we also improve the quality of life for recipients of our donations; as accessing nutritious and fulfilling meals is essential for health and happiness of individuals, who may be at higher risk of diet-related illness without access.
Finally, we've centered the principle of resilience and prosperous community within our organization, which focuses on inclusion and access. Access is one of the main goals of our organization, we we believe that access to organic, local food, should not be a privilege for those who can afford it, but a necessity for every community member.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The underserved population our organization directly impacts is the food insecure portion of the city's population. This population doesn't apply to one demographic, but instead is inclusive of any individual or family that might lack the physical or economic capacity to access a nutritous diet for themselves and their families. Primarily, this population includes the unhoused population of Victoria, as well as low-income individuals and families, who may struggle to provide a healthy and nutritious diet for themselves or their family, due to social barriers.

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How many people participate in or take advantage of the program for which you are seeking funding? 7,000.00

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? 0.00

How many will benefit from the project or program? 7,000.00 Please explain below.
(1250 characters max – do not add extra pages)

Because we partner with community organizations who provide our produce to the community, we have no way of defining an exact number of individuals who are benefitted. What we can state is that we currently parter with 6 community organizations, from the Victoria community fridge, to Our Place shelter, to Mustard Seed, a food distribution network that serves hundreds of individuals. Our project aims to serve individuals when they most need food, and for this reason, the exact number of benefitted individuals is constantly changing for us. In the past year, we provided over 7,000 plants to be donated, so, assuming each of these plants (lettuce, chard, etc), was consumed by one individual, the most accurate estimate we can provide would be around 7,000 beneficiaries.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 30,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
40 foot steel container	$ 10,000.00	Perhaps less if suitable container can be found
Insulated & delivered	$ 2,000.00	
Shelving	$ 5,000.00	
Heat Pump	$ 3,000.00	
Dehumidifier	$ 3,000.00	
Electrical	$ 3,000.00	
Grow monitoring equipment	$ 2,000.00	Monitors EC/pH levels, temp and humidity
Pumps & Reservoir	$ 1,000.00	
Grow Equipment	$ 1,000.00	
A. Total Project or Program Expenses	$ 30,000.00	
Administration		
B. Total Administrative Expenses	$ 0.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 30,000.00	**Should equal Total Program Funding Sources on page 5**
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	$ 30,000.00	Pending	Allan Murr	250-888-6877
A. Total Government Funding	$ 30,000.00			
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)	$ 30,000.00	Should equal Total Program Expenditures on page 4		

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 this year, it could cause delays building what we hope will be a year round grow operation for our recipients. We are currently test growing lettuce, basil and tomatoes in our off season with great success. The funding for our cause will enable us to provide fresher foods locally, then what grocery stores are able to provide to regular paying customers. If full funding does not happen, we would look at other alternatives at smaller scale.

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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 order to continue our year round operation project, minimum level would have to be in the $20,000 range in order to create a smaller scale project. The steel container would be reduced to 20 feet which would reduce the costs of the container itself, number of shelving and some other elements. However the costs of environmental controls, electrical, and other hard costs would remain the same. The impact would be reducing our grow operation by 50%.

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 2022 To: November 2022

Project or program location: Build and outfit indoor grow operation by Fall 2022

Project or program timeline and major milestones.

Date	Milestone
August 2022	Source and purchase container
September 2022	Setup electrical requirements
September 2022	Purchase and setup components for container
October 2022	Testing and Configuration
November 2022	Start production of vegetables

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 8-12 Total volunteer hours required: 450-500

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

CF
Signature

Cicely Frears
Name

Community Relations Coordinator
Position

30th January, 2022
Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Human-Nature Counselling Society

Mailing Address: 743 Vancouver Street V8V 3V4 Postal Code: _____

Contact Person: Melissa Taylor Email: melissa@humannaturecounselling.ca

Telephone: 250-858-7949 Website: 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 Certificate of Good Standing or 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 Greater Victoria and the Cowichan region.

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 with nature-based therapy services. We offer support for issues such as anxiety, depression, Autism Spectrum, ADHD, family separation & mental health challenges related to the pandemic. We strive to make our services accessible and low barrier, offering income-based sliding scale counselling. Along with individual services, we've offered numerous Victoria-area nature-based group programs catering to a variety of demographics.

How many paid staff at organization? Full Time: 4.00 Part Time: 16.00

How many volunteer staff at organization? 4.00 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 characters – do not add extra pages)

Our program takes place at nearby nature-based locations, which allows participants and clinicians to easily navigate Covid-19 protocols. New Roots involves a small group setting in an open outdoor space where a 6-foot separation can be maintained between participants. With the current Omicron situation and PHO, group leaders will strive to be wearing masks at all times and participants will be encouraged to do the same.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 12,000.00	Funding for three sessions of New Roots 2022/2023
Peninsula Coop	$ 7,000.00	Funding for one session of New Roots 2022
Fundraising	$ 15,630.00	Funding coverage for programs where grants have been unsuccessful
BC Provincial Gaming Grant	$ 34,392.00	Funding for our Accessible Counselling Program (1 year)
School District 61 & 63 funding	$ 32,500.00	Funding for our group programs running in schools (for example, our Guam Guam program and the Shoreline Hub)
Island Health funding	$ 11,600.00	Funding for our Waves of Change program in 2022
Private donation	$ 6,064.00	Funding for our Waves of Change program in 2022
Individual/Group counselling & Professional Training sessions (fee-for-service)	$ 354,119.00	Employee & contractor wages, CPP/EI, professional fees, administrative costs
Organization's Annual Budget	$ 473,305.00	

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 access to mental health support for youth with barriers.	10-12 registered participants, and their caregivers, who would otherwise have no counselling service will participate in the 8-week program.
To integrate parent perspectives and provide them with support and education.	At least one parent of each child will attend 2 psycho-education support groups.
To increase participants' access to and engagement with local parks.	Youth will visit a local park on a weekly basis, spending 2.5 hours active in the outdoors each week.
To teach youth about the local ecosystem and how to protect it.	Each youth will participate in an invasive species removal project.
Participants will show a decrease in symptoms of anxiety	As demonstrated on pre-post outcome measures.
Participants will show an increase in social support and coping tools.	As demonstrated on pre-post outcome measures.

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

Who is your target audience? Youth with anxiety/in need of mental health support ages 11-14 & their families; families facing financial barriers; families based in the City of Victoria

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

The New Roots program is an 8-week nature-based therapy group for youth, ages 11-14 years old living with anxiety. Program participants build strategies and resources to help them navigate stress and anxiety through a holistic strength-based approach which combines: experiential learning, nature connection, and community building to foster an inclusive environment for growth. A particular focus this year is on anxiety related to climate change and Covid-19. Throughout the 8 weeks, participants learn effective tools for cultivating a peaceful state of mind amongst a safe and supportive group of peers. Participants benefit immediately and long-term by the program offerings. The group is

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 is a group nature-based therapy program that fosters connection, community, and healing. It addresses the tenets of the City's Health, Well-Being and a Welcoming City Objective by supporting participants in improving their mental health and wellness, facilitating being active outdoors, enabling participants to engage holistically with nature, and creating a sense of belonging and connection - within the group, within their community, with themselves, and with their environment.
The program is delivered outdoors after school for 2.5hours. Participants engage in community building and psycho-education through sharing circles, games, team initiatives, nature exploration, art-making (such as creating journals, painting with natural dyes), and environmental stewardship. We utilize the 7-stage therapeutic approach developed by Lynn Lyons (author of Anxious Kids; Anxious Parents) to treat families with addressing anxiety, and incorporate her lessons through experiential activities which help the youth to engage in the learning process. The model of change is to start with creating safety and belonging.

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)

New Roots facilitates mental health supports for youth with anxiety who are facing barriers by offering group programming at no-cost and with multiple intakes per year; Child and Youth Mental Health services in Victoria carry a 6-8 month waiting list, and often only have capacity to deal with the most serious cases.
New Roots prioritizes supporting Indigenous led-solutions to healing, as that is an essential part of meaningful reconciliation: to allow Indigenous communities to define and deliver approaches that work for them. Our organization has built strong partnerships as settler-allies and are working hard to develop our skills to collaboratively deliver culturally sensitive programs. A nature-based approach utilizes an ecological perspective which aligns with many Indigenous worldviews.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Our program prioritizes participation for those within equity considerations, including (but not limited to): persons with a disability, BIPOC individuals, LGBTQI2S+ individuals, those facing housing insecurity, and those with limiting financial circumstances. New Roots removes barriers for participants by having no participation fee, actively engages in the destigmatization of mental health, and ensures facilitators have appropriate equity/sensitivity training.
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 dismantling non-hierarchical, anti-oppressive, anti-capitalist, environmental justice and anti-colonist teaching. 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.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

New Roots aims to build community capacity and empower underserved communities by:

-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, Child and Youth Mental Health and schools (ex. Central Middle School with whom the program has a long relationship).

-Prioritizing BIPOC youth by community outreach through reaching out to the local First Nations (Songhees/Esquimalt) in the hopes of including their youth in program delivery, as well as the involvement of knowledge holders to share their connection with the land on which we will be delivering programs.

-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. The parent groups are facilitated online in the evenings, so that they don't need childcare to participate.

-Using a group-therapy model to increase accessibility of services (through lower cost per participant vs. individual sessions, simple referral process, reducing wait-lists).

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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? 108.00

How many of those people live within the boundaries of the City of Victoria? 81.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 27.00

How many will benefit from the project or program? 540.00 Please explain below.
(1250 characters max – do not add extra pages)

Over the full year, across 3 group sessions, this funding will serve up to 36 youth and 72 parents/caregivers who might not otherwise access mental health services. Beyond the scope of those who directly benefit, this program indirectly benefits those within the participant's family (including siblings, extended family), their classmates and friends, as the group participants will learn effective tools for cultivating healthier, more connected interpersonal relationships. Participant's gain the tools for managing dysregulation, so they can better support one another, and have lasting outcomes of change which impact all facets of their life (school participation, peer connection, family dynamics & communication).

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 12,500.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Lead Clinical Counsellor wages	$8,250	Fee for New Roots lead program facilitator
Youth worker wages	$4,500	Fee for New Roots assistant program facilitator
Program supervisor	$530	Overseeing program operations, outreach and communications
Snacks	$150	Healthy snacks for program participants
Supplies	$450	Art, journals, gear
Indigenous elder/teacher	$900	
Evaluation	$1000	
Program planning (program overview 1x year, individual session prep 3x year)	$ 1,060.00	Lead facilitator 20 hours @$35, YW 12 hours @$30
Volunteer costs	$ 1,260.00	
A. Total Project or Program Expenses	18,100	
Administration		
WCB/Insurance	$ 990.00	
Office Software/Tech	$ 270.00	Client management software, Zoom
Website/Advertisement	$ 540.00	Website maintenance, marketing for services
Phone	$ 70.00	
Intake	$ 990.00	Fee for Intake Coordinator
B. Total Administrative Expenses	2860	
TOTAL PROGRAM EXPENDITURES (A+B)	$20,960.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	>14	

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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	$ 12,500.00	Pending		
A. Total Government Funding	$ 12,500.00			
Corporate Sponsorships				
Peninsula Coop (Pending)	$ 7,000.00	Pending		
B. Total Corporate Sponsorships	$ 7,000.00			
Matching Funds				
Donations/Fundraising	$ 200.00			
C. Total Matching Funds	$ 200.00			
In-Kind Contributions				
Volunteers (@$18/hr)	$ 1,260.00			
D. Total In-Kind Contributions	$ 1,260.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 20,960.00	Should equal Total Program Expenditures on page 4		

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)

Human-Nature Counselling receives a limited number of private donations and hosts one major fundraising event/year; using these funds, we're able to host one session of New Roots/year. Without further funding - or with a lesser amount - we will continue to offer this. By receiving a grant, we are able to offer 3 sessions, and reallocate donated funds to support our other programs - such as Accessible Counselling, which offers income-based nature-based counselling sessions for individuals.

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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 amount of $4,500 would allow us to run one New Roots program in Victoria, instead of 3. This session would be stripped down, and not include a closing group celebration (historically at Power to Be). Administration costs and other expenses would be offset by in-house fundraising.

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 2022 To: June 2023

Project or program location: Various nature-based locations around the City of Victoria (for example, gardens of Government House)

Project or program timeline and major milestones.

Date	Milestone
August/Sept 2022	Intake and referral process for fall session
Sept 28 - Nov 16/22	New Roots fall program, 8 week session + 2 parent groups
Dec 2022 & Jan 2023	Intake and referral process for winter session
Jan 25 - March 16/23	New Roots winter program
March/April 2023	Intake and referall for spring session
April 19 - June 7, 2023	New Roots spring session
June 2023	Evaluation wrap up and report writing

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 3 Total volunteer hours required: 70

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

David Segal
Name

Executive Director
Position

February 3, 2022 (Date of Correction)
Date

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Strategic Plan Grant Application Form

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SECTION 1. CONTACT INFORMATION

Organization Name: Junior Achievement of British Columbia (JABC)

Mailing Address: #360 - 475 West Georgia Street, Vancouver Postal Code: V6B 4M9

Contact Person: Susan Shepherd Email: susan.shepherd@jabc.org

Telephone: 778-350-4370 Website: jabc.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name:

Mailing Address:

Telephone: Email:

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S0004771

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 11897-6166-RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

JA has been a global leader in youth business education programs for over 100 years and in B.C. for 65 years. JABC is dedicated to preparing students who will create and shape the jobs of the future and contribute to a healthy community. Designed to inspire, prepare & empower, JABC's free programs are linked to the B.C. school curriculum and focus on three pillars of financial literacy, work readiness & entrepreneurship skills for students in Grades 4-12.

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

Victoria school teachers request our programs and create the demand. We then partner with local business volunteers to deliver the program content and bring their real-world experiences to the students. During the 2020-2021 school year, JABC delivered 16 programs to City of Victoria schools. Each of the 16 programs had approximately 26 students per program, thereby directly impacting an estimated 416 students. Support from our donors allows for our programs to be delivered free of charge.

How many paid staff at organization? Full Time: 26.00 Part Time: 1.00

How many volunteer staff at organization? 300.00 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 characters – do not add extra pages)

Due to COVID, not all schools are allowing volunteers into the classrooms. To support educators, students and parents, JA programs currently have these delivery options: 1) in-classroom (teacher led or volunteer led, with the volunteer delivering online or in person); 2) online teacher led (with volunteer support if requested); and 3) online student self-directed. These different delivery formats support all types of learning environments, while removing barriers which helps families & communities weather the continued uncertainty caused by the pandemic.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 8,000.00	Pending
Fundraising events (Gala, Leadership Breakffast, TechWorks)	$ 923,000.00	Province wide programs
Corporations and Foundations	$ 1,384,000.00	Province wide & community specific programs
Individual Donors	$ 600,000.00	Province wide & community specific programs
B.C. Gaming	$ 200,000.00	Pending - request for 2 specific province-wide programs
Organization's Annual Budget	$ 3,115,000.00	

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
Youth are more optimistic	60% of students better understand how their interests connect with career choices
Youth are better prepared to chart their future	65% of students feel better prepared to plan and pursue a career
Youth have started building the skills for lifelong success	70% of students better understand money & how much is required to live as an independent adult

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: World of Choices (WOC)

Who is your target audience? City of Victoria students in Grades 6-12

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

With the continued uncertainty brought on by new COVID variants, students have the option to attend school in-person or virtually. Students attending school virtually have limited engagement with teachers and peers.To ensure no one is left behind, JABC has developed an online program that leverages video conferencing technologies and existing trusted relationships with educators, to safely support and connect all students in Grades 6-12 on their journey of reflecting on their personal interests & strengths. Each WOC program (26 students) costs approximately $1,685. For 10 programs, our expense budget is $16,850. While all the common video conferencing platforms are available for free, their features are limited in length of meeting time and number of participants. As there is no standard across schools, JABC requires funding to procure monthly licenses for each of the 3 preferred platforms (Zoom, MS Teams, Google Meet). JA Canada charges a licensing fee for all program development and enrolments through our learning management system. JABC Program staff time is required to market the program, schedule delivery dates, recruit, screen & train mentors, develop optional pre & post program resources, and provide technical support.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 pandemic has stripped youth of valuable education & work experience. It is important that youth have both job opportunities and the knowledge and skillset to succeed in the workforce. Youth are three times as likely as adults to be unemployed - this can lead them to leaving their communities to find work. At the same time, businesses struggle to find skilled employees. A lack of skills and fulfilling employment holds back entire communities from reaching their full potential. When credit card debt rises, consumers have less money to spend at local restaurants and shops. When someone defaults on a car loan, it affects a small business because that employee can't get to and from work. When a recent graduate has massive student loans, they have a harder time putting a down payment on their first home. Working with youth offers the opportunity to intervene at a stage when they are still forming their habits and developing important socioemotional skills that can lead to more responsible financial behavior.

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)

Community engagement has positive lasting impacts. This is especially true for underserved youth who tend to work in lower-skilled jobs, experience significant delays in finding employment, and may even experience racism and linguistic discrimination. These youth are often far less likely to have worked during high school, and have not accumulated resources such as positive adult mentors with connections to the world of work, job references, job skills and work ethics that lead to better economic outcomes as adults. WOC is designed to raise the awareness of youth and their families about career possibilities, and to positively influence them to explore the education and training pathways to those careers. Building connections with community role models, inspires and motivates students to remain focused on their studies and positive about their futures, which is important at the best of times, but especially due to the barriers created by COVID.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Volunteers from the community play a key role in the program as featured role models. Engagement with community leaders has positive, lasting impact on youth - especially for underserved youth whose inequities may result in inferior employment or education outcomes. Volunteer mentors are recruited using an Equity Diversity Inclusion (EDI) lens where they speak about their careers for 45-60 minutes (including Q&A) to enable students to see opportunities in their community and in the world outside their classroom.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

WOC is available to all Victoria-based students aged 11 to 18. This includes racialized and immigrant students where English is their second language, LGBTQ2+, Girls, students living in Indigenous communities, and marginalized students living in poverty and/or coming from disadvantaged backgrounds. Programs are free to students regardless of socio-economic background that are attending Public, Independent, Francophone & Indigenous schools - including special needs, English Language Learning & homeschooling. Indigenous youth represent one of the fastest growing demographics in BC. School District #61 Greater Victoria estimates there are more than 1,140 Indigenous students in their schools. During the 2020- 2021 school year, 9% of JABC programs were delivered to Indigenous classes (at least 25% Indigenous students as confirmed by the host teacher).

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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? 280.00

How many of those people live within the boundaries of the City of Victoria? 280.00

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? 2,240.00 Please explain below.
(1250 characters max – do not add extra pages)

Our goal is to deliver 10 WOC programs to Victoria-based schools during the Sept 2022 to June 2023 time period. There will be approximately 26 students in each of the 10 programs for a total of 260 students. The 10 programs will also have 10 teachers and 10 local volunteers supporting the students. Assuming the 260 student plus 20 teachers & volunteers all live in a 4-person household (2 parents and 2 children), with 2 friends and another 4 neighbors, the indirect benefit of these 10 programs will be over 2240 individuals.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 8,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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 Materials	$ 3,000.00	Optional pre & post program materials for students
Program Staff	$ 7,750.00	recruit, register, train volunteers; schedule & register programs
Program Operations	$ 1,500.00	marketing materials, volunteer recognition & events
National Fees	$ 1,600.00	program development, branding, IT platform
A. Total Project or Program Expenses	$ 13,850.00	
Administration		
Office overhead & Admin	$ 3,000.00	IT support, accounting, office management, etc
B. Total Administrative Expenses	$ 3,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 16,850.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	17.80%	

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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	$ 8,000.00	Pending		
A. Total Government Funding	$ 8,000.00			
Corporate Sponsorships				
Telus Community Foundation	$ 3,000.00	Confirmed		
RBC Foundation	$ 2,850.00	Confirmed		
Chris Spencer Foundation	$ 1,500.00	Confirmed		
Sage Foundation	$ 1,500.00	Confirmed		
B. Total Corporate Sponsorships	$ 8,850.00			
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				
Industry leaders volunteer time		Pending		
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 16,850.00	Should equal Total Program Expenditures on page 4		

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)

JABC will work to secure financial resources to accommodate all requests from Victoria based educators. Programs will be delivered proportionate to the amount of funding received. We have several proposals in progress, and are constantly working to ensure we have a full pipeline of potential and confirmed individual and corporate donors.

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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)

$1,685 is the cost for one (1) 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: Sept 2022 To: June 2023

Project or program location: all Victoria-based schools (public, independent, Indigenous in-community)

Project or program timeline and major milestones.

Date	Milestone
Ongoing through 2022/2023	Secure program funding
Sept 2022-June 2023	Teacher and volunteer recruitment
Sept 2022 - June 2023	Program Mgr confirms delivery dates, recruits, screens and provides training to volunteers
Sept 2022 - June 2023	Deliver programs in-school / in-community
June 2023	Collect, measure & evaluate feedback from students, teachers & volunteers. Compile final report.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

- ☑ Website
- ☑ Newspaper Advertisement
- ☑ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: Vancouver Sun thank you ad (October)

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

Nancy Cardozo

Signature

Nancy Cardozo

Name

VP Development

Position

January 2022

Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: KidSport Greater Victoria

Mailing Address: Box 345, 185-911 Yates St Victoria BC V8V 4Y9 Postal Code:

Contact Person: Jill Shaw Email: jillshaw@kidsportvictoria.ca

Telephone: 250.812.4391 (cell); 250.380.1518 (office) Website: www.kidsportvictoria.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name:

Mailing Address:

Telephone: Email:

SECTION 3. ORGANIZATION INFORMATION

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

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 86212 5986 RR0003

**Must provide Certificate of Good Standing or 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 our inception in 2001, we have reached over 13,700 kids with over $3.3M in season-of-sport registration fees, enabling them to access the benefits of organized sport including community connection, leadership, fair play, friendship, cooperation, and positive role models.

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

KidSport Greater Victoria has been actively fundraising in the area since 2000, and covering season of sport registration fees for children in need since 2002. We currently aim to provide every eligible child with up to $600 per year to support season of sport registration fees; historically, roughly 55% of our child/youth recipients come from the "core" of Victoria.

How many paid staff at organization? Full Time: 1.00 Part Time: 0.00

How many volunteer staff at organization? 55.00 Total volunteer hours: 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 characters – do not add extra pages)

Since late Summer 2020, we have found that the majority of sport organizations have returned to offering activity options for children and youth, often in a somewhat modified way. As our mandate is to fund children and youth who are participating within the Provincial Sport System, all of the clubs into which we fund children in need are members of their relevant Provincial Sport Organization (PSO), and as such, must adhere to Provincial Health orders related to COVID-19. All must abide by the rules passed from PHO to viaSport, then to each individual club via their PSO.

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 is it used in your organization's annual budget. **Also include all pending grant requests.**

Funding Sources	$ Amount	Use
City of Victoria	$ 20,000.00	Season of sport registration fees for local kids in need.
KidSport signature events (golf tourney, Kids Run)	$ 163,900.00	Staff and admin expenses, community projects and Active Girls, balance to season of sport reg
Golf for Kids	$ 15,000.00	Season of sport registration fees for local kids in need.
Donations from Orgs, Corps, Foundations	$ 171,000.00	Season of sport registration fees for local kids in need; some project/event/admin expenses
Provincial Government funding	$ 11,000.00	Season of sport registration fees for local kids in need.
Project revenue; misc small event rev	$ 35,909.00	Season of sport registration fees for local kids in need.
Donations from individuals, schools	$ 36,110.00	Season of sport registration fees for local kids in need.
New funding sources currently applying for / seeking	$ 79,587.00	Season of sport registration fees for local kids in need.
Organization's Annual Budget	$ 532,506.00	

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 social inclusion for kids and their families through sport	Increase reach among isolated groups (ie Newcomer and Indigenous families). Increase # of participants.
Increase awareness/help to Newcomer families	Focus on outreach to schools, ICA, VIRCS to reach target audience, track and look for growth over 2022.
Support families return-to-sport following departure due to COVID	Tracking children and youth reached; anecdotal evidence through thank you letters and dialogue
Support newly-in-need families to engage their kids in sport	Secure sufficient revenue to keep up with rising requests for support anticipated this year.
Increase confidence, competence, access, enjoyment of sport among kids	Annual survey conducted to gather feedback on impact of help from supported families.
Promote diversity and inclusion among kids and their families	All benefit when clubs are diverse and all have access. Remove financial barrier; increase # served.
Improved mental, physical, emotional health for kids and teens	Remove financial barrier to participation, increase # of kids accessing sport opportunities locally.
Encourage kids to remain active through and beyond adolescent years	Work with middle schools and other teen-serving groups to promote KidSport and reach more youth with 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: So ALL Kids Can Play sport registration support

Who is your target audience? Children and youth in financial need, 18 years and under, living and playing in Victoria

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

Our goal is to ensure that kids in financial need have access to the positive experience of sport, and through it, lifelong lessons related to cooperation, leadership, work ethic, goal setting, dedication and more. Youth engaged in regular physical activity tend to live happier, healthier lives now and in the future. For many Victoria families, cost prevents children from experiencing organized sport. We know that both the benefits of participation, and the need among local families, has never been highter.

By working in partnership with nearly 200 local sport organizations, we have to date funded almost 14,000 local kids into sport with over $3,300,000 in registration fees. We offer up to $600 in sport registration fees per child, per year. All of the families we assist are living in financial need. Thanks to collaboration with our local school districts and many sport clubs, kids in need can access the sport, location and level that matches their interest and experience.

Historially, roughly 55% of the children and youth we reach live within the "core" region of Victoria. In 2022, we anticipate the number of requests we receive to rise, as children continue to return to sport and families seek financial support to do so.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

Access to organized sport provides children and families with significant opportunity to engage with and build connections within their community. The power of teamwork and shared goals for children on the playing field, and for families standing alongside each other in support of their kids, is a powerful means to build participation along with a sense of belonging. KidSport Victoria funds many children and youth identifying as Newcomer and Indigenous (roughly 16% and 18% of our total), and many children from single parent families. All involved benefit when team composition is diverse and inclusive. Connections built on the playing field frequently translate to support systems off the field, within schools and throughout the community.

Regular physical activity offers benefits in the short and long term, and cost is a significant barrier to participation in organized sport for many. By covering registration fees of up to $600 per child, per year, KidSport helps facilitate the development of important and highly transferable skills for many local children and youth in need. These include, but are not limited to, decision making, resilience, work ethic, leadership, and teamwork, along with substantial physical health benefits.

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)

KidSport Greater Victoria has been dedicated to meeting the needs of underserved communities for the last 20+ years. This is foundational to our organization. We exist to help support children and families in financial need, and we prioritize certain groups, including Newcomer and Indigenous families, with outreach efforts in order to help ensure those who can most benefit from our support are aware of available help, and assisted as needed with the application process. We work with School Districts and complimentary agencies to help increase awareness among families in need.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (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 current 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 outreach efforts to traditionally under-served groups, including girls, Newcomer Youth (approx 16% of our recipients), Indigenous Youth (18%), and children with disabilities (5%). 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, diverse, quality sport opportunities free of bullying, discrimination and harassment.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

We know that the connection to community that sport can offer is substantial, not only for young athletes but also for their families. The opportunity for ALL children to play offers benefits including physical, emotional and mental wellness, lessons related to leadership, fairplay, teamwork, resilience, perseverance and more, and helps to foster supportive relationships among teammates and among family members, united along the sidelines. All of the children we reach are from financially disadvantaged backgrounds, and substantial proportions of the children we support (details above) are from Newcomer families and Indigenous families; over half are from single parent families.

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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? 994.00

How many of those people live within the boundaries of the City of Victoria? 547.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 447.00

How many will benefit from the project or program? 12,922.00 **Please explain below.**
(1250 characters max – do not add extra pages)

We estimate that in 2022 we will receive, and fund, applications for support from 994 eligible kids and youth seeking season-of-sport registration grant help. For each of these children, we estimate than an additional 13 individuals benefit. (994 * 13 = 12922) These are the teammates who also gain important lessons and experiences when team-members come from diverse backgrounds and These are the teammates who also gain important lessons and experiences when team-members come from diverse backgrounds and experiences, and they are the family members who have opportunity to build social connection and connection to the community along the sidelines, together with the family members of other athletes, in support of the same team.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 20,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
KidSport Victoria grants to support season of sport reg	$ 308,000.00	This is the focus of our work, and the expense to which we would apply City of Victoria support
Event expenses	$ 62,809.00	Advertising, promo, prizing, licenses, swag to support events
Active Girls expenses	$ 15,696.00	Annual Fall and Spring grants to engage girls in PA and sport
Project expenses	$ 9,473.00	Project staff time + travel
Community Projects of the Board	$ 44,500.00	ie. special projects, sport org initiatives, schools support, etc
Donation-related expenses and mailouts	$ 10,000.00	3X annual donor mailout, fund development mtgs, KS Can admin fee
Interest and banking fees	$ 500.00	
Travel and related costs	$ 700.00	
Volunteer recognition	$ 2,300.00	
Courier and postage, printing/copying	$ 4,700.00	
A. Total Project or Program Expenses	$ 458,678.00	
Administration		
Contractor expenses	$ 49,987.00	Executive Director, co-op student top-up, office
Office rent and insurance	$ 9,570.00	
Travel / Pro-D	$ 750.00	meetings, parking, fundraising events
Office supplies, equipment	$ 3,100.00	
Phone, PO Box, website, data mgmt etc subscriptions	$ 4,500.00	
Professional fees and licenses	$ 400.00	
Advertising and promotions	$ 5,521.00	Times Colonist and other ad space
B. Total Administrative Expenses	$ 73,828.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 532,506.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	13.86%	

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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	Tami Reynolds	250.361.0272
BC Provincial Government	$ 11,000.00	Pending	Angela Crowthers at Sport BC	contact Jill for
A. Total Government Funding	$ 31,000.00			
Corporate Sponsorships				
Projects (PowerPLAY sponsorship), misc events	$ 35,000.00			contact Jill for info pls
Signature events - Golf, Kids Run, Burpees, GFK	$ 178,900.00	Confirmed	J Shaw, P HUnter, D Douglas, C Noel	contact Jill for info pls
Donations (school, individual)	$ 36,110.00	Pending	various	contact Jill for info pls
Donations (corp, fdn); interest	$ 171,909.00	Pending	various	contact Jill for info pls
B. Total Corporate Sponsorships	$ 421,919.00			
Matching Funds				
new funding currently applying for / seeking	$ 79,587.00	Pending		
C. Total Matching Funds	$ 79,587.00			
In-Kind Contributions				
Times Colonist event promo (no net $$ impact)		Pending	R Maximuk	contact Jill for
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)	$ 532,506.00	Should equal Total Program Expenditures on page 4		

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

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

We aim to raise sufficient dollars to fund every eligible child who applies for our assistance. Should fundraising not keep pace with demand, we could respond quickly by reducing the amount available to each child (currently $600 per child, per year), or by decreasing the number of requests for help we approve by altering eligibility criteria. Our preference is to secure sufficient dollars to avoid taking either of these measures.

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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)

Funding from the City of Victoria is greatly appreciated, in any amount. Much (~$170,000) of the expected $308,000 we'll spend this year to support local kids' season-of-sport registration fees will specifically support kids living and playing within Victoria's boundaries. Support from the City of Victoria also importantly influences other local municipalities - helping us to spread the message of KidSport's impact around the region and to seek support from relevant communities.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: Sept 1 2022 To: Dec 31 2022

Project or program location: Within ~75 approved sport orgs operating within the Victoria core, and within the Prov Sport System

Project or program timeline and major milestones.

Date	Milestone
Weekly, throughout the year	Receive and vet applications for KidSport support. Ensure eligibility criteria are met.
Weekly, throughout the year	Administrative volunteer team enters info for all applications into national database system.
Mid month, through year	Grant Allocations committee approve applications; Bookkeeper generates cheques.
Mid month, through year	Vols send confirmation letters to families receiving support, cheques sent to sport organizations.
First quarter, annually	Evaluation survey distributed to KidSport families and local sport organizations to assess impact and need
May, July, October	Signature fundraising events delivered: in 2022, May Golf tourney, July Burpees for Charity, Oct Kids Run
Ongoing	Fundraising work (individual donors, grant applications, 3rd party events) to secure needed funds
December annually	Statistics around number of local kids reached and dollars spent sent to KidSport BC and KS Canada

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 3 Total volunteer hours required: approx 400h annually

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

Jill Shaw — Signature

Executive Director — Position

Jill Shaw — Name

January 27 2022 — Date

CITY OF VICTORIA

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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

Check if Report is ☑ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: KidSport Greater Victoria - end of address is Victoria BC V8V 4Y9 (fields below not taking data)

Mailing Address: Box 345, 185-911 Yates St Postal Code:

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: Active Girls

Is the project or program completed?

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

This is an ongoing special program of KidSport Greater Victoria. The 2021 Active Girls program is now complete, with $15,000 having been awarded in two separate (Spring and Fall) cycles.

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

Yes, the program was strongly aligned with the Health, Wellbeing and Welcoming City objective. In total, 36 individual girls, and 8 organizations offering girls-serving programming were reached. All individual girls were facing one or multiple barriers to participation, and all organizations were offering programming created specifically to engage and/or sustain involvement in sport and physical activity for more female 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
Support girls newer to sport and physical activity (Spring 2021)	10 girls supported with Proud to Play Like a Girl funding Spring 2021	Yes
Support high performance girls (Spring 2021)	10 girls supported with Performance Development funding Spring 2021	Yes
Support org efforts to reach new participants (Spring 2021)	Yes. 5 organizations reached Spr 2021; 3 more reached Fall 2021	Yes
Support girls newer to sport and physical activity (Fall 2021)	13 girls supported with Proud to Play Like a Girl funding Fall 2021	Yes
Support high performance girls (Fall 2021)	4 girls supported with Performance Development funding Fall 2021	Yes
Increased and ongoing involvement in sport and PA by girls	Greater proportion of girls reached with 2021 funding than in prior years	Yes
Help counteract high proportion of girls who leave sport	Directly reached ~430 girls entering/in adolesence with access to sport	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Girls aged 10-18 years, involved in sport pursuits and demostrating ability to overcome barriers

What positive impacts were felt by your target audience? Financial support, recognition and motivation to carry on with sport pursuits

How many have benefitted from the project or program? Approx 430 directly in 2021

What percentage of Greater Victoria Residents benefitted from this project or program? ~.27% directly

How many volunteers have worked on this project or program? 7 What total hours did they work? 70

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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		
Proud to Play like a Girl Individual awards	5,250.00	23 awards to girls ages 10-18 years
Performance Development awards	6,250.00	13 awards to high performance female athletes ages 10-18 years
Play it Forward (organizational) awards	6,500.00	8 organizational awards issued
A. Total Project or Program Expenses	$ 18,000.00	
Administration		
		Project functions thanks to a skilled and diverse volunteer team. No administrative expenses.
B. Total Administrative Expenses	$ 0.00	
Total Expenses (A+B)	$ 18,000.00	**Must equal Funding Sources below**

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria Strategic Plan Grant	3,000.00			
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				
Balance funded through our own signature 2021 fundraising events	15,000.00			
(Golf Fore KidSport, Play it Forward, etc)				
C. Total Matching Funds	$ 15,000.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 18,000.00	Must equal Program	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: _____

- ☐ 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 — Signature

Executive Director — Position

Jill Shaw — Name

January 27, 2022 — Date

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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Leadership Victoria

Mailing Address: #306-620 View Street Victoria BC, Postal Code: 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:

Mailing Address:

Telephone: Email:

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: s/53112

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 823039813RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

At Leadership Victoria (LV), we bring together emerging local leaders and support them as they deliver societal changing projects within Victoria. Community leadership is a distinct brand of leadership which offers unique solutions to the societal challenges faced by Victoria. Members of our leadership teams come from diverse social backgrounds and tackle a variety of complex social challenges in under-served communities, such as marginalized and equity seeking groups (BIPOC).

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

Throughout LV's twenty-one-years of project delivery, Victoria's citizens have received direct benefits from our teams' community action projects. Our project work has benefited young people, families and seniors, BIPOC citizens and newcomers, people with diverse abilities, and the LGBTQ2 community. Our leadership teams deliver at least 9 projects per year. We estimate that approximately 3000 regional citizens have benefited each year from the projects delivered by our leadership teams.

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

How many volunteer staff at organization? 40.00 Total volunteer hours: 2,400.00

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 characters – do not add extra pages)

LV staff and volunteers continue to stay up to date with Public Health orders and can alter events, as required, to ensure the safety of everyone involved. We have designed our programming so that it can be moved online, if necessary, and we can stream events from venues into peoples' homes. When events are in-person, the number of participants is capped and social distancing is encouraged. Masks and hand sanitizer are made available. Projects use video technology to interact with clients and maintain safety as the top priority.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 7,500.00	EDI Round table project described below
Core program income	$ 101,800.00	Funds CLDP and other programs
Events	$ 75,500.00	Victoria leadership awards
Grants	$ 32,260.00	funds projects
Other income	$ 12,996.00	operations
Victoria Foundation endowment	$ 837.00	
Donations	$ 11,000.00	Bursaries for financial challenged participants
Organization's Annual Budget	$ 241,893.00	

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. EDI leaders from Indigenous, Black, Asian and Newcomers	4 BIPOC Cultures lead the round table
2. Participants in EDI roundtable represents BIPOC communities	10 BIPOC communities represented
3. Community Action Projects delivered	At least 9 projects delivered
4. Round Table participants attend Report Out	60% of Roundtable participants attend report out
5. Increased sense of belonging and participation in civic life among BIPOC demographic groups	Participation by multiple cultural leaders increases understanding and beloning acorss multiple demographic groups
6.Increases cultural literacy, deepening understanding and welcoming of diversity	Listening to different cultures stories creates a connection between cultures and improves welcoming across cultures
7. increases the number of people who feel part of the community	Gathering multiple cultures creates the fabric of community within Victoria

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: Equity Diversity Inclusion (EDI) Round table and Report out Project

Who is your target audience? BIPOC Community Leaders that represent the cultural demographic of Victoria

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

Our EDI roundtable is focused on the local BIPOC community and the challenges they face daily, based on the greatest community need in the 2021 Victoria Vital signs report. The project facilitator and guest speakers represent a broad set of cultures including Indigenous, Black, Asian and newcomers. The aim of the project is to strengthen intercultural interaction. To this end, LV participants will encourage at least one local BIPOC community leader to participate. Following the roundtable, the outcomes of the discussion will provide insight into issues that can be addressed by our leadership teams through Community Action Projects(CAP) Respected representatives from equity seeking communities will support the project with active consultation from their lived experience. After the completion of our CAP, approximately 5 months later, we will invite the participants from the original roundtable back to discuss the community outcomes. This serves as an important opportunity for us to reflect upon our work, receive feedback from roundtable participants, and gauge whether we've met our original goals. We are seeking a grant to help us pay for the rental space, as well as honorariums for guest leaders and participant costs.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

The project is based on the notion that community leadership, which is a distinct brand of leadership, offers leading from the heart without bias and is the start of creating understanding between intercultural groups. The EDI roundtable is intended to help identify ways to increase the sense of belonging amongst diverse groups within Victoria, as well as strengthen intercultural understanding. This project will help guide future EDI work in Victoria and is an opportunity to reinforce the intercultural dialogue that supports the health and well-being of Victoria citizens.
The project positively impacts an increased sense of belonging and participation in civic life among BIPOC demographic groups, increases cultural literacy, deepening understanding and welcoming of diversity through listening to multiple cultures stories, and increases the number of people who feel safe and part 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 EDI roundtable is focused on the local BIPOC community and the challenges they face daily. The outcomes of the roundtable will provide insight into issues that can be addressed by the student leadership teams through Community Action Projects. LV is partnered with the Inter-cultural Association of Greater Victoria through the Community Partnership Network (CPN) with LVS committed to building diverse, welcoming, and inclusive communities in Greater Victoria. The EDI roundtable project is designed, delivered and evaluated by Gume Arzola (a recent newcomer to Canada). The Community Action Projects last year were supported by Ruth Mjeed (TIP) Ron Rice (VNFC), and Adirenne Carter(VICCIR), where multicultural teams delivered solutions working with equity seeking communities and outcomes were evaluated by the named leaders The specific cultural groups who will benefit from this project are not known at this time, because the EDI roundtable in 2022 will help inform the highest leverage community opportunities. For 2021, the focus of the project is "Newcomers to Canada", a community in need of support, as highlighted in the Victoria Vital Signs report and Inter-cultural Association of Greater Victoria feedback in 2020.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

The EDI round table project addresses all four of the values on equity. For Social Justice, the EDI round table focus is on intercultural collaboration to reduce systemic barriers. For Intersectionality, the entire project is based on BIPOC leaders reflecting on their lived experiences. For Quality of Life, our leadership teams will deliver Community Action Projects that supports the health and satisfaction of citizens. For Resilience and Prosperous Community, the project is based on inclusion, access for under served communities and intercultural

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

This project is specifically designed with under-served BIPOC communities in mind. The EDI roundtable is intended to highlight ongoing issues facing these communities, by bringing together cultures who may not otherwise interact with each other, to tell their stories. The issues identified during this process will then be addressed by our multicultural leadership teams in their Community Action Projects. The Community Action Projects will be supported by respected representatives from equity seeking communities, who will provide active consultation from their lived experience. Our multicultural volunteers will draw on their experience from across the non-profit sector, the private sector and government.

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How many people participate in or take advantage of the program for which you are seeking funding? 170.00

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? 140.00

How many will benefit from the project or program? 300.00 Please explain below.
(1250 characters max – do not add extra pages)

Upwards of 50 people will attend the EDI roundtable.
Upwards of 60 people will attend the presentation of project outcomes, which result from the EDI roundtable.
The 3 larger Community Action Projects each involve approximately 20 people based on community participation for upwards of 60 people.
The Community Action projects work with partner organizations who typically serve many hundreds of citizens -300 would be a minimum

The exact number of citizens from Victoria vs the CRD is an estimate based on population ratios in the CRD. Until the number and home location of the EDI participants in October 2022 EDI round table event occurs, exact Victoria participation numbers are unknown

The EDI round table, Community Action Projects and EDI Report out are subsets of the Community Leadership Development Program that is delivered annually by LV. The budget numbers following reflect the full program costs and revenue

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 7,500.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Payroll	$ 70,000.00	2 staff part time for full CLDP
Particpant materials	$ 25,000.00	1000/particpant includes online learning SW for full CLDP
Facilities *7	$ 7,000.00	7 events for full CDLP
		Costs are for the full Community Leadership Development Program that is delivered annually
		EDI Round tablle and EDI rpeort out are a subset of the CLDP program
		All financial data in this section is for the full program revenue and costs.
A. Total Project or Program Expenses	$ 102,000.00	
Administration		
recruiting	$ 6,000.00	for full CDLP
advertising	$ 1,500.00	for full CDLP
B. Total Administrative Expenses	$ 7,500.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 109,500.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	6.85%	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	$ 7,500.00	Pending	Mark Crocker	(778) 995-550
BC Provincial grants	$ 25,000.00	Pending	Mark Crocker	(778) 995-550
A. Total Government Funding	$ 32,500.00			
Corporate Sponsorships				
Local vendors	$ 2,000.00	Pending	Mark Crocker	(778) 995-5505
B. Total Corporate Sponsorships	$ 2,000.00			
Matching Funds				
Bursaries	$ 5,000.00	Pending	Mark Crocker	(778) 995-550
C. Total Matching Funds	$ 5,000.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
Particpant Fees	$ 70,000.00	Pending	Mark Crocker	(778) 995-550
E. Total Waived Fees and Charges	$ 70,000.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 109,500.00	Should equal Total Program Expenditures on page 4		

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 number of BIPOC participants as the funding is focused on covering facility costs for the round table and follow up event. A smaller grant will result in a smaller venue. Please note that all Revenue and Costs numbers in this section are for the full Community Leadership Development Program , the EDI project is a subset of the program and is not a unique budget item.

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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)

$2500 would be a minimum for a single venue to hold EDI round Table for a reduced number of participants. Report out event could be virtual

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: Apr 2022 To: Apr 2023

Project or program location: Victoria and CRD

Project or program timeline and major milestones.

Date	Milestone
Apr-Jun 2022	Acess Feedback on 2021 Round table and projects from community
Jul-Sept 2022	Update CLDP Program to reflect community issues
Jul-Sept	Recruit candidate leaders for next cohort
Oct	Venue, Logistics and EDI Leader confirmation
NOv	EDI Round Table Event
Dec to Mar 23	Community Action projects delivered
Apr 23	EDI Report out event

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 12 Total volunteer hours required: 600

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: EDI Round table and Report out Events

SECTION 11. DECLARATION

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

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

Dave Marecek
Signature

Financial Stability Chair
Position

Dave Marecek
Name

26 January 2022
Date

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1 Centennial Square
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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Home is Where We Live - LifeCycles Project Society

Mailing Address: 808 Viewfield Road - Suite A - Victoria, BC - V9A 4V1 Postal Code: _____

Contact Person: Joan Stonehocker Email: joan@lifecycleproject.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 Certificate of Good Standing or 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 heath 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: 10.00

How many volunteer staff at organization? 300.00 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 characters – do not add extra pages)

We have adapted our programs to operate safely under COVID-19 Provincial Health Orders and keep all program participants safe. We've increased our property and tree assessments before an outing is scheduled so that we can best determine how many people can safely meet on site and remain physically distant while harvesting fruit. Cleaning supplies are stocked, face masks are provided and hand sanitizer is available wherever hand washing stations are not present. All volunteer activity is logged so that accurate contact tracing can be conducted if a case of COVID-19 is reported within our network. All training and events for our projects that can be held online or outdoors are done so and will be done so for the foreseeable 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.

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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	$ 37,500.00	Supports food growing and harvesting and community partner projects
BC Gaming	$ 61,000.00	Supports for ongoing projects including Growing Schools, Fruit Tree and Seed Libra
Federal Funding	$ 146,644.00	Supports the Urban Learning Garden, youth employment and wage subsidies
Vancouver Foundation	$ 90,000.00	Supports Seed the City programming
Other Project Specific Grants	$ 171,700.00	Funding support utilized across all six of our organization's primary programs
Social Enterprise	$ 48,900.00	Supports garden and orchard maintenance, tree care services and the creation of value added product
Fee for Service Contracts	$ 34,700.00	Program support for Welland Orchard and the Seed Library
Donations	$ 25,000.00	Supports general administration for our organization and primary programs
Organization's Annual Budget	$ 615,444.00	

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 harvest and redistribution of surplus fruit and produce	Coordinate volunteers to harvest +35,000lbs of fruit and vegetables to share with the community
Deliver food growing and tree stewardship programs and workshops	Host 30 learning opportunities/events in person and virtually
Build a biodiverse seed collection and share local seeds with the community	Share 1,000 seed packages and conserve 30 varieties of local seed
Provide training to volunteers and ensure safe practices	Host 10 virtual and in person 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: Establishing Strong Connections Through Local Food

Who is your target audience? Residents of Greater Victoria - gardeners, learners, cooks, eaters, etc.

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 provide the diverse residents of Victoria with opportunities to access and share healthy food. This project provides low barrier opportunities to learn to manage and care for our region's food resources through seed sharing, gardening and tree care workshops. Our online gleaning hub connects volunteers with tree owners to schedule harvest outings. These outings began as a solution to the excess amount of fresh produce that falls from backyard fruit trees every season. The project has grown to match hundreds of tree owners with volunteer harvesters as anyone with a fruit tree in Greater Victoria can register for an assessment through our website. Last year we diverted over 89,800lbs of fresh fruit and vegetables. Much is shared through the Food Security Distribution Centre to over 65 member organizations. As a member of the Food Share Network, we are able to ensure that residents of Victoria have increased access to healthy food and receive the highest quality gleaned produce. Stewarding our urban orchard contributes to the overall health of our city's tree canopy, helps mitigate climate change and increases quality food production in our region.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 in Victoria by creating opportunities for residents to access healthy food through the Victoria Seed Library and Fruit Tree Project. We work with fruit tree owners to improve the health and productivity of the urban orchard and facilitate community led harvests and the sharing of local food resources in a safe and culturally inclusive way. Our project will meaningfully contribute to individual and community wellness. By redistributing food that is often wasted simply due to the abundant nature of our local fruit trees, our project helps create a more food secure community. Establishing Strong Connections Through Local Food places an emphasis on stewarding the fruit trees in our urban orchard, thus contributing to the overall health of our city's tree canopy and helping to mitigate climate change. The volunteer led harvests help to decrease the amount of food wasted in Greater Victoria and increase the efficient use of resources. Our Seed Library grows and shares climate adapted seeds which builds community resilience. We strive to create an inclusive and welcoming environment that celebrates diverse backgrounds, abilities and sexual orientations in all of our programming.

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 is open to all, ensuring dignity of access. People that have fruit trees often lack the capacity to harvest all of the fruit. Through this project they have the opportunity to share with the broader community. Volunteering gives people a chance to connect to the land and 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 65 organizations and groups serving marginalized people. Advocating for system solutions to food insecurity is an integral part of our work.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

LifeCycles conducts programming that centers on food justice. Food is a connector and a valuable tool for engaging and enriching the broader community through practical and healthy activities. Social justice, intersectionality and working to improve the quality of life for community residents are pillars of our organization's values. We recognize the damaging effects of systemic racism, colonialism, capitalism, and white supremacy. We seek to combat this by ensuring that our programs are inclusive and bring diverse people together to share ideas. Our Board and staff are embarking on a learning journey of equity, diversity and inclusion to ensure the equitable values are embedded in the organization's structure.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (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 seed library, gardening and urban orchard education programming 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.

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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? 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)

Thousands of pounds of harvested and gleaned fruit and vegetables are distributed through the Capital Region Food Share Network consisting of approximately 65 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 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 25,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 114,000.00	4 Staff Wages - 1 full time equivalent and 3 seasonal youth
Professional Services	$ 2,000.00	Workshops and Communications
Materials, supplies and equipment	$ 5,200.00	Picking Equipment and Gardening Supplies
Outreach	$ 2,000.00	Signage and Events
Transportation	$ 7,400.00	Vehicles and Travel
A. Total Project or Program Expenses	$ 130,600.00	
Administration		
Computer Support	$ 2,500.00	Online hub maintenance and improvements
Office Expenses and Rent	$ 6,000.00	Cost Share
Insurance	$ 1,500.00	Covering staff, volunteers and participants
Financial Management	$ 8,000.00	Payroll and bookkeeping cost share
Program Evaluation	$ 1,000.00	Internal program evaluation throughout
Staff Supervision	$ 2,500.00	ED supervision of staff
B. Total Administrative Expenses	$ 21,500.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 152,100.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	14.14%	

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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		
BC Gaming	$ 20,000.00	Pending		
Canada Summer Jobs	$ 15,000.00	Pending		
A. Total Government Funding	$ 60,000.00			
Corporate Sponsorships				
Product Service/Sales	$ 25,000.00	Pending		
Fuel Sponsorship	$ 3,000.00	Pending	Brandi Natarelli	
B. Total Corporate Sponsorships	$ 28,000.00			
Matching Funds				
Donations	$ 15,000.00	Pending		
Foundation Support	$ 42,100.00	Pending		
C. Total Matching Funds	$ 57,100.00			
In-Kind Contributions				
Greater Victoria Public Library	$ 4,000.00	Confirmed	Aiyang Ma	
Food Eco District	$ 3,000.00	Confirmed	Brianna Stewar	
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)	$ 152,100.00	Should equal Total Program Expenditures on page 4		

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 over 25years. If we do not receive the full amount, it strains resources and impacts the number of people we are able to reach through our education and gleaning 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)

The minimum level of funding from the City of Victoria to allow this project to occur would be $13,000. Ideally, our full funding ask would be awarded to help cover all project costs and enable staff and volunteers to utilize resources to their maximum potential.

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: Monday, July 3rd, 2022 To: Friday, June 30th, 2023

Project or program location: Project takes place in various locations across the city including GVPL Central Library courtyard

Project or program timeline and major milestones.

Date	Milestone
July to October 2022	Coordinate 200 volunteers in the harvest and redistribution of fruit from backyard trees
July to November 2022	Coordinate volunteers to gather surplus produce from 7 local farms
Ongoing	Provide 30 learning opportunities/events
Ongoing	Provide training to volunteers
Ongoing	Ensure all programs are culturally sensitive, inclusive and welcoming
January to February 2023	Complete harvest and program evaluation and plan for any identified recommendations

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

Friday, January 28th, 2022
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

Check if Report is ☑ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Home is Where We Live - LifeCycles Project Society

Mailing Address: 808 Viewfield Rd - V9A4V1 Postal Code:

Contact Person: Joan Stonehocker Email: joan@lifecyclesproject.ca

Telephone: 250-383-5800 Website: lifecyclesproject.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Healthy Local Food...

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)

Project completion date will be Thursday, June 30th, 2022.

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 89,8000 lbs of produce was harvested while working with fruit tree owners and local farmers to improve the health and productivity of the green space in our community - including the urban orchard. We supported urban gardening efforts with climate adapted seeds distributed through local organizations and educational videos through the Victoria Seed Library.

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	Almost 90,000 lbs of fruit & vegetables were rescued & redistributed	Yes
Deliver food growing and tree stewardship programs and workshops	26 programs & workshops delivered	No
Build biodiverse seed collection share local seeds with community	Over 200 varieties of local seed were logged through our catalogue & shared	Yes
Provide training to volunteers, ensuring safe practices	10 training sessions held	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Fruit tree owners, gardeners, eaters (including marginalized community members), learners

What positive impacts were felt by your target audience? Increased access to fresh local produce, knowledge shared, seeds distibuted

How many have benefitted from the project or program? 10,000

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

How many volunteers have worked on this project or program? 292 What total hours did they work? 3,243

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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 and Benefits	40,630.00	3 Staff Wages - 1 full time equivalent and 2 seasonal youth
Professional Services	2,000.00	Workshops and Communications
Materials, Supplies and Equipment	1,248.00	Picking Equipment and Gardening Supplies
Outreach	1,000.00	Signage and Events
Transportation	3,762.00	Vehicles and Travel
A. Total Project or Program Expenses	$ 48,640.00	
Administration		
Computer Support	2,000.00	Online hub maintenance and improvements
Office Expenses and Rent	2,250.00	Cost share
Insurance	600.00	Covering staff, volunteers and participants
Financial Management	1,000.00	Payroll and bookkeeping cost share
Staff Supervision	1,250.00	ED supervision of staff
B. Total Administrative Expenses	$ 7,100.00	
Total Expenses (A+B)	$ 55,740.00	**Must equal Funding Sources below**

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	11,000.00	Confirmed		
BC Gaming	13,500.00	Confirmed		
Federal Funding via Canada Summer Jobs	9,630.00	Confirmed		
A. Total Government Funding	$ 34,130.00			
Corporate Sponsorships				
Product Service/Sales	12,265.00	Confirmed		
Fuel Sponsorships	2,000.00	Confirmed		
B. Total Corporate Sponsorships	$ 14,265.00			

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Strategic Plan Grant Final Report

Matching Funds				
Donations	7,500.00	Confirmed		
Foundations	4,000.00	Confirmed		
C. Total Matching Funds	$ 11,500.00			
In-Kind Contributions				
Greater Victoria Public Library	1,000.00	Confirmed		
Food Eco District	3,000.00	Confirmed		
D. Total In-Kind Contributions	$ 4,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 63,895.00	**Must equal Program**	**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: _____

- ☐ 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

Joan Stonehocker

Name

Friday, January 28th, 2022

Date

Finance
1 Centennial Square
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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Home is Where We Live - LifeCycles Project Society

Mailing Address: 808 Viewfield Road - Suite A - Victoria, BC - V9A 4V1 Postal Code:

Contact Person: Joan Stonehocker Email: joan@lifecycleproject.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: Neighbourhood Garden of All Sorts (NGAS) - Rhian McKee - Coordinator

Mailing Address: Physical Location is 206 Niagara Street (no post box)

Telephone: 250-589-3376 Email: gardenofallsorts@gmail.com

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 Certificate of Good Standing or 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 heath 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: 10.00

How many volunteer staff at organization? 300.00 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 characters – do not add extra pages)

The NGAS garden is outside and fully open air, except for the shed, which is never occupied by more than 2 people at a time. The space can accommodate at least 30 people while maintaining physical distancing, though it is not anticipated that more than 20 people will be in the space at any given time during this project. Further, there is signage posted at each entrance, and in the window of the shed to remind visitors and gardeners to maintain physical distancing and to wear masks when unable to maintain physical distancing. NGAS has cleaner for all tools and can offer sanitizer for users.

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 is it used in your organization's annual budget. **Also include all pending grant requests.**

Funding Sources	$ Amount	Use
City of Victoria	$ 37,500.00	Supports a variety of food growing, harvesting and community partner projects.
BC Gaming	$ 61,000.00	Supports for ongoing projects including Growing Schools, Fruit Tree and Seed Library
Federal Funding and Canada Summer Jobs	$ 146,644.00	Supports the Urban Learning Garden, youth employment and wage subsidies
Vancouver Foundation	$ 90,000.00	Supports Seed the City programming
Other Project Specific Grants	$ 171,700.00	Funding support utilized across all six of our organization's primary programs
Social Enterprise	$ 48,900.00	Supports garden and orchard maintenance, fruit tree project and the creation of value added product
Fee for Service Contracts	$ 34,700.00	Program support for Welland Orchard and the Seed Library
Donations	$ 25,000.00	Supports general administration for our organization and primary programs
Organization's Annual Budget	$ 615,444.00	

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 food security for NGAS allotment gardeners	More abundant seasonal harvests, increased variety of growable foods
Grow connection to the surrounding community	More visitors to the garden and opportunities to collaborate with community members and 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: NGAS Community Safety & Beautification Project

Who is your target audience? Neighbourhood Garden of All Sorts (206 Niagara Street in James Bay)

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

This project has two goals - increasing food security potential for NGAS allotment gardeners and creating stronger ties between NGAS and the surrounding community. To increase food security potential, 15 of the existing raised garden beds will be increased in height from 12in. to 24in., which will allow for a greater variety of foods to be successfully grown in the beds and increase seasonal harvest yields. To create stronger ties between NGAS and the surrounding community, NGAS would like to plant a fruit tree which would be available for allotment gardeners and the public. Many visitors come to the garden, but food grown in the garden is currently for allotment gardeners only. NGAS would like to have something to offer to visitors and passers-by to create a stronger sense of community unity. In 2016 NGAS was relocated from a full-sun location on Michigan Street (now Capital Park) to a heavily shaded and windy location on Niagara Street, which significantly changes the variety of plants that can be grown successfully in the garden. NGAS collects about $690/year in allotment fees, which are being put toward several improvements this year, including purchasing new compost bins, plants, and tool maintenance/replacement.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Food security is a prime focus of this project. NGAS is in a challenging area for growing, deeper beds will allow gardeners to successfully grow foods that would do well in their location, but currently are not successful due to the shallower depth of the raised beds. One example is root vegetables. Hardy enough for the conditions, and many can be harvested more than once in a growing season. Some berries are grown in a small communal bed, but the garden currently has no fruit so adding a plum tree will also increase food security and variety. The additional benefit of the fruit tree is that it will help NGAS become more integrated with the surrounding community. James Bay/Victoria residents and visitors will feel more welcome in the garden, and NGAS hopes this will open opportunities for community collaboration in the future. Further, more visible gardens and a new fruit tree help make the garden, and therefore the community more beautiful, unique, and welcoming.

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)

Raising the height of the garden beds will make them more accessible for a greater variety of people. They would be more manageable for seniors and people with mobility challenges, but this also keeps them at an appropriate height so that members with younger children could still have their children participate in gardening. While not a requirement, many NGAS gardeners are low-income, so being able to have greater variety and grow more food in a season makes their participation in the garden far more valuable and worthwhile.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

While aspects of this project may give nods to the other values on equity, this project really focuses on 'Quality of Life'. Improving food security potential will also improve the health of NGAS allotment gardeners and their families. Raising garden beds so they can be more accessible can help with the health and happiness of prospective (and current) gardeners with mobility challenges. NGAS strongly believes that the best communities support diversity, and everyone benefits when people of all kinds can thrive in a space together - especially when that space is a garden.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Low-income individuals and families: NGAS keeps annual allotment fees low in order to be accessible to individuals and families of any income level. Renters and people without personal outdoor space: Members at NGAS are required to have a need for the garden allotment, so they must live in a space where they have no (or insufficient) personal outdoor space to have a garden. Seniors and people with mobility challenges: Changing the height of the garden beds will make them easier to maintain, which makes them more accessible for seniors and people with mobility challenges.

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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? 25.00

How many of those people live within the boundaries of the City of Victoria? 25.00

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? 100.00 Please explain below.
(1250 characters max – do not add extra pages)

These are very conservative numbers, but it is difficult to estimate how many people will really benefit from this project. Most of the 15 plots currently benefit at least 2 people each. As these new garden beds would be permanent, they will benefit allotment gardeners for many years to come. Having a fruit tree that the public is welcome to harvest from is also difficult to measure as far as how many people will benefit over time. 15 people would be the bare minimum if only 1 person benefits per plot and if the plots never change hands. Likely, this project will benefit hundreds of people over the years with an estimated 100 people per growing season.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 10,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Pre-Cut Cedar Boards & Hardware	$ 8,100.00	To increase the depth of 15 raised garden beds, from 12in to 24in deep
Soil & Delivery of Soil	$ 1,300.00	To fill increased volume of garden beds (750 cubic feet total)
Plum Tree	$ 100.00	First fruit tree for the garden, available for gardners and the public
Installation of garden beds	$ 3,000.00	Labour to heighten and fill beds
Project coordination	$ 600.00	organizing material deliveries and volunteers
A. Total Project or Program Expenses	$ 13,100.00	
Administration		
Application and Funds Management	$ 1,000.00	Admin fee for LifeCycles to support NGAS
B. Total Administrative Expenses	$ 1,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 14,100.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	7.09%	

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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		250-385-5711
A. Total Government Funding	$ 10,000.00			
Corporate Sponsorships				
		Confirmed		
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
		Confirmed		
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
volunteer labour	$ 3,000.00	Confirmed	Rhian McKee	250-589-3376
project coordination	$ 600.00	Confirmed	Rhian McKee	250-589-3376
Admin	$ 500.00	Confirmed	Joan Stonehocl	250-383-5800
D. Total In-Kind Contributions	$ 4,100.00			
Waived Fees and Charges				
		Confirmed		
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 14,100.00	Should equal Total Program Expenditures on page 4		

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)

To uphold community garden regulations on uniformity, and to be equitable to all NGAS allotment gardeners, all 15 beds must be raised at the same time. The supplies to carry out this project are expensive and NGAS simply does not have the funds to move forward on this without a grant. If the beds are not raised, gardeners will continue to have low harvest yeilds and will struggle with growing a variety of healthy foods. Further, the barrier to people with mobility challenges will remain.

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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)

$9,400. As NGAS is an organics only garden and has limited annual funds, untreated cedar is needed to build the beds as it has the best longevity and is safe for organic garden beds. Boards, hardware and soil are a must to complete the bulk of this project. NGAS may be able to use their collected allotment fees to cover administrations costs and could potentially source funding for a fruit tree - though this would delay other improvement initiatives slated for this year.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: July 1st, 2022 To: May 31st, 2023

Project or program location: 206 Niagara Street

Project or program timeline and major milestones.

Date	Milestone
Spring 2023	Plant a plum tree. (fruit trees are most successful when planted in the spring)
August 2022	Purchase boards, hardware, and soil
September 2022	Build and fill newly raised garden beds (after summer growing season, before winter growing season)

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5 -10 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

Executive Director
Position

Joan Stonehocker
Name

January 28, 2022
Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Living Edge Community Church

Mailing Address: PO Box 46020 Quadra Victoria BC V8T 5G7 Postal Code: _____

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 Certificate of Good Standing or 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 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 2021, the organization provided rescued food to persons in the downtown core through free food markets. In 2019, the markets places frew to ten. Since COVID-19, seven neighbourhood markets have complied with VIHA & provincial regulations regarding food distribution and are operational.

How many paid staff at organization? Full Time: _____ Part Time: 7

How many volunteer staff at organization? 100 Total volunteer hours: 18,480

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 characters – do not add extra pages)

COVID protocals are followed at all market places and in the distribution centre. Volunteers sanitize hands and wear masks; most are double vaccinated.Surfaces are sanitized frequently. The market-users are asked to safe distance, sanitize hands and wear a mask. Volunteers hand the market-user food of their choice to place in their recyclable bag. The market-users are given numbers upon arrival and asked to come back at an indicated time. This allows for better control of the market setting and better observation of regulations plus 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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Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	10,000	gas, PPE supplies, van maintenance
United Way	20,000	Food Program Expenses
Victoria Foundation	20,000	Food Program Expenses
Offerings/Spec	48,000	Food Program Expenses
Donations & Other Funding	113,660	Food Program Expenses
Organization's Annual Budget	211,660	

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
Open 1 additional market in low income	Look at feasability of request for market in Burnside
Quality Control - food quality and rotation	Develop strategy for food rotation at centre; monitor quality
Investigate Additional Food Resources	Contact food industry and farmers to donate food.
Build capacity for transportation	Additional transportation van is needed; campaign for more
Financial Transparency	Hire p/t bookkeeper

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 Free Food Markets in CRD During COVID

Who is your target audience? Single parents, seniors, persons with disabilities, First Nations, working poor.

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, and 2 in Saanich, our markets serve over 5,000 individuals and families who are food-deprived, 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 anyonymous 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 a year. The survey also indicate that over 70% of market attendees share their food with other families, neighbours or friends. The First Baptist market in North Park was

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

ENVIRONMENT: 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. INDIGENOUS RELATIONS: Our market leaders in Saanich and Esquimalt are working in collaboration with indigenous people to encourage two-way communication concerning food-deprived families on the 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 vulnerable people such as 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 markets.

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 two markets in the inner city (Quadra and Pandora) are located in areas where low income families/individuals reside and homeless gather. Our busiest market is at Quadra where on Thursdays over 140 individuals/families line up to receive food. The two markets in the inner city serve an estimated 32,766 persons/year, including food sharing. We were surprised when we got requests from communities to open up markets in the suburbs of Great Victoria (Saanich, Gordon Head, Esquimalt/Langford). Although some families in these areas own their own home, 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. In 2020, 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 they need every week. We have recently received a request from the community of Burnside to open a market there. Due to food shortages, we do not know if this will be feasible and the request is under assessment.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Living Edge Recovered Food & Distribution Program operates under the premise of 'food equality for all in the Greater Victoria area'. All Living Edge markets are inclusive to every segment and faith and of the population. The neighbourhood market environment encourages community-building and is welcoming and safe where where vulnerable people such as 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 food market community. Market attendees have a sense of community belonging and often become market volunteers.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Our vulnerable segment of the community (seniors, persons with disabilities, single women, parents with children) feel that LE Neighbourhood Markets are a safe place to be, without stigma. We see where food sharing plays a role in their community by a senior taking their food back to another senior who is unable to attend the market, a parent with a child who they can not leave at home unattended bring her child and feels safe and welcome at the markets and persons with disabilities are not intimidated. We have seen friendships form at the markets, many people feel loved and cared for and their sense of well-being and community is fortified.

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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

How many of those people live within the boundaries of the City of Victoria? 32,766

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 57,234

How many will benefit from the project or program? 90,000 Please explain below.
(1250 characters max – do not add extra pages)

The two inner city markets (Quadra & 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 that 30% and reaches up to 70% at some market locations. Living Edge markets outside of Victoria proper (UVIC Family Centre, Saanich (X2), Esquimalt, Langford/Colwood serve 57,234 individuals and families every year. Market attendance is recorded by volunteers at all of the venues. The Esquimalt Neighbourhood House where LE market is on Saturdays indicate that market attendees have almost doubled in Jan of 2022.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $10000
Must equal Total Funding Sources from City of Victoria on page 5

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	114,300	ED, Market Mngr, Market and Admin Staff
Rent & Facilities	14,200	Rent, utilities at Distribution Centre
Program - Food & other	50,450	Supplies, van insurance, gas, mileages exp, van
Interest & other	360	Bank, misc
Diocesan Tithe	2400	Paid through the church
		Kitchen & Service Supplies $ 7,000.00
		~~Kitchen & Serv. Supplies - In-Kind~~ $ 2,500.00
		Client Survey $ 600.00
		~~Van - Insurance & License $ 5,000.00~~
		Van - Gas $ 9,000.00
		Deliveries - Km Mileage paid $2,400.00
		Van - Maintenance & Other $ 2,500.00
		Van Replacement Trust Fund $ 15,000.00
A. Total Project or Program Expenses	181710	~~T-Shirt Expenses $100.00~~
		Ministry - Food $ 44,100.00
		Food Network Fees $ 2,500.00
Administration		Pastor's Discretionary Expenses $ 3,850.00
Admin & Dev Expense	29,950	Legal, Training, Insurance, Licenses,
		Accounting and Legal $ 4,200.00
		~~Bank Fees $ 750.00~~
		Education & Training $ 1,000.00
		Insurance $ 2,500.00
		~~Licenses, Memberships & Dues $ 500.00~~
		Materials & Supplies $ 1,800.00
		Office Exp - In Kind $ 200.00
		Promotional Expenses $ 14,000.00
		Telecommunications/Web $ 1,800.00
		~~Travel $ 1,000.00~~
		Website & Software $ 2,200.00
B. Total Administrative Expenses	29,950	
TOTAL PROGRAM EXPENDITURES (A+B)	211660	**Should equal Total Program Funding Sources on page 5**
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	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	10,000			
Victoria United Way	20,000	Pending		
Victoria Foundation	20,000	Pending		
A. Total Government Funding	50,000			
Corporate Sponsorships				
Offerings/Spec Giving	48,000	Pending		
Donations & Other Funding	113660	Pending		
B. Total Corporate Sponsorships	161660			
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 PROGRAM FUNDING SOURCES (A+B+C+D+E)	211660	Should equal Total Program Expenditures on page 4		

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 minimum level of funding would be $10,000. Living Edge financially totally supports the markets at Quadra and UVIC Family Centre. It is estimated that the weekly market generates operational expenses of $6,000/year. The market on Pandora is financial 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 consistantly keep the markets open.

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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 City of Victoria kindly gave us $7,650 which assisted in operational expenses.

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, 2022 To: March 31, 2023

Project or program location: LE Neighbourhood Markets are located at seven communities in the Greater Victo

Project or program timeline and major milestones.

Date	Milestone
July	Campaign local farmers for produce to be directly donated to the LE food
September	Campaign for additional funds for new van; start search
October	Campaign to focus on industrial food suppliers
November	Campaign to raise end of year funds
December	Collect extra food for Xmas food hampers
January	Yearly meeting of market leadrs to exchange best practices
Feb/Mar	Assessment of COVID protocals and quality control of food at neighbourhood

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: E-News

SECTION 11. DECLARATION

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

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

Signature

Executive Director
Position

Rev. Neil van Heerden
Name

January 28, 2022
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

Check if Report is ☐ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Living Edge Community Church

Mailing Address: PO Box 46020 Quadra, Vict Postal Code:

Contact Person: Sharon Klein Email: sharonklein@livingedge.ng

Telephone: 250-686-5442 Website: www.livingedge.ngo

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: LE Neighbourhood Market O

Is the project or program completed?

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

Climate Leadership: Clients are encouraged to bring recycled bags. No plastic bags are used at any markets, tons of food has been recovered from the city waste and given to persons who need it. Health and Well-being: the markets are all-inclusive and used by the vulnerable sector of Victoria who need food. The free food markets are inviting and friendly to all, providing a safe environment. Persons attending the market told us they feel cared for a part of the community. Many become volunteers.

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
Open more community markets	Although we were unable to open more markets due to Covid and shortage of f	
Build Capacity at Distribution Centre	Funding was secured to install a fresh air system that would pull fresh air	
Increase Market Attendance	All markets were prepared for an increase of 10% to 20% of market goers. Ad	
Quality Control	Quality of Control is monitored at the Distribution Centre and by volunteer	

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Seniors, persons with disabilities, persons on low income, single parents, immigrants.

What positive impacts were felt by your target audience? Persons who could not afford food at the stores were able to collect nutritious

How many have benefitted from the project or program? 90,000

What percentage of Greater Victoria Residents benefitted from this project or program? 14%

How many volunteers have worked on this project or program? 100 What total hours did they work? 18,480

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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		
Staffing	84,095.05	2 p/t positions, drivers handlers, sorters, administration
Rent & Facilities	15,967.82	Distribution Centre rent, utilities, leasehold improvements
Other Program Expenses	27,786.24	Food purchses, freezers, containers, recycling, gas, misc. exp., banking, client support
A. Total Project or Program Expenses	127,849.11	
Administration		
Administration & Development Exp	19,510.26	Social media, website, office supplies, volunteers
B. Total Administrative Expenses	19,510.26	
Total Expenses (A+B)	147,359.37	Must equal Funding Sources below

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	7650			
A. Total Government Funding	7650			
Corporate Sponsorships				
Offerings, Fundraisers, Other Giving	56,346.98			
Donations & Grants	75,469.75			
Other Funding	7,892.64			
B. Total Corporate Sponsorships	139,709.37			

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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)	147,359.37	**Must equal Program**	**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 E-newsletter

☐ 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
Rev. Neil van Heerden	January 19, 2022
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: 744 Douglas St. Victoria BC, V8W 3M6 Postal Code: _____

Contact Person: Brittany Vis Email: info@mmbc.bc.ca

Telephone: 250-385-4222 ext. 106 Website: mmbc.bc.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-5145

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 10808 8014 RR0001

**Must provide Certificate of Good Standing or 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 diverse 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)

The MMBC started in 1955 and has been delivering exhibits and programs since. We have a large, off-site collection of objects, library and archives, and 3 boats. We also run a small public space in downtown Victoria, while we work on establishing a larger more permanent home on the waterfront where we can engage with more people. We are focused on diversifying and decolonizing our organization and do so through a variety of initiatives. Learn more: mmbc.bc.ca/about

How many paid staff at organization? Full Time: 6.00 Part Time 0.00

How many volunteer staff at organization? 100.00 Total volunteer hours: 2,247.00

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 characters – **do not add extra pages**)

This program will be held virtually via Zoom. This will keep everyone safe and distanced while still being able to connect with one another.
If restrictions relax by the time we start delivering this program in September we will consider having this in-person at the MMBC's location at 744 Douglas St. If we can safely do so, we will then serve simple appetizers with tea and coffee.
This application is prepared under the assumption that it will be safest to hold these virtually, but we can easily adjust to in-person as we are able to.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 6,525.00	To cover 50% of the program costs, primarily the honorariums
BC Gaming	$ 75,000.00	To cover costs associated with programs, exhibits, and collections management
Young Canada Works	$ 45,000.00	To hire summer students and fall/winter interns
Canada Summer Jobs	$ 15,000.00	To hire summer students We will be looking to hire youth from Songhees and Esquimalt Nations this year
BC Arts Council	$ 8,750.00	To produce an exhibit called "Queer at Sea: Tales from the 2SLGBTQ+ Community"
Private donations	$ 200,000.00	Staff salaries and rent
Admissions	$ 36,500.00	Exhibits and operating expenses
Program Fees	$ 15,000.00	Program supplies and operating expenses
Organization's Annual Budget	**$ 401,775.00**	

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 conversations amongst different groups in Victoria	We will have facilitated 10 conversations
Ensure a safe space for all participants	All participants feel safe and we see repeat participants
Increase awareness and support for reconciliation	Participants report an increased desire to participate in reconciliation
Raise awareness of Indigenous history	Participants knowledge of Indigenous history increases.
Deepen the understanding of the experiences of marginalized groups	Participants knowledge of experiences of marginalized groups increases
Increased sense of belonging amongst marginalized groups	Marginalized groups experience an increased sense of belonging
Make Victoria a more welcoming place for diversity	Participants are more welcoming of different viewpoints

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: Coastal Conversations

Who is your target audience? Adults and seniors in Victoria

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

Coastal Conversations is a new program the MMBC will be starting this year running from Sept-Jun. It is a monthly program, with each month covering a different topic related to marginalized groups in Victoria, with a focus on maritime themes. This includes Indigenous topics, unhoused, recent immigrants, queer and trans communities, etc. Coastal Conversations will connect the general public with people with lived experience and/or expertise in the chosen topic area and will facilitate conversation between the two to build cultural literacy, deepening understanding, and ultimately a more inclusive, welcoming community of diversity. Each program will be facilitated by the MMBC staff, with co-facilitators where possible from partnering organizations. We will build on our pre-established relationships with other non-profits to select co-facilitators. For a list of these partners see mmbc.bc.ca/about.

This program will be free to the public and the MMBC will provide honorariums to co-facilitators and those with lived experience, up to a maximum of 2 honorariums per conversation. The grant is needed to cover these expenses so we can deliver this program for free.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Coastal Conversations will educate the public on topics of diversity and marginalization in Victoria. This is a free, recreational program where people will have the opportunity to connect with others they might not otherwise connect with. Participants will be encouraged to share and discuss their thoughts respectfully with one another. The MMBC will provide optional advanced readings on the topic area for those interested in learning more before the conversation, and will provide a list of guiding principles for all participants. Anyone not following these principles will be removed from the conversation. This will ensure the conversations are a safe space for all. Each conversation will cover a different topic area, with all topic areas being connected to a maritime theme. By connecting the traditional base of the MMBC with learning opportunities and people with lived experience in a safe and welcoming environment, Coastal Conversations will build awareness and support for diverse cultures, histories, and viewpoints amongst the general public. Those with lived experience will experience an increased sense of belonging and participation in their community. Overall, this will support Victoria in being a welcoming city for all.

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 ensure that Coastal Conversations are a safe space for all who participate, especially those from under-served communities. We will also ensure that this will not be another emotional strain on the under-served communities and that they will stand to benefit from these conversations as well. We will make Coastal Conversations a positive program for all by: 1. Being clear and firm with guiding principles for conversation and prepared to remove people from the conversation if needed. 2. Inviting co-facilitators with more expertise in each topic area than the MMBC staff might have to help guide potentially difficult discussions. 3. Educating our staff facilitators thoroughly on each topic area. 4. Providing optional readings and learning opportunities to the participants in advance of the conversation so they can join the conversation with some knowledge. 5. Providing an honorarium for co-facilitators and invited participants with lived experience to compensate them for their time and emotional labour.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Intersectionality – reflect multiple lived experiences.
Coastal Conversations is rooted in the concept of bringing together people with different lived experiences to share and discuss topics of diversity and marginalization as they relate to maritime themes in our community. By involving our community partnering organizations (see list on mmbc.bc.ca/about) as co-facilitators and by inviting people with lived experience with the topic area being discussed, we will ensure that equity seeking groups are part of the process and that they are compensated for their role in these conversations with an honorarium. By connecting our more traditional supporter base with our community partners and the people they serve, we will reduce stigma related to under-served communities and raise awareness and inclusion of a broader range of lived experiences in Victoria.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Coastal Conversations will directly impact multiple underserved populations. For 2022-23 we will target primarily Indigenous, unhoused, recent immigrants, and queer and trans populations. The goal of Coastal Conversations is to build better understanding and awareness of the underserved populations to reduce stigma in the community. By doing so, these underserved populations will experience a more welcoming and inclusive city with less stigma and more capacity to address their needs.

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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? 300.00

How many of those people live within the boundaries of the City of Victoria? 200.00

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? 300.00 Please explain below.
(1250 characters max – do not add extra pages)

We will run one program per month from Sept-June for a total of 10 programs. We anticipate turn out will be similar to our well-established Nautical Nights Speaker Series, which averages about 30 people per talk. If we have 30 participants per program for Coastal Conversations, we will have 300 participants over the course of the year who will benefit directly from this program being offered.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 6,525.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Honorariums	$ 5,000.00	$250 each, 20 total (2 offered per program with 10 programs over Sept-June)
MMBC Staff, Programs and Events	$ 4,750.00	2 staff, 1 to market, 1 to research/facilitate
Zoom	$ 200.00	$20/month
Shopify Registration software	$ 600.00	Participants will register to get Zoom info
Advertising	$ 1,000.00	For paid Times Colonist ads
A. Total Project or Program Expenses	**$ 11,550.00**	
Administration		
Bookkeeping	$ 500.00	To process honorarium payments
MMBC Admin Staff	$ 1,000.00	MMBC ED's time anticipated 2 hours/month
B. Total Administrative Expenses	$ 1,500.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 13,050.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	11.49%	

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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	$ 6,525.00	Pending		
A. Total Government Funding	$ 6,525.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
MMBC Contribution	$ 6,525.00	Confirmed	Brittany Vis	250-385-422[illegible]
C. Total Matching Funds	$ 6,525.00			
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)	$ 13,050.00	Should equal Total Program Expenditures on page 4		

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 MMBC's capacity to do the work of facilitating conversation in our community between the general public and under-served communities will be reduced. We will not be able to offer as many Coastal Conversations programs as is proposed above and/or we will need to reduce the number of honorariums available per program to one. This will then impact the quality of the conversations for participants and will not produce the key objectives above.

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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 at least $5,000 to cover the cost of the honorariums. Without funding, the MMBC does not have the capacity to provide these honorariums on our own.

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: Virtual, via Zoom being facilitated from the MMBC out of 744 Douglas St., Victoria BC

Project or program timeline and major milestones.

Date	Milestone
July - August	Finalize program schedule with co-facilitators, market and prepare readings for Sept-Dec programs,
September - June (ongoing)	Deliver one program per month on the 2nd Thursday of every month. Provide honorariums after each program
December	Market and prepare readings for Jan-Mar programs
March	Market and prepare readings for Apr - Jun programs
June	Review feedback from all programs to measure success of outcomes

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 1 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

Executive Director
Position

Brittany Vis
Name

20 January 2022
Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Mental Health Society of Greater Victoria

Mailing Address: PO Box 23112 101-230 Cook St. Victoria, BC Postal Code: VXV 3X0

Contact Person: Alison McLeod Email: finances@mhsvictoria.org

Telephone: 250-589-1440 Website: mhsvictoria.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: S0070311

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

**Must provide Certificate of Good Standing or 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 mental health in Victoria by facilitating access to mental health services and creating educational resources. We are a volunteer-run organization of people with lived experience who offer peer-to-peer guidance to those in need of mental health support. The MHS uses a collaborative approach to connect with, learn from, and support existing networks of mental health professionals and community members in Victoria, BC.

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

When we started in 2018, we heard two concerns from community members: 1) "I want professional help, but I don't know where to start" and 2) "I don't know enough about mental health to talk about it with others." Since then, we have offered support "check-ins" and mental health workshops. With the

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

How many volunteer staff at organization? 25.00 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 characters – do not add extra pages)

MindMap is a mobile application that facilitates access to local mental health services. This program will run under current COVID-19 provincial orders because it will not require face-to-face interaction or physical contact of any kind. People in Victoria can use this app out in the community or in their home while isolating. In the past, we have offered in-person service navigation assistance, where we discuss local services with community members. This application will alleviate the need for this in-person service, and thereby allow us to help more people under the current restrictions and for years to come.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$22,500.00	Pending - MindMap App
General Fundraising	$5,000.00	General Unrestricted
Corporate Donations	$7,500.00	General unrestricted
Foundation Income	$22,000.00	Pending restricted
Corporate Sponsorship	$8,522.00	Pending — dependent on development of app
Organization's Annual Budget	$124,015.00	

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 remotely assist at least 1000 people in their search for mental health services in Victoria, BC	Monitor number of mobile application downloads and responses from user evaluation questionnaire

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: MindMap Development: Victoria's Mobile Application for Mental Health

Who is your target audience? All people in Victoria who have access to a smartphone or computer and are searching for mental health services and/or mental health information

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

MindMap is a mobile application that will connect people in Victoria to mental health and substance use services that are available and able to meet their unique needs. We have developed an extensive database of mental health services in Victoria. MindMap is a mobile interface that will connect the user to this database and provide a personalized list of available mental health services. The user completes a brief questionnaire on who they are and what they are looking for. Then, the MindMap will generate a short list of the most appropriate services that are available now. This list of resources also provides one-touch calling and live navigation. On top of of this service, MindMap offers additional features, including mental health information, interactive mental health safety plans and a mental health FAQ section. In addition to the mobile application, we plan on publishing a web version of the application that can be accessed on any computer.
This grant will allow us to pay for a professional mobile app developer to finish the development of the app. Currently, the beta version has been developed, and we are in need of funding to develop the final version and pay for the launch fees, including advertising and maintenance.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 directly supports the City of Victoria's objective for "Health, Well-Being and a Welcoming City." By facilitating access to support for people struggling with mental health and addictions, MindMap will contribute to "clear improvement on mental health and addictions" and alleviate some of the challenges and barriers that come along with seeking professional mental health support. Importantly, MindMap will also bring equity to mental health help. By targeting services for people of colour, low-income, indigenous, LGBTQ+ and non-English speaking people, MindMap will provide equitable access to people who otherwise face additional barriers. The MHS is a team of passionate volunteers who have a shared love for the city of Victoria. Because of this, our initiatives aim to address specific needs that we recognize in our community. In Victoria, mental health struggles are openly visible on many city streets, but stigma and barriers still persist. With this anonymous and easy-to-use platform, we aim to alleviate the toll of these factors, and help Victoria achieve its goal of "Health, Well-Being and a Welcoming City" by contributing to a clear improvement on mental health and addictions.

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)

MindMap is connected to a database of local mental health resources. When creating the database, we considered under-served communities by prioritizing the inclusion of services that specifically cater to certain under-served and marginalized groups. Fortunately, Victoria has many mental health and support resources that offer services to specific under-served populations. Our database includes extensive service options for people of colour, low-income, indigenous, LGBTQ+ , gender-nonconforming, and non-English speaking people. When developing MindMap we included search features that allow the user to alter their results based on their personal circumstacnes. As a result, when using the application, users who identify with one or more under-served group receive additional options for services. We chose to include these features because we realize that there are cultural and social factors that must be considered when connecting people to support services. By providing options, we can increase equitable access, and incorporate intersectionality into our platform.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

All the values on equity have been centered in the development of MindMap. First, "social justice" and the removal of systematic barriers has been our priority. For example, there is a lack of awareness of some local services, while others have long waitlists or high fees. By creating this mobile application, we aim to facilitate direct access to services that are available now and within the user's budget. Second, we have targeted "intersectionality" by incorporating search filters into the application. Users with various lived experiences receive personalized lists of services that are custom made to accommodate their intersecting needs. These needs may vary depending on the person's financial stability, cultural background, or gender identity. With our holistic and intersectional approach, we are committed to finding services for people, no matter their circumstances. Lastly, by facilitating access to mental health and addictions services, we aim to improve the mental health in Victoria. By doing so, MindMap addresses the final values: "quality of life", "resilience", and "prosperous community." With healthy minds, people in Victoria can improve their lives, implement coping strategies and contribute to our thriving community.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

As mentioned above, MindMap will directly impact people of colour, low-income, indigenous, LGBTQ+ and non-English speaking people. This is done by giving people in these populations the option to access services that cater to their specific experience(s). This builds capacity by creating equitable access to necessary services and allowing people to receive help from services where they feel welcome and empowered. For example, by being connected to an LGBTQ+ support group, a person within the LGBTQ+ community can pursue mental wellness while feeling understood and connected to people with shared experiences.

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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? 0.00

How many of those people live within the boundaries of the City of Victoria? 0.00

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? 12,000.00 Please explain below.
(1250 characters max – do not add extra pages)

7000 young people + 5000 more, in need of mental health support in Greater Victoria

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $22,500.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Tech Lead/Product Manager	$5,440.00	Requirements
Architect	$6,800.00	Design of the app
Developers	$61,600.00	Development of the app
Testers	$6,000.00	Quality Assurance & Testing
Tech Lead	$3,640.00	Deployment of the app
Project staff	$58,500.00	Implimentation of the project
A. Total Project or Program Expenses	$192,068.00	
Administration		
Office Supplies	$ 100.00	
Bank Fees	$ 87.00	
Accounting	$ 928.00	
Marketing	$7,500.00	
B. Total Administrative Expenses	$9,543.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$151,522.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	6.2%	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	$22,500.00	Pending		
BC Gaming	$40,000.00	Pending		
A. Total Government Funding	$62,500.00			
Corporate Sponsorships				
Sponsorship of the app	$8,522.00	Pending		
B. Total Corporate Sponsorships	$8,522.00			
Matching Funds				
BC Mental Health Foundation	$7,500.00	Pending		
Robert Bateman Foundation	$6,000.00	Pending		
Courtnall Society	$7,500.00	Pending		
C. Total Matching Funds	$22,000.00			
In-Kind Contributions				
Mental Health Society	$58,500.00	Confirmed	Pearl Thompson	
D. Total In-Kind Contributions	$58,500.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$151,522.00	Should equal Total Program Expenditures on page 4		

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 reliant on a number of funding sources to complete the project. Without funding from the City of Victoria, the project would only be able to be partially completed and would therefore not benefit residents of Victoria this 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)

At the very munimum we could hire a tech leader and archtect for roughly $18,000, and roll out the project over time. The cost of admin, developers and testers would then get funded as we acquire corporate sponsorship partners for the project. We also anticipate a grant from BC Gaming later in the year.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: June 2022 To: June 2023

Project or programlocation: N/A (mobile application)

Project or program timeline and major milestones.

Date	Milestone
Complete app development	July 2022
Launch MindMap	September 2022
Achieve 500 downloads	December 2022
500 more downloads	June 2023

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this projector program? 10 Total volunteer hours required: 3900

Can the project or program occur withoutvolunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

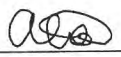
All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: Funding acknowledgement on the mobile application itself

SECTION 11. DECLARATION

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

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



Signature

Director of Finance

Position

Alison McLeod

Name

January 31st 2022

Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Monoceros Education Society

Mailing Address: 4658 Cordova Bay rd, Postal Code: V8X 3V7

Contact Person: Celeste Macevicius Email: cmacevicius@gmail.com

Telephone: 778-677-9423 Website: monoceroseducation.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: S0072734

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

**Must provide Certificate of Good Standing or 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 Monoceros Education Society is to create and provide educational and skill-developing workshops, programming and opportunities for the 2SLGBTQIA+ community with a focus on youth and those facing multiple barriers.

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

Monoceros Education Society was founded in 2020 by a group of queer young people passionate about peer education and creating programs to fill the gaps we were seeing in community. To date we have had two main projects: 1) Queer Crafternoon, which came under the mantle of Monoceros in 2021 after launching from a Neighbourhood Small Grant. 2) Queer Sex Ed, a program created out of discussions with youth. We've taken the program to many community groups, partner organizations and high schools.

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

How many volunteer staff at organization? 5.00 Total volunteer hours: 180.00

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 characters – do not add extra pages)

All our events are currently held over Zoom, and this will continue to be our main format. Supplies are distributed through contactless drop-off or pick-up.
In the future, we hope to host some in-person events. Events will be outside unless COVID guidelines have significantly eased. At outdoor events, participants will be asked to distance and sanitize hands before accessing any supplies. At any indoor events, participants will be asked to pre-register, show vaccine passes, wear masks, and distance. If public health orders change, we can quickly return to doing all events online. Regardless of public health orders, we will keep at least one event/month online to ensure participants with concerns about COVID can continue participating.

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 is it used in your organization's annual budget. **Also include all pending grant requests.**

Funding Sources	$ Amount	Use
City of Victoria	$ 6,483.72	Queer Crafternoon craft events drop-in craft session, and workshop programming
CRD Equity Grant	$ 5,000.00	Queer Crafternoon arts development programming (e.g., community outings, classes, etc.)
Anonymous donor	$ 1,500.00	Island Blue & Michael's gift cards for workshop craft materials
Volunteer donations	$ 50.00	Volunteers donating gas money
Esquimalt Neighbourhood House	$ 190.00	In-kind donations of printing costs and bus tickets
Business support	$ 150.00	Local businesses we have previously partnered with offering 15-20% discounts equalling approx. $150/year
Coastal Community Fund	$ 1,000.00	Queer Crafternoon responses & capacity (e.g., added COVID costs, emerging requests/needs)
Organization's Annual Budget	$ 14,373.72	

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
Cultivate social connection and belonging amongst the queer community	Members of the queer community are engaging and sharing with each other on Queer Crafternoon platforms, at events, and beyond. Participants report connection and belonging in our annual survey.
Create recreation opportunities for the queer community; particularly those often marginalized due to socioeconomic status, age, disability, neurodivergence, Indigeneity, and/or substance use	People from a diverse range of social positions are attending Queer Crafternoon events and participating in our opportunities for crafting, learning, and socializing.
Strengthen the knowledge and capacities of the queer community in areas of health, wellness, and resilience	Information on topics such as community care, social justice, legal issues, health literacy, mental health, and community resources are regularly shared at workshops, crafting events, and online networks. Community members are attending and engaging.
Expand on work to be equitable, inclusive, accessible, and supportive	All events remain free, with a net-zero cost to attend (due to accommodations for transportation, food, child-inclusivity, and the provision of all necessary materials). Events follow planned and requested accessibility standards, and are founded with a community agreement developed together.
Queer community is provided with new opportnities to expand health and wellness beyond Queer Crafternoon events	Participants are provided with novel options of recreation activities, healthy foods, health resources, and social support networks through Queer Crafternoon events. Participants report that they are pursuing these activities, continuing to try out these foods, accessing the resources, and connecting to social networks.
Queer identity, community, and experience is celebrated; attending to intersectionality.	Queer Crafternoon platforms and celebrates the art made during events. During Queer Crafternoon events and workshops, the work of queer artists, activists, and community members (particularly trans, Indigenous, racialized, and/or disabled individuals) is centred and shared.

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: Queer Crafternoon

Who is your target audience? 2SLGBTQIA+ people and their loved ones in the City of Victoria

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

Queer Crafternoon puts on peer-created and -led, free, low-barrier, supportive crafting social events and community workshops for the queer commnity under the principles of accessibility, inclusivity, and social justice. Each month, we distribute craft kits in Greater Victoria and host themed crafting times for people to learn new crafts and connect. Since 2019, we have run events in-person or online (depending on public health restrictions) thanks to various grants. For example, in 2021, we delivered 110 craft kits for 11 themed events (e.g., cross-stitch, hand sewing) that were attended by approx. 120 people.

A grant from the City of Victoria would allow us to continue running this program in the 2022-2023 fiscal year. It would further allow us to expand Crafternoon to meet the increasing demand, as well as requests for a broadened mandate; namely, community workshops, more flexible crafting times, and in-person events. At this time of uncertainty in our participants' lives, we hope that Queer Crafternoon can continue and expand our work to provide much needed social connection, recreation, community, and capacity building.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Queer Crafternoon uses shared crafting as a foundation to cultivate broader community, wellbeing, and health. Through our events, we have increased the sense of belonging, participation, and community engagement.

Moving forward, we want to expand our events to include more connection to health, wellbeing, and community. This will include healthy lunches for events, further resource-sharing, and craft projects with intentional focuses on culture, wellness, and community.

We also have new programming planned. We have formulated a workshop series with guest facilitators presenting on topics like sex ed, mental health, disability justice, food justice, tenancy law, and harm reduction. These workshops will increase capacity of participants in the areas of mental health, community care, health literacy, community involvement, and queer pride. We also plan to introduce mid-week drop-in crafting hosted by a volunteer participant for further opportunities for social connection, as well as outdoor events for deeper connection with each other and the place we live.

By continuing to tie back our programming to crafting and queer community, we hope to hold a grounded, welcoming space to strengthen health and wellbeing.

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 intentional to incorporate as many measures for accessibility, inclusivity, and safety into our events. This includes offering all events for free, supporting participation via free kits, using captions on Zoom, bringing naloxone to in-person events, and encouraging all levels and types of participation. Because of this, we have been able to welcome in community who are often left out of recreation, social support, and/or queer spaces. Our regular participants include people who have low-incomes or live in poverty, live with serious health challenges and disabilities, are members of Indigenous communities, and are neurodivergent.

Most recently, we ran a survey to explicitly ask people for recommendations on how we could improve accessibility, inclusivity, and safety. We have taken this feedback and are working to implement suggestions. Implemented suggestions include providing written instructions for crafts beforehand and offering non-Facebook communication options.

With more funding, we would like to ensure participation in Queer Crafernoon further reaches underserved communities by providing lunches, offering events with relaxed participation on week nights, and idealy hosting some outdoor in-person events.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

We have centred all four stated values on equity. To foster resilience and prospering community, we have addressed inclusivity and accessibility. This includes omitting requirements for age, citizenship, education, etc. and adding supportive measures to be inclusive of those with children, disabilities, different queer identities, and/or lower income and housing security. We have worked to ensure our queer programming attends to these intersecting axes of identities in recognition of intersectionality (i.e., that shared queerness does not impy having the same experiences, given other social positions). We are aware that inclusivity and accessibility is ultimately an issue of social justice, since many barriers stem from systemic inequalities. We therefore center social justice; with practices including engagement with social issues (e.g., discussing experiences of oppression and resilience at events, offering workshops on topics like disability justice) and addressing systemic barriers to participation (e.g., targeting poverty via free kits and options for delivery, targeting ableism by not creating norms of participation). Together, these efforts work to improve quality of life for the diverse range of participants who attend.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The queer (2SLGBTQIA+) population is being directly impacted, with particular attention to members of the queer population who are more marginalized due to disability, neurodivergence, low-income, substance use, mental illness, parenthood, and/or Indigeneity.

To build capacity, we invite community members together to socialize, support one another, share resources, learn new craft skills, and create. Participants make new social and community connections; develop craft skills (e.g., print-making and felting); and strengthen senses of belonging, competency, and confidence. At workshops, participants gain additional capacities in topic areas like advocacy, health literacy, and community care. Participants are encouraged to take a lead on parts of crafternoon that interest them, such as by facilitating a workshop. With this funding, we will be able to further build capacity by offering more community members honoraria to host and facilitate.

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How many people participate in or take advantage of the program for which you are seeking funding? 120.00

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? 120.00 Please explain below.
(1250 characters max – do not add extra pages)

Approximately 120 people participate in Queer Crafternoon over the year. We have a core group of 8-12 participants who attend regularly, 10-20 who drop in a few times over the year, and 5-10 new participants each month. This number may increase to approximately 200, as we draw in more participants with our new workshop series and drop-in week night programming, as well as the assurance of more kits and possible outdoor events.

In addition to those directly participating, there are people who benefit indirectly. Many of our participants share their craft creations and new skills with friends, family, partners, children, and roommates. Further, the workshop information we will teach will impact those far beyond the participants, as our participants practice what they have learned, such as safer sex, using inclusive language around disability, and maybe even responding to an overdose.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ 6,483.72
Must equal Total Funding Sources from City of Victoria on page 5

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		
Zoom account	$ 215.04	$17.92/month with discount we received when we signed up
Craft kits	$ 5,400.00	15-20 kits monthly (E.g., macrame from Knotty By Nature or embroidery from i heart stitch art)
Food	$ 1,800.00	Healthy lunches for 10-20 people each month, either non-perishable if online or fresh if in person
Personal protective equipment	$ 50.00	Masks, sanitizer, and cleaning supplies for drop-offs, pick-ups, supply shopping, and in-person events
E-transfers charges	$ 54.00	To pay honoraria. $0.90 charge 5x/month for weekly volunteer at drop-ins and workshop facilitator
Workshop honoraria	$2400.00	$200 for different community members to prepare and present a workshop each month
Drop-in crafting session volunteer honoraria	$ 2,600.00	$50 weekly honorarium for volunteer hosting the drop-in crafting session
Themed crafting events facilitator honoraria	$ 600.00	$50 for monthly facilitation and instructional workshop (to accompany crafting kits)
Workshop Supplies and Snacks	$ 1200.00	Supplies/materials and snacks for monthly workshops by community members (E.g., practice balls for naloxone kits, colouring supplies, purchased handouts)
A. Total Project or Program Expenses	$ 14,319.04	
Administration		
Annual report filing	$ 40.00	
Website hosting	$ 14.68	
B. Total Administrative Expenses	$ 54.68	
TOTAL PROGRAM EXPENDITURES (A+B)	$14,373.72	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	0.38%	

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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	$ 6,483.72	Pending		
CRD Equity Grant (received 2021, re-applying 2022)	$ 5,000.00	Pending	Heather Heywood	250-360-3215
A. Total Government Funding	$ 11,483.72			
Corporate Sponsorships				
Coastal Community fund	$ 1,000.00	Pending		1-888-741-1010
B. Total Corporate Sponsorships	$ 1,000.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Michael's and Island Blue gift cards	$ 1,500.00	Confirmed	Celeste Macevi	778-677-9423
Printing costs	$ 100.00	Confirmed	Brenda Macevi	250-360-0644
40 bus tickets	$ 90.00	Confirmed	Brenda Macevi	250-360-0644
Gas costs	$ 50.00	Confirmed	Queer Craftern	778-677-9423
D. Total In-Kind Contributions	$ 1,740.00			
Waived Fees and Charges				
10-15$ educator's discount from Island Blue, Knotty By Nature, and potentially other stores	$ 150.00	Confirmed		
E. Total Waived Fees and Charges	$ 150.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$14,373.72	Should equal Total Program Expenditures on page 4		

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 programming would be more limited and less accessible. We would likely need to cut plans for mid-week drop-in crafting and in-person events. Our workshops might need to be limited to those willing to volunteer, which would marginalize facilitators who need monetary support to offer their time and services. Still, without full funding, we would work hard to maintain our core monthly crafting program online and offer workshops as we can.

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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)

$8200. We were able to run our crafting program with 10-15 participants and without community workshops for $5000 this past year. We now have increasing demand (15-20 participants), higher needs (accessibility, such as deliveries and food support), and expanded workshop programming. To maintain this at a minimum, our base costs for Zoom, PPE, and gas = ~$315, craft kits = $20-30x20 participants x12 months (4800-7200), food = 150x12 (1800), limited workshop area = 100x12 (1200).

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 2022 To: June 30 2023

Project or program location: City of Victoria (online, potentially outdoors at local parks if COVID restrictions allow)

Project or program timeline and major milestones.

Date	Milestone
July 1 2022	Recruit and orient volunteers for mid-week drop-in crafting session; recruit and plan workshop facilitators; begin scheduling and hosting workshops, drop-in craft sessions, and themed crafting events
July 30 2022	Host first Queer Crafternoon themed crafting event with increased capacity for accessibility and engagement. Outside, if COVID restrictions allow
August 27 2022	Review the 2 workshops, 2 crafting events, and multiple drop-ins that have so far occurred with hosts, volunteers, and participants and integrate feedback
December 31 2022	Reach the halfway point of funded grant. Create plan for crafts, workshops, and volunteer engagement in 2nd half. Consider implementing and analyzing similar feedback survey as we did in 2021.
June 24 2023	Community celebration for the funded grant. We will share art, stories, and company (online or in-person, depending on COVID restrictions).

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20 including 5 main facilitators Total volunteer hours required: 340

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: At Community Celebration for the funded grant

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

Celeste Macevicius
Signature

Celeste Macevicius
Name

Monoceros board member, Queer Crafternoon co-organizer & -facilitator
Position

January 30th, 2022
Date

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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 Postal Code: _____

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 Certificate of Good Standing or 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, free activities, 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.

How many paid staff at organization? Full Time: 1 Part Time: 2

How many volunteer staff at organization? 60 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 characters – 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, requiring vaccination as required by PHO, taking contact tracing details if required by PHO, as well as ensuring spacing while on site. 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.

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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	$18,550.00	North Park Distributed Community Centre Featuring RAP
City of Victoria (Direct Award Grant -	$78,000	Staffing (executive director, land use planning advisor)
City of Victoria (Direct Award Grant - per capita 2022)	$6,134	website hosting, PO box, volunteer recognition, printing, Zoom, Canva, etc
Comm. Found. Canada (Healthy Comm. Initiative)	$136,915	(Jan '22-June '22) - Vancouver St Plaza activation, Multicultural Fest, hampers
Organization's Annual Budget	$239,549	

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
4 Multicultural Festivals in 2022 w/ local communtiy partners	Host 4 Multicultural Festivals in 2022 -23
Free soccer programs @ RAP led by Muslim community	Host 8 sessions of free soccer led by Muslic community parents - open to the whole community
Free queer/trans/non-binary inclusive programs @ RAP	Host 4 sessions of free queer/non-binary/trans inclusive programmings @ RAP
Free drop in art workshops @ RAP w/ local artists	Host 8 sessions of free art workshops at RAP led by local artists

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 Distributed Community Centre Featuring RAP

Who is your target audience? residents of North Park, Hillside Quadra, Fernwood, and Downtown

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

Since summer 2020, the NPNA has been activating Royal Athletic Park to offer free, accessible family friendly programming to the North Park and surrounding communities. This initiative has proven to be incredibly successful - confirming that there is desire in the community for free programming at this green space. The NPNA is seeking funds to continue working with community partners to expand the events & activities at RAP in 2022. Together with collaborators, the NPNA hosted two very successful Multicultural Festivals (Oct and Dec 2021). We will be expanding this in 2022 by putting on a quarterly Multicultural Festival at RAP - meeting a demand for an event that does not currently exist in Victoria. In 2021 the community responded very enthusiastically to these festivals, and they align directly with the NPNA goals of celebrating diversity and creating opportunities for culture and local economy. For the Festival, we will be working with the Masjid Al-Iman Mosque, the Fernwood Community Assoc., and others. The 2021 arts and soccer programs were incredibly well received. We are excited to continue these two popular free events for a third year and add a new program: free queer/trans/non-binary inclusive youth programming.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 will support the Health, Well-Being and Welcoming CIty objectives by: increasing # of people who feel safe and part of the community, increasing cultural literacy, deepening understanding and welcoming of diversity, 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, and ensuring ethno-cultural diversity in municipal festival (Multicultural Festival!), increasing availability of free recreation options, increasing people accessing nature, supporting the Trans Inclusion policy and LGBTQ2iS Strategy (queer youth programs, 2 months of free programs @ RAP!),
This program will support the Prosperity and Economic Inclusion CIty objectives by providing opportunities for thriving economies, encourage "pop-up" businesses and art at RAP, supporting arts, culture, supporting buy local initiatives to promote sustainable local enterprise, supporting economic opportunities for urban agriculture producers, and farmers markets, Identifying opportunities to support non-transactional approaches to the provision of goods and services, ie n'hood-based sharing libraries (Multicultural Festival!)

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)

North Park is home to many under-served communities - and all of these community members are at the forefront of this program. All of the programs in this project are free - that will benefit the 52% of North Park residents that are in core housing need (spending more than 30% of their household income on shelter costs alone). As well as the 31% of households living in subsidized housing, and the 52% of children, 30% of adults, and 51% of seniors all living under the low income measure (2016 census stats for all). By offering programs directly to queer/trans/non-binary youth we hope to create an inviting, welcoming, and inclusive space for queer youth to feel safe and supported in North Park. This program also seeks to make use of neighbourhood green spaces, which will benefit the 79% of North Park residents who rent - many of whom do not have access to a backyard or balcony. Through the Multicultural Festival, we hope to create a vibrant celebration of neighbourhood diversity and culture. This event will celebrate the diversity that exists in North Park (1 in 5 residents represent a visible minority, many of whom are immigrants) while creating opportunities for commerce, community connection, and social inclusion.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (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 offering free programs at RAP (arts workshops, soccer, programs for queer youth), and a quarterly Multicultural Festival. 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, VIRCS, 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.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The North Park Distributed Community Centre program will benefit those impacted most by inequities by making opportunities for free recreation available right in the neighbourhood's largest park. The Multicultural Festival is especially designed to help build capacity in underserved communities. The festival does not charge a vendor fee (making it possibly Victoria's only free market to participate in), and tables and tents are made available to all vendors free of charge, and food vendors are supported through the necessary VIHA applications and certifications. This year, we will work with Fernwood NRG to do Foodsafe Certification with new food vendors. With these skills and certificates, vendors will then be able to participate in a wide range of City wide markets and events. This program lowers barriers to access, increasing diverse representation, and including historically marginalized groups in program development. 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).

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How many people participate in or take advantage of the program for which you are seeking funding? 1,740

How many of those people live within the boundaries of the City of Victoria? 1,740

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)

We anticipate that there will be 1000 guests at each Multicultural Festival (4), 30 participants per soccer session (8), 50 participants per art workshop (8), and 50 participants per queer youth program (4), for a total of 1,740 participants. There are 2,925 households and businesses in North Park, however, with the concentration of social services, government agencies, nonprofits serving immigrants & refugees, 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 - All of these nearby residents and visitors will have access to RAP when the park is open. 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 and 83% of respondents would like to see more cultural activities and venues in North Park

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $18,550.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Multiculutral Festival - coordinator	$12,000	July - June 33 hours @ $30/hour = $1000/month
Soccer - facilitator	$1,200	Parent coach honourariums ($150 x 8 sessions)
Program supplies	$500	Pizza party (x2), juice boxes, granola bars, soccer supplies
Drop in art workshop - facilitator	$1,200	Program planning, facilitation - ($150 x 8 sessions)
Art supplies	$500	art workshop supplies
Queer/Non-binary inclusive programming - facilitator	$1200	Program planning, facilitation - 4 sessions (1 planner, 3 day-of support)
sports programming supplies	$1000	supply budget (supplies, honourarium, equipment rentals)
PPE	$400	sanitizer, masks, disinfectant cloths, laundering soccer pinnies, etc
Program management	18,200	executive director (20 hours/week x 26 weeks @ $35/hour)
A. Total Project or Program Expenses	$36,200	
Administration		
Poster printing	$350	poster printing, handbills & distribution
Promotion	$200	Facebook, Instagram ads to reach North Park & surrounding residents
B. Total Administrative Expenses	$ 550.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$36,750.00	Should equal Total Program Funding Sources on page 5
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	18,500.00	Pending		
A. Total Government Funding	0			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
Program management (NPNA)	$18,200	Confirmed	Sarah Murray	613-888-2106
C. Total Matching Funds	$ 18.20			
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)	$ 18.20	Should equal Total Program Expenditures on page 4		

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 adapt the free, accessible programming at RAP to reflect the funding resources allocated.

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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 NPNA feels strongly that facilitators engaged to offer free, accessible programming should be compensated at competitive rates. Espically considering that we work with neighborhood partners who represent equity deserving populations. With this in mind, the minimum level of funding required to fund the program would be the $15,600.00 based on what we have budgeted to pay the facilitators. We could request additional donations from community businesses to cover the program supplies.

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, 2022 To: June 30, 2022

Project or program location: Royal Athletic Park, 1014 Caledonia Ave

Project or program timeline and major milestones.

Date	Milestone
July 4 - August 29, 2022	Host 4 youth programs for queer/trans/non-binary youth (2 Mondays evenings, 2 weekend daytime dates)
July 4 - August 29, 2022	Host 8 sessions of drop in soccer (ages 7-13 - Monday evenings, 6-8pm)
July 4 - August 29, 2022	Host 8 sessions of free art workshops (all ages, Monday evenings, 6-8pm)
July 24, 2022	Host Multicultural Festivals at Royal Athletic Park (2022 dates here: https://npna.ca/north-park-pop-up-markets/
October 23, 2022	Host Host Multicultural Festivals at Royal Athletic Park (2022 dates here: https://npna.ca/north-park-pop-up-markets/
December 18, 2022	Host Host Multicultural Festivals at Royal Athletic Park (2022 dates here: https://npna.ca/north-park-pop-up-markets/
Date TBD	2023 dates for Multicultural Festival have not yet been set.
January 31, 2023	Submit grant report

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 25 Total volunteer hours required: 1,000

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

SM
Signature

Executive Director
Position

Sarah Murray
Name

January 28, 2022
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: 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. PROJECT OR PROGRAM INFORMATION

Project or program title: North Park Recovery & Resilience Program

Is the project or program completed?

☑ Yes If yes, what is the completion date? December 12, 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)

Yes. Strong, Liveable Neighbourhoods: 8.8 and 8.12: developed programming based on a distributed community centre model. 8.18: supported neighbourhood placemaking initiatives. Increased the number of opportunities for engagement with neighbourhoods, Offered opportunities to experience NP as safe and walkable, Hosted activities that provided North Park residents the chance to see their neighbourhood as a thriving, distinctive, appealing, viable community with amenities.

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
Activate Royal Athletic Park	# of sessions of free programs and events offered at RAP - 37	Yes
Facilitate free playgroup	not feasible with amount funded and covid restrictions	No
Host North Park Food & Farmers Market	# of Food & Farmers Markets offered - 12 (including 2 Multicultural Festivals)	Yes
Delivery of weekly grocery hamper	# of grocery hampers delivered - 4,600 (in 2021)	Yes
Commission diverse public art and installations	started in 2021, to be continued in 2022 (collab. with Mosque)	Yes
Employ BIPOC artists	started in 2021, to be continued in 2022	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Residents of North Park and surrounding northern communities (esp. Hillside Quadra, Fernwood, Downtown)

What positive impacts were felt by your target audience? social inclusion, health benefits from activity and recreation, neighbourhood identity

How many have benefitted from the project or program? 1307 (free programs @ RAP), 1772 (monthly markets + Multicultural Festival), 300 (grocery hamper) = 3,379

What percentage of Greater Victoria Residents benefitted from this project or program? Greater Victoria = .85%, Victoria = 4%

How many volunteers have worked on this project or program? 25 What total hours did they work? 1,100

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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		
RAP program facilitators	$5716.37	Facilitator compensation ($) Strategic Plan Grant, Covid Strat. Plan
Program supplies	$3,583.66	art supplies, soccer, snacks, poster pritning, PPE, etc ($)Strategic Plan Grant)
Monthly market @ Royal Athletic Park	$9,675.51	(July - Dec. 2021) Market coordinator - ($) Covid Strat. Plan, Healthy Commuities Initiat
Weekly grocery hamper program	$23,761.48	(July - Dec. 2021) ($) Covid Strat. Plan Grant, Second Harvest
Executive Director wages	$33,998.94	(July - Dec. 2021) ($) Community Coordinator Grant, Healthy Comm. Initiative
Land Use Planning Advisor	$4,551.75	(July - Dec. 2021) CALUC support ($) LAP funding
Volunteer support (1,100 hours x $20/hours)	$22,000.00	(July - Dec. 2021) grocery hampers, RAP, markets = 1100 hours
A. Total Project or Program Expenses	$103,287.71	
Administration		
Facility rental for Market ($300/market x 6 market	$1,800.00	CoV direct award grant directed back to City to cover rental costs
B. Total Administrative Expenses	$1,800.00	
Total Expenses (A+B)	$105,087.71	

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria (Strategic Plan Grant 2021)	$7,500.03	Confirmed		
City of Victoria (portion of LAP funding)	$4,551.75	Confirmed		
City of Victoria (portion of Covid Strat. Plan Grant)	$9,193.53	Confirmed		
A. Total Government Funding	$31,245.28			
City of Victoria (portion of Comm. Coord. Grant)	$10,000.00			
Corporate Sponsorships Confirmed				
B. Total Corporate Sponsorships	0			

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Strategic Plan Grant Final Report

Matching Funds				
Second Harvest Grant	$20,000.00	Confirmed		
Healthy Comm. Intitiative Grant (Jan-Dec 2021 portion of)	$30,042.40	Confirmed		
C. Total Matching Funds	$50,042.40			
In-Kind Contributions				
Volunteer support (1,100 hours x $20/hours)	$22,000.00	Confirmed		
D. Total In-Kind Contributions	$22,000.00			
Waived Fees and Charges				
Facility rental for Market ($300/market x 6 markets)	$1,800.00	Confirmed		
E. Total Waived Fees and Charges	$1,800.00			
Total Funding Sources (A+B+C+D+E)	$105,087.71			

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.

KD

Signature

executive director

Position

Sarah Murray

Name

January 28, 2022

Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Oaklands Community Association

Mailing Address: 1-2827 Belmont Avenue Postal Code:

Contact Person: Urooj Atiqa Email: communications@oaklandsca.com

Telephone: 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 Certificate of Good Standing or 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 a broad spectrum of services including but not limited to: childcare, out-of-school care, summer/winter camps, youth/adult programs, seasonal farmers' and craft market, recreation/fitness programs, food security programs, & we serve as a general resource for information and referrals. Full mandate: https://oaklands.life/about-us

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

OCA has been supporting the residents of Greater Victoria since 1995. We have since served as a community resource for childcare, learning, recreational activities and community betterment. Our programs, events and markets are well attended by a diverse cross-section of residents from across Greater Victoria. We have continued to provide, even expand, our service portfolio to meet the needs of our community during the COVID-19 pandemic.

How many paid staff at organization? Full Time: 15.00 Part Time: 40.00

How many volunteer staff at organization? 60.00 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 characters – do not add extra pages)

Yes, the nature of our proposed programming is such that it can be offered in-person and online without impacting the quality and frequency of services provided. OCA has successfully delivered a wide array of services and programs throughout the pandemic and we have learned to be nimble as an organization to adapt to the latest direction issued by the PHO.

Oaklands has a detailed Covid Safety Plan that were designed and kept up to date in accordance with changing guidance from the PHO. Full details regarding the measures we have in place can be found on our website: https://oaklands.life/safety-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.

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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	$ 117,820.00	Direct award base grant, child/adult/family recreation, custodial
Ministry of Child and Family (CCOF, SCCF)	$ 343,100.00	Childcare: Infant&Toddler care / Little Acorn Care Center / Out of School Care
BC Gaming (Pending)	$ 75,000.00	Wages - Pending
Federal Summer Grant	$ 25,000.00	Wages - Summer Employment opportunities
Program Fees, Rentals, Memberships	$ 1,363,500.00	Wages, Instructors, Supplies, Operations
Grants	$ 24,000.00	Program and project specific grants
Donations	$ 14,650.00	Direct Donations
Markets/Events	$ 23,000.00	Events revenue and sponsorship
Organization's Annual Budget	$ 1,986,070.00	

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 Community Service resource guide	# of referrals and inquiries, downloads, shares, and prints distributed
Design and deliver group employment/family/diversity/personal wellbeing workshops and events	# of workshops and events designed and delivered; # of attendees; # of respondents to post-workshop surveys;
Design and deliver Community Wellness Bank	# of individuals who received wellness services through OCA or third-party counselling via OCA;
	# of referrals made to external organizations
Deliver community food and sustainability promoting programs/events	# of food security promoting events held in 2022
	# of event attendees
	# of online engagement with food security promoting content (e.g. Sustainability Sundays engagement on social media)
	Total quantity of food 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: Holistic Community Services

Who is your target audience? Oaklands Community and the surrounding areas

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

OCA is seeking funding for three project components under the Community Outreach & Programming portfolio to promote & enable inclusivity & help community members access needed services to maintain economic/mental/social wellbeing in these challenging times.

Comp.1: Mental Health, Family & Community Services - create referral pathways, support groups, workshops and bursaries to allow low-income households to access mental health & well-being services: domestic abuse support; counselling, housing, marriage/divorce/parenting/seniors' support; disability support

Comp.2 Community Inclusion & Wellness – provision of Justice, Equity, Diversity & Inclusion events/workshops; indigenous knowledge/decolonization; arts supports/grants, neighbourhood placemaking; event supports; grants to build community inclusivity/resiliency/cohesion

Comp.3: Food Security/Sustainability - expand food security/sustainability resources to strengthen food security networks in Greater Vic; continue to operate food services: weekly free food pantry (rescue & locally farmed goods), free children's healthy snack bar at two neighbourhood schools, Gift of Good Food weekly produce, bi-weekly community meals.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 following are the City's measurable outcomes that the proposed project contributes to:
-Increase sense of belonging and participation in civic life among all demographic groups
-Number of people who feel safe and part of the community
-Increased local food security
-Fewer people are living below the poverty line and more people have access to a living wage
-Increase in cultural literacy, deepening understanding and welcoming of diversity
The proposed project also contributes to the City's 2021 Action: "Support neighbourhood food/meal programs". And, the City's 2020 Action: "Community efforts that promote inclusivity, understanding and collaboration across cultures to learn about and appreciate everyone's unique perspective";" Ensure a welcoming, compassionate and neighbourly atmosphere in our community where all people, including immigrants and refugees are welcomed, accepted, respected and encouraged to participate".

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)

OCA considers the impact of the under-served communities in program design and delivery through direct interactions with underserved community members. We constantly receive inquiries for food resources, mental health, employment assistance, newcomer/refugee and housing support services. Community services are stretched to capacity, and service users deal with extended wait times; there are also additional challenges for folks with physical disabilities or the immunocompromised who are unable to travel beyond Oaklands.
The community-focused approach of this proposal allows OCA to respond to the needs of our community on a small scale, based on their feedback through the OCA diversity survey. This survey is used to assess needs and evaluate service impacts. We received feedback from community members about a desire to learn more about decolonization, anti-racism, LGBTQ+ rights, urban agriculture and sustainability. Feedback was also received from transgendered community members regarding the need to build transinclusivity. We also heard that our community members would like to see an increased emphasis on indigenous knowledge and sovereignty, and to have opportunities to build understanding and relationships across boundaries.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Social Justice - remove systemic barriers
Intersectionality - reflect multiple lived experiences
Quality of Life - health, happiness and satisfaction
Resilience and Prosperous Community - inclusion and access

All three project components have been consciously designed to help overcome systemic barriers, and improve communal health and happiness, through the provision of reliable, high-quality services that are inclusive, accessible and equitably delivered. OCA's JEDI committee will be closely involved in all stages of design and delivery to ensure that services are consistent with the needs of marginalized communities. Community surveys, polls, workshops and online engagement will help us determine what topics are most relevant to various service user groups (e.g. underemployed individuals; Indigenous communities; seniors; new graduates; LGBTQ+; parents; and others) and evaluate client satisfaction.
Our proposed programming is flexible and highly accessible as it can be offered in a variety of formats: online, in-person, synchronous, asynchronous, and blended. We will also be developing resources that will be distributed in several formats across a variety of mediums: print, online, through social media and our website.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Low-income households and individuals

Individuals facing barriers to accessing culturally relevant support services

Under-employed individuals (e.g. new immigrants or new grads who are seeking employment that makes use of their full skillset)

Racialized communities

Communities that have been disproportionately impacted by the COVID-19 pandemic

Community members seeking to build requisite skills to secure higher paying jobs

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How many people participate in or take advantage of the program for which you are seeking funding? 5,000.00

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? 2,000.00 Please explain below.
(1250 characters max – do not add extra pages)

These services are open to all residents of Oaklands and the surrounding areas who identify as being in need. The aim is that these services are utilized by all demographics (families and individuals, young and old). We actively and proudly serve all cultural, ethnic and linguistic groups, without exception.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 41,512.00
Must equal Total Funding Sources from City of Victoria on page 5

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 Services - Pantry, Munchie Cart, Community Dinner, Gift of Good Food	$ 115,000.00	Food (includes in-kind donation amounts)
Supplies/Packaging/ Mileage/Storage/Membership/Cleaning	$ 3,975.00	
Community Services - Community Wellness Fund, Support Groups & Workshops		
Support Group & Workshop Facilitation	$ 4,000.00	each($50/hour for 1 hour 10-session series, 4 series)
Community Inclusion & Wellness Events - Story Gallery, Picture Night, Workshops & Indigenous Liaison		
Workshop Facilitation	$ 2,000.00	$50/hr for 1 hour 10-session series, 4 series
Community Wellness Fund - Initial	$ 10,000.00	10 Sessions at $100 for 10 participants
Honorarium + Refreshments	$ 1,360.00	For Storytellers at the second annual Story Gallery in spring 2023, $100/person, 10 people
Equipment + Permits & Licensing	$ 4,380.00	For second annual Picture Night in Oaklands
Indigenous Liaison	$ 12,000.00	part-time consultant for one year
A. Total Project or Program Expenses	$ 152,715.00	
Administration		
Wage - Coordinator	$ 36,949.50	21/hour, 30 hours/week, MERCs
Wages - Community Services Assistant	$ 21,700.50	18.50/hour, 20 hours/week, MERCs
Food Services - Workshop Facilitation	$ 2,000.00	$50/hour for 1 hour 10-session series, 4 series
Food Services - Cook Wages	$ 2,400.00	$20/hour, 12 hours per month, 10 months
Special Events Coordinator	$ 1,500.00	For second annual Picture Night in Oaklands
Community Needs Assessment / Feedback Outreach - incentives & marketing	$ 250.00	
Program Marketing/Outreach	$ 200.00	
Operating costs	$ 11,000.00	
B. Total Administrative Expenses	$ 76,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 228,715.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	33.23%	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	$ 41,512.00	Pending		
B.C. Multiculturalism and Anti-Racism Grants	$ 5,000.00	Pending		
A. Total Government Funding	$ 46,512.00			
Corporate Sponsorships				
UFT	$ 3,000.00	Pending		
Second Harvest	$ 27,320.00	Pending		
Telus	$ 8,833.00	Confirmed		
B. Total Corporate Sponsorships	$ 39,153.00			
Matching Funds				
Volunteer Hours	$ 19,600.00	Confirmed		
Facility Rental	$ 17,250.00	Confirmed		
Munchie Cart fundraising & Event Fee	$ 5,700.00	Pending		
By-donation services - Pantry & Community Dinner	$ 5,500.00	Pending		
C. Total Matching Funds	$ 48,050.00			
In-Kind Contributions				
Food Share Network	$ 80,000.00	Confirmed		
South Island Farm Hub	$ 5,000.00	Confirmed		
Cold Star	$ 6,000.00	Confirmed		
Good Food Box	$ 4,000.00	Confirmed		
D. Total In-Kind Contributions	$ 95,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 228,715.00	Should equal Total Program Expenditures on page 4		

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 scope of services will be significantly limited. OCA may still be able to produce employment resource guides and sustain the current level of services offered under the Community Outreach & Programming portfolio. However, there are significant gaps which we will not be able to fill, as Project Component 1: Mental Health, Family & Community Services and Project Component 2: Community Inclusion & Wellness, can only be delivered if funding is secured through this grant.

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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 to develop and deliver a high quality, yet minimally viable service, would require $25,000 for 2022. The main gap in services at this point pertains to mental health & wellness, and diversity & inclusion. Since there is a significant need in this area we are requesting that these services be funded at the minimum viable level so that a basic need in our community can be partially met.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: June 2022 To: June 2023

Project or program location: Oaklands Community Association

Project or program timeline and major milestones.

Date	Milestone
May-June	Preliminary Needs assesment
May - June	Program starts - develop community service resource guide
	Outreach - Community Wellness Fund - referrals, partners & mutual aid Offer first set of series - workshops & support groups, with participant feedback
	continue with Oaklands Food Services Programs
January 2022	Offer second set of series – workshops & support groups, with participant feedback
April - June 2023	Second Annual Story Gallery - Munchie Cart Annual Fundraiser Second Annual Oaklands Movie Night
June 2023	Program feedback collection: Food Services & Community Wellness Fund - Program Finish
Sept 2023	Lessons learnt and reporting

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 47 Total volunteer hours required: 980

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

M Laurence

Signature

Executive Director

Position

Mira Laurence

Name

2022-01-31

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

Check if Report is ☐ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Oaklands Community Association

Mailing Address: 1-2827 Belmont Avenue Postal Code:

Contact Person: Urooj Atiqa Email: communications@oaklandsca

Telephone: 778-926-0079 Website: oaklands.life

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Oaklands Munchie Cart

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 Oaklands Munchie Cart follows the school year and was started September, 2021 and goes until June 2022. Safety procedures are in place, including a confirmation of wellness for all volunteers, mask requirements, social distancing during meal preparation and no contact distribution. June is our month for conducting a year-end feedback survey. We did one in June 2021 and received a positive response from the recipient.

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

The program is in progress and so far have ran for 5 months (Sept, 2021 - Jan, 2022) and we provided 2260 free on-the-go meals for students. We conducted a qualitative feedback survey in June, 2021 and invited the teachers and parents to participate. We received an out-pouring appreciation and support parents/teachers of the recipients. The initiative not only benefited students at both OES and VSIE that are facing food security, rather it benefited their families and the Oaklands 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
Provide a free program to students at OES & VSIE	Completion of the program starting Sept 2021, finishing June 2022	Yes
Increase number of students with access to breakfast	Increase number of meals provided	Yes
Improved learning capacities of ES and VSIE students	Qualitative feedback survey of teachers and parents	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Oaklands Elementary and Victoria School for Ideal Education 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? 500-700

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

How many volunteers have worked on this project or program? 4 What total hours did they work? 200

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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		
Food Costs	17,832.00	
Serving Supplies	256.00	
Cleaning Supplies	130.00	
Shelving and Storage	400.00	
Mileage	140.00	
A. Total Project or Program Expenses	$ 18,758.00	
Administration		
Program Coord. @ 19/hr	15,200.00	4 hours/day X200 school days = 800 Hours
Printing/Photocopying/Laminating	150.00	
B. Total Administrative Expenses	$ 15,350.00	
Total Expenses (A+B)	$ 34,108.00	**Must equal Funding Sources below**

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	16,108.00			
Volunteers	4,000.00			
A. Total Government Funding	$ 20,108.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			

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Strategic Plan Grant Final Report

Matching Funds				
Kitchen Rental	4,000.00			
C. Total Matching Funds	$ 4,000.00			
In-Kind Contributions				
Food Share Network	10,000.00			
D. Total In-Kind Contributions	$ 10,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 34,108.00	**Must equal Program**	**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 https://oaklands.life

☐ 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.

M Laurence — Executive Director

Signature — Position

Mira Laurence — 2022-01-31

Name — Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Ocean Ambassadors Canada

Mailing Address: 3182 Kettle Creek Crescent, Victoria BC. V9B 0K6 Postal Code: _____

Contact Person: Alison Wood Email: alison@oceanambassadorscanada.org

Telephone: 604-639-2530 ext 1 Website: www.oceanambassadorscanada.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: 72937 7093 RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Ocean Ambassadors (OAC) is a registered charity that is turning the tide on marine pollution. Through our educational programs and community initiatives we get people to the ocean, educate them about the threat of marine pollution on the health of our ocean, and empower people to make real change.

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

OAC is expanding our programs and community initiatives to Victoria from Metro Vancouver. We have a successful record of benefitting member of Metro Vancouver since 2018. We completed zero waste coaching for more than 130 small businesses 2020-21. We launched a successful community-wide reusable take-out container and cup initiative Fall 2021.

How many paid staff at organization? Full Time: 3 Part Time: 12

How many volunteer staff at organization? 120 Total volunteer hours: 1,500

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 characters – do not add extra pages)

Our zero waste coaching for small businesses takes place in retail locations with COVID-19 protocols in place. Our community initiative education for businesses will take place with COVID-19 protocols in place and public outreach for the initiative will take place outdoors via 'pop-up' education booths where residents can interact with our staff at an appropriate distance. Our staff will wear medical/N95 equivalent masks at all times while working with businesses and residents.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	16,298	Zero Waste Coachign and Community Reusable
School Programs Revenue	58,000	School Field Trip Programs
Summer Camp Revenue	64,000	Summer Camp programs
Vancity CU EnviroFund	50,000	Zero Waste Coaching and Community Initiatives
North Van District Grant	8,000	Zero Waste Coaching
North Van City Grant	12,000	Zero Waste Coaching
CanadaSummer Jobs Grant	23,000	Summer Camp Staff
Organization's Annual Budget	231,298	

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 businesses complete zero waste	# businesses that complete coaching program
launch successful community-wide	#businesses that participate in reusables initiative

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: Zero Waste Coaching for Small Businesses - Victoria

Who is your target audience? Small Businesses and Residents of Victoria

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

Ocean Ambassadors Canada is seeking to partner with the City of Victoria to implement our Zero Waste Coaching for Small Businesses initiative in Victoria. The coaching program will support small businesses to decrease their use of single-use items, determine which single-use products are most sustainable for their businesses given the recycling systems in their municipality, increase recycling and food scraps diversion and move towards zero waste.

Small business owners are busy and rarely have time to research how to reduce waste and choose the best single-use items for their businesses. Ocean Ambassadors will use the City of Victoria's single-use item handbook as a reference and handout for businesses and meet with businesses owners to complete an informal audit of their recycling systems and single-use items. We will then suggest changes as needed, assist with purchasing options, and assist with staff and customer training if business is interested. We will send a report with suggestions for each business and follow-up with each business to discuss progress. OAC will conduct a survey documenting the impact of the program in May 2023.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 Zero Waste Coaching for Small Businesses program will assist the City of Victoria in educating and supporting businesses, mostly restaurants and cafés, to purchase the most sustainable single-use items for their business, move towards reusables, adopt the most effective recycling and food waste programs for their business and educate and inspire staff and customers.
Ocean Ambassadors will work with the City of Victoria to advance the City's Zero Waste Strategy, using the City's information as a reference for all education materials.

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)

Ocean Ambassadors will work with the City's Zero Waste team to ensure that all single-use reduction initiatives take into account the need for fast food accessibility for under-served communities. Programs will recognize that additional costs cannot be absorbed by the City's under-served residents who may not be able to afford a coffee or a meal if any additional fees are present. OAC will also ensure that any reusable mug or takeout container systems does not create an additional barrier to take-out food and drinks for anyone. We will work with the City to create affordable solutions for reusable take out systems for under-served residents.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Social Justice - OAC is committed to working with restaurants and reusable take-out container system providers to ensure that any implemented systems take into account systemic barriers facing customers and finds solutions for under-served residents to participate in zero waste initiatives.

Intersectionality - OAC is committed to working to stop oppression and discrimination and we know we must consider everything and anything that might marginalize people in the delivery of our zero waste programs.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

OAC will work with City staff and all stakeholders to ensure that our programs do not unintentionally affect low income and homeless residents.

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How many people participate in or take advantage of the program for which you are seeking funding? 140+ businesses in Metro

How many of those people live within the boundaries of the City of Victoria? 0

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? 80 small busines Please explain below.
(1250 characters max – do not add extra pages)

OAC will offer zero waste coaching through local business associations and by direct contact with small businesses. We will complete coaching for at least 80 businesses during the term of this grant.
OAC will also complete one community level reusable takeout container system initiative in partnership with Reusables Vancouver Island. We will work with one interested business community to launch the program. We will educate each business and try to get every cafe and restaurant in the community to participate in the reusables initiative. We will host 6 weeks of public education 'pop-ups' in the community, staffed by volunteers and our staff, leading up to a street launch party where the business owners, staff and residents will come together to celebrate the initiative.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $16,298
Must equal Total Funding Sources from City of Victoria on page 5

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		
Printing	$680	Decals, information sheets, posters, tent cards
Transportation	$472	Fuel, maintenance, insurance ($.59/km) 10km
website design for project	$170	2 hours @ $85/hr
Labour- zero waste coaches	$14,976	$30/hr, 6 hours per business(includes travel
Preprinting design	$680	$85/hr, 8 hours (in-kind donation from graphic
Labour - Executive Director	$1,600	$40/hr, 40 hours (not charged by OAC)
Labour - volunteers	$3,000	$20/hr, 150 hours (not charged by OAC)
A. Total Project or Program Expenses	$21,578	
Administration		
B. Total Administrative Expenses	0	
TOTAL PROGRAM EXPENDITURES (A+B)	$21,578	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. 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	$16,298			
A. Total Government Funding	$16,298			
Corporate Sponsorships				
B. Total Corporate Sponsorships	0			
Matching Funds				
C. Total Matching Funds	0			
In-Kind Contributions				
Pre-printing, including design	$680		Tina Henry	(604)831-438
Labour - Volunteer Hours	$3.000		Alison Wood	(604)312-602
Labour - Executive Director	$1,600	Confirmed	Alison Wood	(604)312-602
D. Total In-Kind Contributions	$5280			
Waived Fees and Charges				
E. Total Waived Fees and Charges				
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$21,578	Should equal Total Program Expenditures on page 4		

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 less funds, OAC can offer zero waste coaching to a smaller number of small businesses.

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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)

With $10,000 in funding from the City of Victoria, OAC could deliver coaching to 45 businesses and not promote and organize a reusables initiative.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: August 1,2022 To: May 30, 2023

Project or programlocation: City of Victoria

Project or program timeline and major milestones.

Date	Milestone
September 6	Marketing materials ready for printing, decals printed and delivered
September 15	Met with City of Victoria Zero Waste Team, Victoria business associations
September 30	Complete recruiting of volunteers and training
December 10	Complete coaching of 40 small businesses - including reports and follow-up
April 30	Complete coaching additional 40 small businesses
April 1	First of 8 reusable takeout container and mug 'pop-up' initiative education
May 23-27	Media release and outreach for launch of initiative
May 27	Launch party and launch of reusable takeout container and mug initiative

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 25 Total volunteer hours required: 150

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: Tent cards in businesses, 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

A Wood
Signature

Executive Director
Position

Alison Wood
Name

January 31, 2022
Date

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

Strategic Plan Grant Application Form

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SECTION 1. CONTACT INFORMATION

Organization Name: Osteoporosis Canada

Mailing Address: 201-250 Ferrand Drive M3C 3G8 Postal Code: _____

Contact Person: Claire Zado Email: czado@osteoporosis.ca

Telephone: 416-696-2663 Ext. 2287 Website: www.osteoporosis.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: 895510931RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Osteoporosis Canada (OC) is the only national organization serving people who have, or are at risk for, osteoporosis. We work to educate, empower, and support individuals and communities in bone health and in the risk-reduction and treatment of osteoporosis. Our goal is to reduce the prevalence of osteoporosis in Canada and empower those living with this disease to regain control of their lives by reducing risk of fracture and building healthy bones.

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

Osteoporosis Canada is the only national organization serving Canadians. We have had trained volunteers from Victoria leading local programming. Currently we have new participants from the area in our support groups and are looking to expand in their support of those with osteoporosis.

How many paid staff at organization? Full Time: 53.00 Part Time: _____

How many volunteer staff at organization? 52.00 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 characters – do not add extra pages)

Pre-Covid, most of Osteoporosis Canada's programs and services were face to face. As a result of the pandemic, to keep our community safe, OC now offers our programs online. This allows us to continue to safely connect and share the same information, only virtually. Registrants can log on individually, or with a support person or caregiver for those that require assistance. This way, everyone stays safe, and more people can be involved. We are creating a sense of community by having smaller sessions that involve individuals that live in the same area, have familiar circumstances, and face similar obstacles. Although our education and support groups are all virtual, Osteoporosis Canada creates a safe and supportive 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.

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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	$ 8,780.00	Osteoporosis Public Education and Support Programming for the City of Victoria
Government (Ontario Ministry of Health, Federal Gov't and other Provincial Funding)	$ 4,045,185.00	Ontario Osteoporosis Strategy and Educational Programming
Individual Donations	$ 1,232,033.00	Education, Advocacy and Program Development, Administration and Support, Fundraising
Corporations and Foundations	$ 533,406.00	Education, Program Development, Administration and Support, Fundraising
Other (Gaming, Community Groups, Interest/Dividends)	$ 49,011.00	Education and Programs
*local pending grants listed		
Organization's Annual Budget	$ 5,868,415.00	

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
Volunteer Recruitment	Recruitment of Fracture Prevention Education volunteers to receive training and assist in facilitating virtual education sessions and establishment of local relationships with community partners. The measure of success will be to establish a core group that will continue to engage and grow locally.
Virtual Education, Programs and Support	Providing virtual education via webinars, programs and support services featuring keynote speakers from our Scientific Advisory Council and other subject matter experts including trained local volunteers. The measure of success will be to educate and support local residents including seniors on bone health while offering strategies and support.
Participation during Virtual Sessions	Participants will have the opportunity to engage with virtual program and webinar speakers in ask questions during a live broadcast. Our sessions are recorded and participation is measured by our community engagement coordinator. As they are recorded additional opportunities for those that cannot make the live sessions are offered.
Engagement	This project will be evaluated by monitoring the number of attendees at the presentations, the increase in traffic on our website, and through feedback surveys that will be distributed at or following the web sessions.
Involvement with other Osteoporosis Canada Opportunities	Includes session participants engaging with other resources such as the Canadian Osteoporosis Patient Network (COPN), registering in future sessions and events, and joining the support 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: Osteoporosis Public Education and Support Programming for the City of Victoria

Who is your target audience? Seniors and adults 50+

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

According to Statistics Canada, adults aged 50 and older now make up over 40% of BC's population. With over 80% of all fractures in adults aged 50 and over caused by osteoporosis, it is urgent that we educate, support, and empower as many Victoria seniors as possible about how to protect their bones from the effects of osteoporosis. Support and information about osteoporosis continues to be needed to lower the risk of life altering fractures. Osteoporosis Canada's educational and support programs inform about osteoporosis and how to live well with a diagnosis. Our virtual education series includes 4 programs that range in scope, from learning the basics about osteoporosis and its risks, to an in-depth 7 week course on managing the disease, to support groups where seniors can come together and share experiences and their feelings about the disease. Our education and support series will allow for volunteers to engage and get involved with our organization also providing an opportunity for social inclusion and local engagement with residents, community partners and other OC volunteers. The volunteers will benefit from fracture prevention education and training to be able to lead local presentations and information sessions.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Osteoporosis Canada continues to support those living with osteoporosis, helping drive awareness, research, and advances in treatment. The organization was the world's first-ever osteoporosis-dedicated organization, the first to establish guidelines for long-term treatment and exercise, and a leader in establishing fracture risk assessment. As we navigate our new normal during a global pandemic, many individuals have not had access to bone mineral density (BMD) tests, specialists, or consistent access to their general practitioners. Support and information about osteoporosis continues to be needed to lower the risk of life altering fractures. Due to decreased screening during Covid, we expect to see a surge in osteoporotic fractures in Victoria moving forward. As a result of not being able to access resources, there is an increased need for education and support, particularly in communities with high numbers of seniors. Our virtual programming sessions will help Victoria seniors to make informed decisions about their individual bone health, while providing the opportunity to connect with one another.

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 partnership with the Greater Victoria Housing Society, we are supporting inclusion by reaching out to seniors that are equity-seeking. These individuals may be low income and/ or have disabilities that can prevent them from connecting with the osteoporosis information, care, and advocacy that they should have easy access to. Further, by partnering with local community groups such as the Fernwood Community Centre, we are able to reach and support more Victoria seniors and provide optimal care and advocacy.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

OC's virtual programs focus on the quality of life for seniors, regarding health, happiness, and satisfaction. By moving our programs online we have been able to reach more people across the country and keep people safely connected. The information available in our sessions focuses on seniors having the ability to take control of their bone health and understanding their fracture risk, while having the option to make healthy lifestyle changes. We concentrate our programs on the values of resilience, community, inclusion, and access. OC's programs are available to those with different physical abilities, and are accessible by individuals logging on and/or by joining the sessions within the community through different seniors groups, many of them focused on housing security and/or income related challenges Victoria seniors may face. We are focused on removing barriers for seniors that are seeking health information around osteoporosis and its risk so the information is easy to find, education and support sessions are simple to join and that their individual and collective experiences are meaningful.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Seniors, including equity-seeking seniors, will gain knowledge and access to the tools and resources they need to help them manage their osteoporosis, supporting those able to continue to live independently. The project offers access to multiple online resources such previously recorded educational webinars, calcium calculator, video series on safe exercises and more in addition to support systems for those with struggling with a new diagnosis or trying to find ways to live well with the disease, which will greatly increase resilience within communities. Additionally, the option to complete fracture prevention training and the opportunity to volunteer offers even greater satisfaction, independence, and ways seniors can give back to their communities.

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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? 200.00

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)

Our virtual programs will directly involve at least 300 seniors total, however, the scope of the programs will be much larger as each individual involved will go forward with new knowledge to be better informed about osteoporosis, therefore improving their quality of life and decreasing their risk of fractures. This has the potential to improve their lives exponentially, and also the lives of their loved ones and caregivers. Seniors involved in this project can pass on the knowledge they have received to those in their communities so more people are aware of how to maintain optimal bone health. Therefore, at least double the amount of people participating will benefit from the programs.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 8,780.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Creative/Asset Development	$ 1,800.00	Development of creative promotional ads and content
Marketing/Promotion	$ 2,150.00	Advertising (Digital and Print) Includes targeted paid promotions on social media and through local media, print and promotional materials (mailer and shipping). Volunteer recruitment and outreach opportunities.
Speaker Fees	$ 600.00	Keynote speakers for webinar presentations on related topics.
Consulting (web/Digital)	$ 2,680.00	Consulting for web development, digital fees for virtual platforms, building digital assets.
A. Total Project or Program Expenses	$ 7,230.00	
Administration		
Community Education Coordinator	$ 1,550.00	Project Management
B. Total Administrative Expenses	$ 1,550.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 8,780.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	17.65%	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - Include pending requests				
City of Victoria	$ 8,780.00	Pending		
A. Total Government Funding	$ 8,780.00			
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)	$ 8,780.00	Should equal Total Program Expenditures on page 4		

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 Osteoporosis Canada does not receive full funding, we will be able to facilitate the virtual programs in Victoria, but on a much smaller scale. For example, we may only be able to work with one or two senior's homes/organizations as opposed to four or five, reaching fewer seniors and having a smaller impact locally.

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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 be able to provide 2 sessions of Bone Health 101, 1 session of Osteoporosis and You and 5 support group sessions, including administration we require $4,620.

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, 2022 To: June 30,2023

Project or program location: Online, from senior's organizations based in Victoria

Project or program timeline and major milestones.

Date	Milestone
July-August, 2022	Creative Development and Consultation for project
Ongoing between July 2022 and June 2023 (before each virtual ses	Marketing and Promotion
Ongoing opportunities July 2022-June 2023	Volunteer Recruitment/ Outreach Opportunities
September 2022- June 2023	Bone Health 101 - 4 sessions
September 2022 - June 2023	Osteoporosis and You - 2 sessions
Winter 2023 (Jan-March)	1 Living Well with Osteoporosis (Series of 7 sessions)
September 2022-June 2023	Support Group - 5 sessions

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 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

L Georges

Signature

Director, Finance and HR

Position

Laurie Georges

Name

January 31, 2022

Date

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

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SECTION 1. CONTACT INFORMATION

Organization Name: Pacific Training Centre for the Blind Society

Mailing Address: 817a Fort Street, Victoria, British Columbia, Canada Postal Code: V8W 1H6

Contact Person: Elizabeth Lalonde, Executive Director Email: elizabeth@ptcb.ca

Telephone: 250-580-4910 Website: www.ptcb.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: n/a

Mailing Address:

Telephone: Email:

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S0058586

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 846673085RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

The Pacific Training Centre for the Blind empowers its students to achieve independence, employment, and equality by offering cutting edge blindness skills training based on a positive, proven, world-renowned model. Instructors, who are blind or DeafBlind themselves, use a non-custodial approach. In example, it is not about sighted people doing things for blind people, it is about blind and DeafBlind people doing things for ourselves.

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

In 2013 PTCB launched Blind People in Charge, a successful independence program for blind and DeafBlind adults in Victoria. In 2019 it earned the Commission on Accreditation of Rehabilitation Facilities (CARF). PTCB provides intensive weekly training to over 100 participants (mostly Victoria residents) and helps them find employment, attend post-secondary education, live independently and master blindness skills. It has also supported hundreds of blind people, family & community members.

How many paid staff at organization? Full Time: 0.00 Part Time: 10.00

How many volunteer staff at organization? 6.00 Total volunteer hours: 300.00

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 characters – do not add extra pages)

Blind people already experience isolation and lack of access to resources, but this situation was exacerbated by the pandemic. In response, the PTCB has been strictly following COVID-19 government guidelines and continues adjusting its program accordingly. It is now delivering a mixture of mostly virtual classes with some in-person training under restricted conditions (outdoor lessons, masks and physical distancing). Instructors are also reaching out to the larger local blind community to provide teleconference roundtables. During these sessions blind participants and staff discuss accessible COVID resources, share alternative techniques to be independent, and offer support to one-another to live with vision loss in positive ways.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 15,000.00	Blind People in Charge program
BC Gaming	$ 30,000.00	Blind People in Charge program, Community Awareness Program, Skills Focused Program, Administration
United Way Southern Vancouver Island and Victoria Foundation	$ 25,000.00	UWSVI $15,000 Blind People in Charge and organization capacity building, Victoria Foundation $10000 for Covid 19 Recovery
New Horizons for Seniors - Federal Government	$ 13,000.00	Blind People in Charge with focus on blind / low vision seniors.
Other grants i.e. Blue Cross Health Foundation and GVSCU	$ 8,000.00	Blind People in Charge Program
Power to Give, Corporate Sponsorship	$ 175,000.00	Blind People In Charge and capital project
Capital Project Revenue from donations/sponsorships & capital reserve	$ 369,000.00	Bowen Island Centre for the Blind and DeafBlind Capital Project
Carry over surplus from previous fiscal	$ 129,000.00	Capacity building (staff development, CARF Accreditation, misc.)
Organization's Annual Budget	$ 764,000.00	

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
Learn Braille, which is vital for literacy.	Demonstrate ability to use Braille to label appliances, medications and or grocery items. Demonstrate ability to use Braille to write notes, to-do lists and or recipes. Increase reading speed by set amount, e.g. double reading speed (demonstrated through timed reading tests)
Learn to use accessible technology e.g. Braille and talking computers and iPhones with Voice Over	Demonstrate ability to check email, write documents, search the Internet, fill out online forms independently using adaptive software
Learn to travel with a long white cane	Demonstrate ability to do one or more of the following independently using a long white cane: get around in one's home, navigate in one's neighbourhood, cross an intersection safely and or take a bus to a particular destination
Increase confidence	Demonstrate ability to do one or more of the following: mentor other blind/DeafBlind peers, regularly accomplish tasks without asking for assistance, regularly speak and share during group discussions, and achievement of specified projects
Develop leadership skills	Do one or more of the following: join a community recreational or social activity; initiate a class project; help others to learn a skill or complete a project; lead a seminar discussion
Increase employment-readiness	Do one or more of the following: produce a sample resume and cover letter, demonstrate ability to do mock job interview, do a job shadow in the community, do a volunteer activity to retain skills
Increase social inclusion / decrease isolation	Class attendance rates, student evaluations, community group participation rate
Raise awareness in the community about the abilities of blind people & about PTCB services	PTCB Record of Inquiries (ROI); number of people on waitlist; testimonials via social media and email

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: Blind People in Charge

Who is your target audience? Low vision, blind and DeafBlind people over the age of 18 who live in or near Victoria.

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

Blind People in Charge is an empowering independence-training program for blind & Deafblind adults. Instructors, who are blind or Deafblind themselves, teach nonvisual skills like Braille, adaptive technology, cane travel, cooking & other life skills, & help participants develop positive strategies for living with blindness & vision loss. The program also facilitates weekly 90 minute roundtables where participants discuss blindness issues. These sessions build confidence, reduce isolation & allow students to support one-another. The program is desperately needed. Most blind people stay at home & do not take part in local economic or community life. Due to a severe lack of blindness rehabilitation services, many have never learned the skills of independence, or recently lost their vision & have nowhere to go for support. The unemployment rate of blind people is over 70%. The program is also important because it raises awareness about the abilities of blind people. When people learn about PTCB's positive philosophy of blindness and DeafBlindness, they are more likely to hire a blind person for a job or volunteer position, welcome a blind person into a social / community group, & treat blind people on a par with sighted counterparts.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 isolation, poverty, high unemployment and low income rates for blind and DeafBlind people in Victoria require empowering services and life skills to help them achieve employment, financial security, social inclusion and better quality of life. PTCB developed a positive, inclusive program that provides weekly intensive training to blind and DeafBlind adults in Braille, adaptive technology, cane travel, public transportation, life-skills and more. Instructors also help participants access health, financial & social resources. PTCB uses experiential learning, called Structured Discovery, where blind and DeafBlind facilitators serve as role models, and where participants learn to problem solve and take charge of their own lives. The centre is increasing its capacity to positively impact the health and well-being of its participants, thereby empowering them to make broader change in the blindness system itself. It is providing opportunities for peer support and networking, confidence-building, and independence/employment skills development. Through community outreach activities, this program raises awareness about the abilities of blind people, which increases integration and acceptance.

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 PTCB is founded and run entirely by blind people. It provides a successful model for how blindness rehabilitation can and should be provided to low vision, blind & DeafBlind citizens. The PTCB is an example of how a grassroots organization made up of people with disabilities can change lives, impact community systems and norms and build awareness in the community about people with disabilities, their capabilities and enormous potential. At the PTCB, all teachers and staff are blind or DeafBlind. All serve as role models and mentors for students and teach by example how competent and successful blind and DeafBlind people can be. The centre takes a holistic approach to blindness and addresses the functional challenges and social barriers faced by individuals experiencing vision loss, regardless of the medical cause. A medical referral is not required. This approach emphasizes the innate abilities and equality of blind people as individuals and as a community. The model focuses on the social barriers and marginalization experienced by blind people because of society rather than on lack of eye sight being the main obstacle.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

"Social Justice" - remove systemic barriers & "Resilience & Prosperous community" - inclusion & access.
Our free program is open to people who are blind, DeafBlind, or experiencing vision loss, & age 18+; students can be self-referred. PTCB provides fully accessible classes to people who are blind, DeafBlind, low-vision, and/or with other disabilities. Facilitators, who are blind or DeafBlind, understand the needs of those they serve; they deliver all programs non-visually & always use accessible technology. All information for the community is fully accessible with a screen-reader, talking SMART phone or Braille display. The PTCB earned CARF Accreditation in 2019, & has important diversity policies in place for accessibility, sexual harassment & cultural diversity. PTCB is shifting to gender-neutral language to be more inclusive of gender-diverse individuals. Staff frequently attend workshops related to diversity & inclusion.
PTCB celebrates diversity & promotes inclusion by encouraging people to get involved in intergenerational activities & in serving members of vulnerable groups including persons with disabilities, low-income people, & people belonging to other marginalized groups.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The program increases the independence, quality of life, social integration and leadership skills of people who are blind, DeafBlind or who are losing their sight. The PTCB assesses the needs of this under-served community, identifies issues and key stakeholders and builds a coalition of support. By using a proactive approach, it addresses the high unemployment rate (above 70%), low average annual income (between $20,000 and $10,000), isolation, and severe lack of intensive rehabilitation available to blind people. Through its contacts, literature, website, current and former participants, it raises awareness about blindness and the abilities of blind people. Those who meet and interact with participants and mentors are impacted by the program. These people learn that losing one's sight does not have to mean losing one's productivity, passions and pursuits. The program encourages its participants to take on volunteer positions and other recreational and social activities, which helps them become more active and contribute to their community. They then increase the capacity of the community to empower other people with low-vision, as they are able to teach others what they have learned, and positive impacts multiply.

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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? 34.00

How many of those people live within the boundaries of the City of Victoria? 15.00

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? 40.00 Please explain below.
(1250 characters max – do not add extra pages)

Approximately 40 people will benefit directly from the program. Some current participants will stay involved and many will enter in to the program off our extensive waitlist. At least 150 more will benefit from provision of information and resources, as well as program outreach, education and awareness activities.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested. $ $ 15,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Honorariums	$ 1,000.00	
Program Activities	$ 4,000.00	Recreational, social, educational
COVID 19 Safety Supplies and Measures	$ 3,000.00	
Transportation for Blind Staff	$ 2,000.00	
Curriculum Development and Instructor Training	$ 10,000.00	
Rent for program space	$ 10,000.00	
Moving & storage of adaptive equipment	$ 2,000.00	blindness equipment e.g. Braille books, Braille writing machines, white canes, talking computers
Instructor wages & benefits (extra teaching time one-on-one due to COVID)	$ 80,000.00	
Program supplies (white canes, Braille books, food for cooking classes)	$ 4,000.00	
Adaptive technology	$ 10,000.00	talking and Braille technology, voice recorders etc.
A. Total Project or Program Expenses	$ 126,000.00	
Administration		
Admin Staff	$ 10,000.00	
Insurance	$ 1,900.00	
Office Supplies	$ 1,200.00	
Postage	$ 500.00	
Bank & Credit Card Fees	$ 200.00	
Phone & Internet	$ 1,200.00	
B. Total Administrative Expenses	$ 15,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 141,000.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	10.64%	

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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	$ 15,000.00	Pending		
BC Gaming	$ 30,000.00	Pending		CommunityG
New Horizons for Seniors	$ 13,000.00	Confirmed	Patrick Walsh	236-334-023
A. Total Government Funding	$ 58,000.00			
Corporate Sponsorships				
Power to Give	$ 50,000.00	Confirmed	Ellen Henry	ehenry@powertobe.ca
United Way Southern Vancouver Island	$ 15,000.00	Pending	Rachel Carroll	250-220-7363
Victoria Foundation	$ 10,000.00	Pending	Hayleigh Chafe	hchafe@victoriafoundation.ca
Blue Cross Health Foundation	$ 8,000.00		Allison Joe	healthfoundation@pac.bluecross.ca
B. Total Corporate Sponsorships	$ 83,000.00			
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)	$ 141,000.00	Should equal Total Program Expenditures on page 4		

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 continue as we have other revenue sources. However diversifying funding is always a priority for the PTCB, and obtaining funding from government from all levels is extremely important for the vital rehabilitation service we provide, especially since no other program of this scope exists. The number of requests for service we receive has grown exponentially over the last few years, and we require additional funding to meet the ever-growing demand.

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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)

$120,000 in total.

If we cut capacity building items like curriculum development and some program activities, storage and reduce budget for office supplies, we can continue to run the project. The PTCB is very grassroots and has been through hard times. We know how to make things work in order to provide this essential service.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: July 1, 2022 To: June 30, 2023

Project or programlocation: Mostly virtual with some limited in-person training at the centre in Victoria and around the City for travel training.

Project or program timeline and major milestones.

Date	Milestone
July 1 to July 30, 2022	Finalize participants for Blind People In Charge 2022-2023 from the PTCB wait list and existing students and update participant intake information.
July 1 to August 31, 2022	Develop/ fine-tune Program content, course outlines, lesson plans and schedules.
September 1, 2022 to April 30, 2023	In collaboration with participants, set SMART goals, timelines and mutual expectations.
September 1, 2022 to June 30, 2023	Teach the program 5 days/week. Topics include: Braille, adaptive technology, cooking and life-skills, cane travel, employment, community, recreation, and confidence-building.
September 1, 2022 to June 30 ,2023	Write weekly progress reports for each participant for every skill area.
November 1, 2022 to April 30, 2023	Do regular evaluations in consultation with the participant to monitor progress. Adjust the plan if needed.
June 1 to June 30, 2023	Prepare and submit final report

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 6 Total volunteer hours required: 200

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

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

E Lalonde

Signature

Elizabeth Lalonde

Name

Executive Director

Position

Jan 31, 2022

Date

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

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Pacifica Housing Advisory Association

Mailing Address: 827 Fisgard Street, Victoria, BC. V8W 1R9 Postal Code:

Contact Person: Calvin Leitner Email: cleitner@pacificahousing.ca

Telephone: (250) 358-2131, ext 2221 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: 122654999 RR0001

**Must provide Certificate of Good Standing or 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 mission is to advance independence of individuals and families through equitable housing and supportive services. We accomplish this by providing nearly 1,300 affordable homes with new developments coming in the future. Our values are authenticity, leadership, respect and social justice. These shared values give us direction for our daily work and help guide our work in support of those we serve in the community.

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 dedicated to meeting the housing and support needs of our community. Pacifica Housing has a portfolio of 25 independent-living mixed income rental housing buildings in the Victoria Census Metropolitan Area and offers a wide variety of supportive outreach services, including housing navigation and Encampment and Indigenous Outreach services.

How many paid staff at organization? Full Time 107.00 Part Time 14.00

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 characters – do not add extra pages)

As a vulnerable population service provider and essential service, Pacifica Housing 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. All staff must ensure health questions are asked before entering any suite. 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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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	$ 18,525.00	Community Connections Program
BC Housing	$ 8,894,310.00	Operating Supported and Subsidized Housing facilities, rent supplements
Resident Rent Contributions	$ 10,644,962.00	Property expenses and maintenance
Island Health	$ 417,036.00	Outreach services
CRD	$ 315,443.00	Outreach services
Other	$ 969,063.00	Admin
Organization's Annual Budget	$ 21,259,339.00	

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	Improved service navigation to community supports that promote housing stability during crisis.
Improved mental health outcomes	Referrals to mental health/treatment when crisis is identified by the resident, community member or resident services.
Reduce need for emergency services	Fewer points of contact with emergency services.
Improved quality of life	Active support from the Resident Support Worker in basic life skills, maintaining a home, supports for food security, employment, treatment
Preventing Evictions into homelessness	More people get the direct support they need to maintain housing stability.
Improved relationships between supportive services & tenants	Increased positive and non-punitive interaction with landlords.

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, marginalized residents of Pacifica Housing's portfolio of subsidized, independent-living housing in Victoria.

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

This program aims to increase housing security and improve the health/wellness of isolated, low-income residents with a history of homelessness by connecting them with vital community and government services, providing regular check-ins, and assisting with maintaining a home. This voluntary, client-centered program is designed to meet the needs of vulnerable residents of our subsidized, independent-living housing by providing immediate supports for those exhibiting signs of crisis.

Our 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 Resident Services to prioritize those who are most at risk of homelessness. In fact, 40% of vacancies are now being filled by referrals from our 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. It is vital that we offer the program to support residents in maintaining their independent living units and eliminate the additional strain on local Supportive Housing and shelter sites that are already overwhelmed.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 an organization, our focus is on two primary areas: creating equitable housing and offering client-centred supportive services to assist marginalized populations in successfully reintegrating into the community. We continue to invest significantly in providing the affordable housing infrastructure (two new buildings coming soon in Burnside and Johnson Street), this program focuses on supporting the lasting health and wellbeing and creating a sense of belonging for those too often left on the outside because of barriers, stigma and system inequities.

Our program 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, harm reduction, substance misuse and food security supports are also prioritized, as they are stressors clearly linked with homelessness. Having a stable home and the individualized support in maintaining a home is an essential component of health and well-being. This program addresses a gap in service for those new to and struggling with fully-independent living who have transitioned through the local homeless-serving system.

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 on a low or limited income, such as seniors and single parents. The program design builds on Pacifica Housnig's extensive experience supporting underserved populations through housing outreach services, as well as a tenant support program for families, which has now ended.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Social Justice is also a core value of Pacifica Housing, as it is our mission to provide equitable housing and supportive services; this program removes the systemic barriers that prevent those who are marginalized from accessing the supports they need to achieve stability in their lives. Additionally, our supportive services team includes those with lived experience directly related to those we support; program participants receive service that is reflective of what they themselves have gone through (homelessness, substance misuse, trauma from the effects of the residential school system). Service delivery is client-centred, free of judgment and does not require abstinence, treatment or other pre-qualifications for support and we build communities that are inclusive/representative of various income levels, sexual orientations, ethnicities and identified genders. Through this program, we are advocates for those who have been marginalized and let down by inequities in the system that have prevented them from achieving stability in their lives and we recognize that the individual is the expert in their own life; when provided with the necessary resources they are capable of building health and prosperity.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The population impacted by this program are marginalized individuals that have a history of chronic and episodic homelessness and face barriers such as poverty, mental health challenges, substance use disorder and food insecurity. These individuals in many cases have only recently achieved housing stability and are new to their independent living situation.

The program provides a combination of direct service delivery, individual case planning and local community referrals to address challenges, as well as strengthening life skills and coping strategies, empowering vulnerable individuals to reach and maintain their highest level of independence. Pacifica also leverages 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 residents, the greater community and Resident Services.

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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? 60.00

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? 20.00

How many will benefit from the project or program? 65.00 Please explain below.
(1250 characters max – do not add extra pages)

Participants will access this program either by self-referral or be referred by Pacifica Housing's Resident Services staff, who are trained to recognize signs of crisis among our residents. The program will be advertised in all eligible buildings and in all resident communications. At the beginning of intake Resident 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 65 participants over the course of the year. Resident Services has already begun a wait list for the program.

The Resident Support Worker develops individualized client case plans and schedules regular support meetings to promote wellness and housing stability of those continuing to struggle with the transition to community-based, independent-living situations. Program clients are connected with appropriate community-based services and government agencies to build a network of supports that will lead to recapturing lost self-sufficiency.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,320 with the average grant awarded being $8,900.

Total project or program amount requested. $ $ 20,500.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 62,000.00	1 Full-Time Resident Support Worker
Staff Transportation	$ 2,800.00	Mileage for direct program delivery across 25 sites in Greater Victoria.
Client Transportation	$ 3,300.00	Bus tickets, taxi vouchers for direct assistance to community referrals related to individual case-plans.
Client Engagement/Supports	$ 5,000.00	Includes referrals for counseling, one-on-one support.
Suite Cleaning/Landlord Mitigation	$ 6,500.00	Assistance from Resident Services with suite cleaning and maintaining a home independently.
IT Expenses	$ 2,500.00	Cell phone, laptop, remote wifi connection for on site case notes, support with forms and virtual appointments
A. Total Project or Program Expenses	$ 82,100.00	
Administration		
Office Supplies and General Administration	$ 1,400.00	
B. Total Administrative Expenses	$ 1,400.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 83,500.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	1.68%	

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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	$ 20,500.00	Pending	Jennifer Lockhart	
Reaching Home (via the CRD)	$ 63,000.00	Pending	Jerry Michael	250-360-3319
A. Total Government Funding	$ 83,500.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 83,500.00	Should equal Total Program Expenditures on page 4		

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 to community partners 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)

The 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, 2022 To: June 30, 2023

Project or program location: Pacifica Housing's independent-living mixed income rental housing locations in the City of Victoria.

Project or program timeline and major milestones:

Date	Milestone
July 1, 2022	Advertise program in buildings and resident communications.
July 12, 2022	Begin Referral process.
July 19, 2022	Begin caseload intake.
Jan 01, 2023	Administer mid-term participant survey and program assessment.
June 15, 2023	Administer Final participant survey, program evaluation and assessment.
June 20, 2023	Data compilations and delivery of final report to the City of 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: _____

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

CEO

Position

Carolina Ibarra

Name

January 28, 2022

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

Check if Report is ☑ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Pacifica Housing Advisory Association

Mailing Address: 827 Fisgard St, Victoria, BC Postal Code: V8W 1R9

Contact Person: Calvin Leitner Email: cleitner@pacificahousing.ca

Telephone: (250) 385-2131 ext 2221 Website: www.pacificahousing.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Community Connections

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 Community Connections program runs from July 1, 2021 to June 30, 2022. This report contains a combination of milestones to date (July1, 2021-January 1, 2022) and expected milestones for the remainder of the program, which will be completed June 30, 2022. Of the 35 participants to date (expected total of 60), 14 were supported with access to mental health/addiction services, 5 with food security supports, 7 with support with partner abuse, 3 with support in applications for subsidies and PWD applications, and were supported with other individual needs specific to their case plan.

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

Yes, it met the objective of 'Affordable Housing' & 'Health & Well-Being' by supporting vulnerable residents of Pacifica's subsidized independent-living housing. It has mitigated evictions and supported participants in building life-skills/coping strategies to help them sustain successful tenancies. The program nurtured positive relationships between tenants & affordable housing providers and gave connections to mental health and addiction services, preventing the need for emergency services.

SECTION 3. PROJECT OR PROGRAM KEY OBJECTIVE REPORTING

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

Objective	Measure of Success	Success – Y / N
Maintaining successful tenancies	Rent paid on time, fewer complaints, less hoarding, etc.	Yes
Preventing evictions	Decrease in instances of evictions notices and rehousing	Yes
Improved mental health outcomes	Decreased feelings of isolation, depression and anxiety.	Yes
Reduce need for emergency services	Fewer points of contact with emergency services	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Vulnerable, low-income seniors, families, and individuals with a history of homelessness.

What positive impacts were felt by your target audience? Connections to community supports, better relationships with neighbours

How many have benefitted from the project or program? Thus far 35 have benefited, with an expected final number being 60.

What percentage of Greater Victoria Residents benefitted from this project or program? 0.0002%

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

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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		
Salary and Benefits	62,000.00	1 FT Community Connections Coordinator (YTD: $32,000) (as of Jan. 1/22)
Staff Transportation	2,500.00	Mileage for program delivery (YTD: $1,300) (as of Jan. 1/22)
Client Transportation	3,000.00	Bus tickets and taxi vouchers (YTD: $1,800) (as of Jan. 1/22)
Client Engagement	3,500.00	Includes referrals, one-on-one support (YTD: ($1,900) (as of Jan. 1/22)
IT Expenses	2,500.00	Laptop/tablet, cell phone, virtual technology, cell phone (YTD: $2,000) (as of Jan. 1/22)
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 Expenses (A+B)	$ 74,700.00	Must equal Funding Sources below

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	18,525.00	Confirmed	Jennifer Lockhart	250-361-0396
Reaching Home (CRD)	41,643.00	Confirmed	Jerry Michael	250-360-3319
A. Total Government Funding	$ 60,168.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			

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Matching Funds				
Pacifica Housing	14,532.00	Confirmed		
C. Total Matching Funds	$ 14,532.00			
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)	$ 74,700.00	**Must equal Program**	**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: _____

- ☐ 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

Manager of Fund Development

Position

Calvin Leitner

Name

January 28, 2022

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. 7 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 in1995, 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: 15.00 Part Time: 25.00

How many volunteer staff at organization? 12.00 Total volunteer hours: 12,000.00

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)

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 7ft. 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.

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

Funding Sources	$ Amount	Use
City of Victoria	$ 7,500.00	Drop in
United Way	$ 20,000.00	Drop in
Civil Forfeiture	$ 30,000.00	Drop in
First Nations Health Authority, Community Action, Civil Forf.	$ 175,000.00	Indigenous Outreach and Cultural Programming
Island Health	$ 1,100,000.00	Harm Reduction in Supportive Housing, Night outreach, Men Outreach
Health Canada /Public Health Agency	$ 200,000.00	Infection prevention and treamtment, peer led health care
CRD Reaching Home	$ 100,000.00	Housing
EVA BC Women and Gender Equity	$ 150,000.00	Violence Prevention and Response
Organization's Annual Budget	$ 1,782,500.00	

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
Food Security	2500+ meals distributed by drop in centre, supplemented by grocery cards
Health and Wellness Education	health and wellness education group education workshops
Disease and overdose prevention	safer sex (condom 5000+) and harm reduction (syringe 3000+/naloxone distribution)
Health care access	12 nurse visits for immunizations, STI testing and wellness consults (drop in program specifically)
Public education	10 or more media or speaking engagements involving drop in staff
	*the outcomes above are drop in program specific;
	*drop in program supports other programs at peers but non direct outcomes are not included

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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: 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 Tuesday - 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 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 an axis \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).

- ☐ Affordable Housing (5.88)
- ☐ Prosperity and Economic Inclusion (5.88)
- ☐ Climate Leadership and Environmental Stewardship (5.38)
- ☐ Reconciliation and Indigenous Relations (5.38)
- ☐ Strong, Liveable Neighbourhoods (5.25)
- ☑ Health, Well-Being and a Welcoming City (5.00)
- ☐ Sustainable Transportation (4.75)

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.

- ☐ Affordable Housing (5.88)
- ☐ Prosperity and Economic Inclusion (5.88)
- ☐ Climate Leadership and Environmental Stewardship (5.38)
- ☐ Reconciliation and Indigenous Relations (5.38)
- ☐ Strong, Liveable Neighbourhoods (5.25)
- ☐ Health, Well-Being and a Welcoming City (5.00)
- ☐ Sustainable Transportation (4.75)

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

This program directly addresses the City of Victoria's strategic objective to facilitate health, wellbeing and a welcoming city because people in the sex industry face interacting stigmas which prevent them from optimally accessing public resources, and negatively affect mental and physical health. Through our Drop-In Program, and the programs that operate in tandem with it, we provide violence prevention, health care access, housing services, food security, clinical counselling, harm reduction services to a diverse population in the sex industry, and we regularly engage in public education. Most importantly our peer based provides a context for community building, empowerment, and stigma reduction. Our group based education curriculum covers art based therapies, disease and overdose prevention, STI and infectious disease testing, Indigenous cultural practices, and many more topics related to promoting health and wellness. Our group education is most often offered by leaders in the community who come to Peers to teach, providing an important reciprocal education opportunity wherein other community members learn about the sex industry, and our participants learn about sex worker friendly resources in a safe, familiar setting

How 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 wholistic 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, people with disabilities and persons who use substances or have been unhoused. Workshops regularly center equity promoting Indigenous wellness knowledge or gender and sexuality awareness. Workshops also emphasize peer leadership building capacity to support expression of self-identified needs and knowledge. Public education directly addresses stigma and allows sex workers to educate community members on how best to respect and include them.

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. 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 on their own services. 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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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? 200.00

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? 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. Via the drop in program and related facilities an additional 200 or more persons gain access to other programs at Peers 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: $ $ 15,000.00
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	$ 49,320.00	2 part time drop in staff; contribution to volunteer coordinatorand 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	$ 15,000.00	Grocery cards to substitute workshops and as crisis support ($25 per card)
Honoaria	$ 3,000.00	Workshop honorariums to acknowledge time of participants ($10/pp)
Transportation	$ 7,192.00	Bus ticket program and contribution to shared program vehicle
Nursing Services 8 hrs per month	$ 3,840.00	
A. Total Project or Program Expenses	$ 94,534.00	
Administration		
Payroll/accounting and financial review	$ 1,700.00	
Building	$ 6,000.00	contribution: landscaping, waste removal, janito
B. Total Administrative Expenses	$ 7,700.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 102,234.00	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**	7.53%	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - Include pending requests				
City of Victoria	$ 15.00	Pending	N/A	
Civil Forfeiture	$ 25,000.00	Pending	cfogrants@gov.bc.ca	N/A
United Way	$ 40,000.00	Pending	Rachel Carroll	250.220.7363
A. Total Government Funding	$ 65,015.00			
Corporate Sponsorships				
All One Fund	$ 8,894.00			
B. Total Corporate Sponsorships	$ 8,894.00			
Matching Funds				
Wage/Eva BC/SUAP (Education Honorariums	$ 3,500.00			
C. Total Matching Funds	$ 3,500.00			
In-Kind Contributions				
Mustar Seed Rainbow Kitchen	$ 6,000.00			
Nursing Services - Island Health	$ 3,840.00			
D. Total In-Kind Contributions	$ 9,840.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
	$102,234.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	~~$ 87,249.00~~	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 2022 Civil Forfeiture grants we have applied for. The Civil Forfeiture funds, together with the proposed City of Victoria grant, and 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 2022 To: March 31 2022

Project or programlocation: #1-744 Fairview Road

Project or program timeline and major milestones.

Date	Milestone
March 31	2500 meals distributed
March 31	12-24 health and wellness workshops
March 31	safer sex (condom 5000+) and harm reduction (syringe 3000+/naloxone distribution)
March 31	36 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 projector program? 5 Total volunteer hours required: 416

Can the project or program occur withoutvolunteer 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

Name: Rachel Phillips

Position: Executive Director

Date: Jan 31, 2022

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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

Check if Report is ☐ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Peers Victoria Resources Society

Mailing Address: # 1-744 Fairview V9A5T9 Postal Code:

Contact Person: rachel Phillips Email: ed@peers.bc.ca

Telephone: 250.388.5325 Website: www.safersexwork.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Drop in: A community...

Is the project or program completed?

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

The program runs from April 1-March 31 and is an ongoing program. However, the City of Victoria contribution has been expended and therefore this report is a final expense report related to City of Victoria funds.

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

This program directly addressed the City of Victoria's strategic objective to facilitate health wellbeing and a welcoming cvity because a welcoming community setting for people in sex work who face interacting stigmas which prevent them from optimally accessing public resources. Participants accessed food, social support, pandemic crisis grantshealthcare, and safer sex and harm reduction supplies.

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	5000 meals	Yes
Health and Wellness Education	30 events	No
Disease and overdose prevention	5000 condoms/3000 naloxone	Yes
Health Care Access	48 visits	Yes
Public Education	6 media engagements	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? sex workers and unhoused persons

What positive impacts were felt by your target audience? access to food, nursing, social support, crisis grants and harm reduction

How many have benefitted from the project or program? 250

What percentage of Greater Victoria Residents benefitted from this project or program? .0001

How many volunteers have worked on this project or program? 7 What total hours did they work? 1092

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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		
Payroll	55,634.00	Two part-time staff, contribution to program coordinator
Program expenses	12,246.00	food, postage, bus tickets, save on cards, postage, honoaria
A. Total Project or Program Expenses	$ 67,880.00	
Administration		
Office and building expenses	5,790.00	untilities, janitorial, property taxes etc.
B. Total Administrative Expenses	$ 5,790.00	
Total Expenses (A+B)	$ 73,670.00	Must equal Funding Sources below

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	8,670.00			
Civil Forfeiture	45,000.00			
A. Total Government Funding	$ 53,670.00			
Corporate Sponsorships				
United Way	20,000.00			
B. Total Corporate Sponsorships	$ 20,000.00			

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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)	$ 73,670.00	**Must equal Program**	**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: _____

- ☐ 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.

Rachel Phillips — Signature

Executive Director — Position

Rachel Phillips — Name

2022-03-02 — Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Peninsula Streams Society

Mailing Address: 9860 West Saanich Road, North Saanich, BC V8L 4B2 Postal Code:

Contact Person: Ian Bruce Email: peninsulastreams@gmail.com

Telephone: 250.363.6596 Website: peninsulastreams.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name:

Mailing Address:

Telephone: Email:

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S0044670

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 865001457RR0001

**Must provide Certificate of Good Standing or 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 a 20 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 Bowker 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: 5.00 Part Time:

How many volunteer staff at organization? 300.00 Total volunteer hours: 4,627.00

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 characters – do not add extra pages)

Our BEACH, Rain Gardens for Headwaters, Stream Stewardship, and Education and Outreach programs have been successfully and safely implemented during CoViD measures providing a significant source of outdoor activity and stewardship opportunties to citizens in Victoria with benefits to mental and physical health. We provide masks, sanitizer, safety meetings, social distancing protocols, and request all participants are fully vaccinated. Planning and forums are done remotely and events are done outdoors with safety protocols and room to socially distance. Our programs offer opportunties to volunteer meaningfully in small groups outdoors, alone, or within bubbles of comfort.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 18,000.00	
Contract Rev.	$ 50,000.00	
Corporate Sponsors	$ 15,000.00	
Donations	$ 75,000.00	
fundraising	$ 25,000.00	
grants	$ 175,000.00	
Misc./membership dues	$ 2,500.00	
Organization's Annual Budget	$ 360,500.00	

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
Cleanup Victoria's Shorelines	Length of shoreline/#of beaches and weight of material collected
Identify and communicate forage fish spawning beaches	number of beaches surveyed/number of beaches identified
Identify Beaches for Nourishment	number of beaches identified
Identify sites for rain gardens	number of rain garden sites identified
enhance beaches	number of beaches restored
build rain gardens	number of rain gardens built
Engage business, schools, and groups for support/outreach	Number schools, businesses, groups engaged
Engage community for support/outreach	Number of volunteers engaged/ volunteer hours of community members

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: BEACH Initiative and Rain Gardens for Headwaters Program

Who is your target audience? Victoria - all community members, all ages - businesses, community groups, schools, etc.

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

In 2020, PSS expanded its Beach Education and Conservation of Habitat (BEACH) Initiative and Rain Garden Program into Victoria communities. With continued support we will be able to continue to conduct beach/creek cleanups, identify areas for and conduct beach restoration of degraded Victoria beaches including a large nourishment project in Lime Bay Park (climate change adaption), as well as train and facilitate citizen science groups to conduct surveys for forage fish eggs and biodiversity EDNA . We also identified a number of rain garden locations and are building relationships to begin constructing these at local schools.
We will continue to provide education and outreach while building relationships across sectors including working with the Songhees and Esquimalt Nations and City of Victoria Staff. This will continue to improve overall environmental and public health, stewardship and literacy, and local capacity and resiliency to climate change.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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, as well as collecting eDNA biodiversity samples. Combined with education, this is another example of environmental stewardship - taking care of local beaches; The 3rd component is beach nourishment/restoration which improves the ecosystem and is a climate change adaptation and requires meaningful relation building with Songhees and Esquimalt Nations (reconciliation); The 4th component is Rain Garden education and capacity building which is both environmental stewardship and a climate change adaptation (Stormwater improvements/local resiliency); Essentially, this initiative empowers citizens to engage in climate leadership and environmental stewardship through these activities and builds local capacity for greater uptake of these tools of resiliency .

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 programs are open to anyone to participate and volunteer with no fees. We partner with different federal, local, and community groups as well as schools to ensure we are reaching a broad and diverse range of participants. We also provide different levels of activities and participation from education and outreach to training and development of our volunteers and citizen scientists across a broad range of times and seasons. Activities meet a diverse range of interest and skill levels as well physical and mental capabilities. We have open recruitment for volunteers year round and will often fit activities to meet the needs of volunteer's schedules and mobility. We are working hard to build relationships with the Songhees and Esquimalt Nations and ensure we are building their needs and vision into our programs - this has been difficult due to issues of public health and organizational capacity, but we have begun putting this important line into our budgets when appropriate to ensure we can properly compensate for and support these important efforts.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Quality of Life - health, happiness and satisfaction
Our programs provide meaningful opportunties for citizens to get outdoors, be active, connect and socialize with their community, have a positive impact and build a stronger sense of place with their environment. This all leads to improved mental health, greater happiness, and life satisfaction.
Resilience and Prosperous Community - inclusion and access
See above considerations for impacts of under-served communities.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

By targetting youth including those from indigenous schools and communities, these programs work to build and inspire self-confidence, and self-worth through stewardship, environmental skills and training, education and outreach. Through promoting resilience through green stormwater infrastructure and restoration of natural systems in urban environments we are also promoting natural spaces in urban areas in communities that are underserved and have historically been marginilized. By targetting areas that are in need of restoration we are often targetting communities marginilized and subject to industrial pollution and waste. We work in these communities with these programs to build capacity towards the recovery and resilience of Social-Ecological Systems.

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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? 300.00

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? 1,000.00 **Please explain below.**
(1250 characters max – do not add extra pages)

Our BEACH and Rain Gardens will have direct impacts on the participants of beach surveys, beah and stream cleans, redd counts, edna sampling, rain garden project design, GSI workshops, and webinars. This will be roughly 300 people in the Victoria and closer to 1000 in the CRD, with many of those returning to multiple events. Indirectly the environmental benefits of these programs and demonstration sites will be enjoyed by tens of thousands and reverberate as more environmentally literate citizens with a higher capacity to create positive and sustainable change will lead to more resilient communities.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 18,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Restoration Materials (sediment, plants, soil, mulch)	$ 65,000.00	materials and delivery for build out of beach restoration and rain garden demonstration sites
Equipment and machinery	$ 29,000.00	Excavators incl. operators for beach restoration and demo sites and equipment for volunteers
Professional Services	$ 20,000.00	Landscape design and geological site plans, Green shores certifications, RG designs, FN consultants/knowledge
Project Management/RPBIO	$ 24,000.00	Beach and rain garden restoration projects, FN and local government liasing, land owner liasing, planning, contract management, permitting (300 hours @ 80$/h)
Citizen Science Coordination/Outreach/Training	$ 21,000.00	(600 hours @ 35$/h) sample analysis, QA, data management, reporting, education material development
Meeting Rooms/Rentals	$ 1,000.00	
Communications	$ 1,000.00	
Volunteer Labour	$ 4,000.00	beach surveys, volunteer BOD, volunteer staff, inkind city and FN contributions
A. Total Project or Program Expenses	$ 165,000.00	
Administration		
Overhead	$ 5,000.00	
B. Total Administrative Expenses	$ 5,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 170,000.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	2.94%	

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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	$ 18,000.00	Pending		
BC Gaming	$ 8,000.00	Confirmed		
BC Gaming	$ 6,000.00	Pending		
A. Total Government Funding	$ 32,000.00			
Corporate Sponsorships				
Ralmax	$ 5,000.00	Confirmed		
B. Total Corporate Sponsorships	$ 5,000.00			
Matching Funds				
TD FEF	$ 13,000.00	Confirmed	Mandip Kharod	604-654-8836
PSF/BCSC	$ 85,000.00	Confirmed	Jim Shinkewski	604-654-8832
WWF	$ 20,000.00	Confirmed	Jacklyn Barrs	604-654-8836
Sitka Foundation	$ 5,000.00	Confirmed	Ross Jamieson	604-806-3198
C. Total Matching Funds	$ 123,000.00			
In-Kind Contributions				
Ralmax	$ 5,000.00	Confirmed		
Volunteers	$ 4,000.00	Confirmed		
Satinflower Nurseries	$ 1,000.00	Confirmed	Kristen Miskelly	
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)	$ 170,000.00	Should equal Total Program Expenditures on page 4		

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

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

We would be limited in our continued Victoria expansion including Bowker Creek watershed, and Victoria Harbour areas. Less resources means less citizen scientists training/equipment, fewer beaches identified (especially important summer habitats) and less eDNA monitoring. We will not be able to do as much beach restoration and cleanups and we will be limited in our abilities to establish more rain garden groups, identify more areas, provide more outreach and training, and build rain gardens.

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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)

Without support from SPG we would still carry out our program in Victoria, including the beach restoration, but to a lesser extent and we would have to strategically consider where we should focus our future efforts. We have spent the last year building a very strong program foundation in Victoria and are looking to build on this success. The more funding we receive from Victoria the more we can expand and leverage to create education and stewardship opportunities for her citizens.

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 01 2022 To: June 30 2023

Project or program location: Greater Victoria Region

Project or program timeline and major milestones.

Date	Milestone
July 2022	Three Rain Garden Demonstration site identified and approved for development, with preliminary designs developed by associated community groups.
August 2022	One Beach Nourishment Demonstration Project completed at Lime Bay Park and identification of 3 other plausible restoration sites
Sept. 2022	2 eDNA permanent harbour monitoring stations established and sampled monthly by Citizen Scientists
Nov. 2022	1 Victoria Harbour Beach Clean and 3 other beach/stream cleans in the GV area.
Feb 2023	30 surveys for forage fish, including 5 new beach locations, and 10 training sessions/demonstrations
March 2023	Identification of 10 more potential Rain Garden Locations
June 2023	3 Rain Gardens built and planted
June 2023	1 Rain garden tour for communities, 1 rain garden webinar series, 3 community rain garden design workshops/seminars

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 300 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: Webinar/workshops/volunteer events/pamphlets

SECTION 11. DECLARATION

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

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

Ian Bruce
Signature

Executive Coordinator
Position

Ian Bruce
Name

Jan 27, 2022
Date

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1 Centennial Square
Victoria, BC V8W 1P6
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Strategic Plan Grant Final Report

How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca
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, North Saanich BC, V8L 4B2

Contact Person: Ian Douglas Bruce Email: PeninsulaStreams@gmail.com

Telephone: 250-888-2191 Website: https://peninsulastreams.ca/

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: BEACH and Rain Garden Programs

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)

Both of our BEACH and Rain Garden Programs are ongoing, funding from the City of Victoria facilitated expansion of both of these respective programs in Victoria, achieving their key Victoria milestones and goals identified for the period. We were able to purchase additional forage fish sampling kits for deployment on Victoria Beaches with Victoria volunteers. Funding also allowed our organization to identify and develop restoration of key beach locations in Victoria, leverarge additional funding, and begin site assessment, plan development, and engagement with partners and stakeholders. We have toured and identified Rain Garden sites within Victoria and are drafting plans, securing additional funding, and implementing education outreach programs at these locations. Due to challenges with funding and CoViD, we were unable to implement the Harbour Cleanup however partnerships, and planning were completed and sponsorships secured for a future date.

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

Yes, the programs both aligned with the objectives outlined in the application. We conducted forage fish egg surveys with a diverse group of community members, including a Camosun College class, at five different municipal beaches in Victoria. Though rain garden engineered plans were not drafted, we are engaging/training students and community members to create their own designs while building local capacity (under direction of city staff).

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 Victoria Shorelines	~1 km / ~150 kg weight	Yes
Engage Community for support	50 Volunteers / 150 hours	Yes
Survey Victoria beaches for FF spawning habitat	5 beaches surveyed multiple times	Yes
Engage w business, schools, comm. groups for support	5 Groups, 10 schools and 3 businesses	Yes
Build community Partnerships	5 partnerships	Yes
Identify beaches for nourishment	3 strong candidates identified	Yes
Identifiy Rain Garden Sites	> 15 with 3 strong candidates for demonstration sites	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Local Communities - All Ages (children - retirees)

What positive impacts were felt by your target audience? Environmental Stewardship Empowerment

How many have benefitted from the projector program? >100

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

How many volunteers have worked on this projector program? 50.00 What total hours did they work? 150.00

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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		
Staff wages, CPP, EI, etc	31649.14	
Contract Labour	16523	
Mileage	810.29	
Lab testing fees	432.47	
Fieldwork supplies	4737.52	
Boat rental	266.50	
Volunteer Labour	3000	In-kind
A. Total Project or Program Expenses	$ 57,418.92	
Administration		
Office supplies	130.10	
Insurance	12.50	
Freight	249.62	
Meals	29.24	
Printing	517.49	
B. Total Administrative Expenses	$ 938.95	
Total Expenses (A+B)	$ 58,357.87	

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	11700	Confirmed		
Town of View Royal	7500	Confirmed	Mayor & Council	(250) 479-6800
A. Total Government Funding	$ 19,200.00			
Corporate Sponsorships				
Thrifty Foods Smile Card Program	255	Confirmed	Kyja.Levitt@sobeys.com	
B. Total Corporate Sponsorships	$ 255.00			

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Strategic Plan Grant Final Report

Matching Funds				
World Wildlife Fund Canada and Sitka Fund	16602.87	Confirmed	jbarrs@wwfca	cbeaty@sitkafo
Greater Victoria Savings & Credit Union Legacy Fund	5000	Confirmed	Landon Gilm	
TD FEF, PSF, SD63	14300	Confirmed	Hannah.Brads	sclaysmith@psf
C. Total Matching Funds	$ 35,902.87			
In-Kind Contributions				
Volunteer Labour	3000	Confirmed		
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)	$ 58,357.87			

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.

Ian Douglas Bruce Digitally signed by Ian Douglas Bruce Date: 2021.09.30 11:01:40 -07'00'

Signature

Executive Coordinator

Position

Ian D. Bruce

Name

Sep. 30, 21

Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

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

Mailing Address: 901 Kings Rd Postal Code: V8T 1W5

Contact Person: Tara Skobel Email: tara@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 Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Our Mission: Nurturing community well-being by providing services and programs essential to the diverse people and needs of our neighbourhood
Our Vision: A community where every person has the capacity, resources, support, and opportunities to reach their potential
Our Values: Caring, Respect, Inclusiveness and Community

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

Did you know the Quadra Village Community Centre (QVCC) is the busiest in Victoria and was accessed over 40,000 times in 2020. And that since 1974 QVCC has been providing services and programs for free to meet the needs of our diverse community. And that our youth have been known to speak to Mayor and Council about important issues happening in their neighbourhood. And that our food distribution program served over 3500 bags of food to community members.

How many paid staff at organization? Full Time: 20.00 Part Time: 30.00

How many volunteer staff at organization? 89.00 Total volunteer hours: 2,638.00

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 characters – do not add extra pages)

The Food Skills for Youth (FSY) Program has been running successfully throughout the pandemic. We are able to follow the PHO guidelines. Please note though that we have lower registration spots and less volunteer involvement to allow for 6ft distancing and other covid safety procedures. As well the cost goes up if the program must run virtually as food costs go up.

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 is it used in your organization's annual budget. **Also include all pending grant requests.**

Funding Sources	$ Amount	Use
City of Victoria	$ 205,000.00	Housing, Gardens, Drop-in, Rc Programs, Core Operating costs
Provincial	$ 1,319,500.00	YFC, Youth Programs, SES, Community Programs, Admin Staff
Federal	$ 52,630.00	Childcare subsidies
Community Grants & Service Clubs	$ 101,205.00	Youth, Early Years and Community programs
Rent	$ 20,000.00	Space Rental
Donations	$ 18,000.00	One time donations
Other	$ 156,722.00	Program fees, camp fees, other smaller one time donations
Youth Fundraising	$ 6,750.00	The Food Skills for Youth Program and CREW pre-Employment and Life Skills Program
Organization's Annual Budget	$ 1,879,807.00	

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
Teach youth new cooking and kitchen skills	Youth will indicate on a survey that they have learned new skills
Youth will cook for their families	Youth will mention that they cooked at home for their families and will indicate this on a survey
Cooking Sessions	Youth will attend bi-monthly sessions
Food Literacy Workshops	Youth will attend monthly workshops
Community Garden Plot Care	Youth will care for their community garden plot, Youth will grow food
Youth will cook for Youth & Family Night	Youth will cook for families in our community. Providing a take out meal for each registered family member monthly
Youth will gain food industry skills	Youth will work at the Food Kart

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: Food Skills for Youth

Who is your target audience? BIPOC and Queer youth between the ages of 13-22

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

The FSY program is designed for youth between the ages of 13-18 in the community who are at risk, living in poverty, have multiple barriers and need extra support to enhance their employment and healthy cooking skills. Hillside-Quadra is a diverse community, so our programs tend to attract culturally diverse youth with about 65% being BIPOC youth. The FSY Program aims to connect youth with healthy eating choices, work experience and life and food literacy skills while having fun and working as part of a team. Youth will be taught the basic culinary skills they need to run the Food Kart and cook healthy meals for their families while enhancing their employability skills and leadership skills. The FSY program tailors our opportunities based on developmental needs/stages of the youth participants. The FSY program is needed in our community firstly because the youth love the program (they say it is their favourite because they get to cook great food and make money working at the Food Kart) and second because it teaches youth food security and it helps fight against food insecurity in our 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)

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 FSY program has been running successfully for four years and has had a high success rate. The FSY program aligns with the City's Prosperity and Economic Inclusion objective by bringing food to families living in poverty so reducing the use of the banks and food distribution centre's like QVCC and also trains youth so they have the skills they need to be qualified workers in the food industry. The youth who work at the Food Kart receive minimum wage as an honourarium for their work this providing income and support to ensure everyone has access to a decent quality of life. While teaching workplace and basic business skills, the Food Kart would not be able to happen without funding support.

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)

Child Health-Related Quality of Life and Household Food Security article states that youth in "food insufficient households have lower general health status and more negative symptoms when compared with children in food sufficient households." The FSY program brings food to youth living in poverty and their families. Being located across from the largest low income housing complex in Victoria really allows us to see first-hand the need for free food in our community. Our home neighbourhood, Hillside-Quadra is one of Victoria's poorest neighbourhood's by income. Food insecurity is a major challenge. Hillside-Quadra has the highest rate of single parent families of any neighbourhood in the city.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

I believe the City's values of social justice, intersectionality, quality of life and resilience and prosperous community have been centred in the development of the FSY program. The FSY program breaks down systemic barriers by tailoring the activities to meet the development needs of the youth in the FSY program. The FSY program attracts youth with different lived experiences creating a better quality of life for the youth. The FSY program being open to all youth with all abilities and giving them access to food for themselves and their families creates inclusion. Plus they can use the skills learned to better their lives and have more access to jobs in their community. As well QVCC has undertaken numerous trainings in anti-racism, has formed and Equity and Diversity Committee and continues to to have ongoing conversations around anti-racism and inclusiveness in part because 6% of the population of Hillside-Quadra identifies as Indigenous and 23% identify as visible minorities.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The focus of the FSY program is to remove barriers to food and employment skills for youth in our community so they can prospor in their chosen community. 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 the community with sound program planning, partnering and implementation. Addressing a lack of opportunity for low income children and youth is a key focus for our organization. The census tract consisting of Hillside Quadra ranks 77 of 78 neighbourhoods in Greater Victoria on the neighbourhood financial health index. Portions of Hillside-Quadra have high proportions of children living in poverty including 44% in the area of Hillside Avenue and Blanshard Street. (*The average child poverty rate for the Victoria Census Metropolitan Area (CMA) is 16%)

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How many people participate in or take advantage of the program for which you are seeking funding? 8.00

How many of those people live within the boundaries of the City of Victoria? 6.00

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? 140.00 **Please explain below.**
(1250 characters max - do not add extra pages)

While more will benefit indirectly, we only included the number of people that will experience a direct impact from the FSY program. These are family and community members of the FSY program participants. They will benefit from food being brought home, meals being provide through Youth and Family Night plus the community members that support the Food Kart. The number who will benefit could have been higher but we have been cautious with our estimate as we do not know what the future PHO restrictions may be.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27 920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 25,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 18,273.00	includes benefits, supervision, professional development, program evaluation
Program Supplies	$ 6,000.00	Food
Youth Honouralums	$ 4,000.00	Wages for working at the Food Kart
Transportation	$ 200.00	Bus tickets, Parking
Food Safe for Youth	$ 500.00	Food Safe Certificate for youth
Telephone and Data	$ 720.00	Cell phone and data machine for square reader and payment options at teh Food Kart
Facilities and Volunteers	$ 5,000.00	Space and Volunteers
Permits, Licenses, Insurance, maintenance	$ 2,082.00	Fees for the Food Kart
Office Supplies, Marketing, Promotions	$ 100.00	printing and other office supplies
A. Total Project or Program Expenses	$ 36,875.00	
Administration		
Book Keeping, HR	$ 5,625.00	
B. Total Administrative Expenses	$ 5,625.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 42,500.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	13.24%	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - Include pending requests				
City of Victoria	$ 25,000.00	Pending		
Vancity	$ 5,000.00	Pending		
Telus	$ 5,000.00	Pending		
A. Total Government Funding	$ 35,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
QVCC	$ 5,000.00	Confirmed	Tara Skobel	2503887696
Food Kart Sales	$ 2,500.00	Confirmed	Tara Skobel	2503887696
D. Total In-Kind Contributions	$ 7,500.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 42,500.00	Should equal Total Program Expenditures on page 4		

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)

Less staffing hours which means less cooking and workshop sessions and less time the Food Kart goes out meaning the youth will make less money. If we do not receive full funding the youth will receive less

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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 will take whatever you are offering and try and find other 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 2022 To June 2023

Project or programlocation: 901 Kings Rd Victoria BC and various locations around Victoria and Saanich

Project or program timeline and major milestones.

Date	Milestone
July-Aug	Hire Youth Engagement Facilitator - Food Skills and Food Kart
Aug-Sept	Recriutment of Youth for Program
Sept-Mar	Food Skills Learning - Cooking, Growing Food, Kitchen Skills, Food Secutiy, Food Safe
Sept-Mar	Monthly (except Dec) Youth and Family Night Dinner
April-June	The Food Kart Employment

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 2 Total volunteer hours required: 392

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

Signature

Executive Director
Position

Kelly Greenwell
Name

Jan 31, 2022
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

Check if Report is ☐ Interim or ☑ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Downtown Blanshard Advisory Committee

Mailing Address: 901 Kings Red Vic BC Postal Code:

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: Mental Health Enhancement

Is the project or program completed?

☑ Yes If yes, what is the completion date?: Jan 31,2022

☐ 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)

Mental Health Enhancement for Youth (MHEY) program met and supported the City's objective by increasing the number of people who feel safe in the community and it helped improved mental health services for youth in the Quadra/Hillside area. Funding for MHEY helped allowed our Outreach worker to work fulltime and helped more youth feel safe and supported while helping them build their self-esteem and their ability to manage and maintain anxiety and depression. Youth feedback helped verify this.

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 feeling of safety	80% of youth will feel safer	Yes
Increased ability to deal with anxiety and depression	80% will indicate they have gain skills	Yes
Increased self worth	80% of youth will indicate they feel better about themselves	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Youth between the ages 12-22

What positive impacts were felt by your target audience? tools and strategies to improve mental health

How many have benefitted from the project or program? 125

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

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

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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		
Staffing	4,356.00	127 Hours Youth and Family Outreach Worker
Office Space (In Kind)	2,000.00	Regular Office Space for Sessions with Youth
A. Total Project or Program Expenses	$ 6,356.00	
Administration		
Admin	769.00	Book Keeping/HR
B. Total Administrative Expenses	$ 769.00	
Total Expenses (A+B)	$ 7,125.00	Must equal Funding Sources below

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	5,125.00	Confirmed		
In Kind Office Space at QVCC	2,000.00	Confirmed		
A. Total Government Funding	$ 7,125.00			
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)	$ 7,125.00	**Must equal Program**	**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: _____

- ☐ 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
Kelly Greenwell	Jan 31,2022
Name	Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Royal Roads University Foundation

Mailing Address: 2005 Sooke Road, Victoria, BC V9B 5Y2 Postal Code:

Contact Person: Amy Hinrichs, Advancement Manager Email: Amy.1hinrichs@royalroads.ca

Telephone: 250-217-1589 Website: www.royalroads.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: 88117 4528 BC0001

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 88117 4528 RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Established in 1995, Royal Roads is an accredited university situated on the traditional lands of the Xwsepsum (Esquimalt) and Lekwungen (Songhees) ancestors and families in Colwood, now a national historic site with 20-acres of formal gardens and a century old home at the centre of 565-acres of forest, meadow and foreshore. Royal Roads delivers undergraduate and graduate education in seven schools of study. We welcome more than 5000 students each year and have graduated more than 31000 alumni.

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

Open daily to the public, Royal Roads' gardens, grounds and trails are a community treasure. Each year, we welcome more than 35,000 visitors on campus, free of charge. Guided public walking tours of the 20-acres of formal gardens and Hatley Castle are offered seasonally from April to September, and interpretive signage allows for self-guided learning about the history and ecology of the site. Royal Roads' Recreation Centre is also open to the public and free for students.

How many paid staff at organization? Full Time: 465.00 Part Time: 14.00

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 characters – do not add extra pages)

Royal Roads has a COVID-19 committee that includes people responsible for academics, student life, communications and facilities. Members have frequent contact with provincial public health authorities and Island Health to ensure that the University is complying with current Provincial Health Orders. In constant reference to Provincial Health Orders, Royal Roads continues to adapt institutional plans and protocols to mitigate COVID-19 transmission on campus and to promote the health and safety of our students, faculty, staff, contractors and visitors.

This program's activities will be held outdoors, which will help to mitigate COVID-19 transmission. Royal Roads also has an online learning platform for 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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 22,000.00	
Tuition and Other Student Fees	$ 42,854,005.00	Confirmed - Instructional and Program Delivery
Provincial Grants	$ 23,562,983.00	Confirmed - Instructional and Program Delivery, Operations
Research Grants	$ 2,607,546.00	Confirmed - Research Operations
Deferred Capital Contributions	$ 2,752,640.00	Confirmed - Operations
Ancillary Revenue	$ 422,171.00	Confirmed - Operations
Investment Income	$ 1,197,787.00	Confirmed - Operations
Donations and Other Revenue	$ 2,083,532.00	Confirmed - Operations
Organization's Annual Budget	$ 75,502,664.00	

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 food security and community resiliency in the CRD	Develop a self-sustaining Kitchen Garden, with vegetables, apiary and orchard; share produce with local and Indigenous communities, vulnerable populations and non-profit agencies. Amount of produce shared
Promote food literacy to help foster enhanced well-being through growing food	Offer multiple food culture celebrations, guided walks, tours, school field trips, public workshops, and volunteer opportunities to educate the public about how food is grown and prepared. Number of attendees.
Advance climate change awareness, knowledge and action through gardening	Develop and implement a garden research and education program; offer freeline cost climate action education opportunities that CRD residents can implement in their home gardens. Number of attendees
Foster an increased sense of wellbeing through growing food and connecting to nature	Develop a volunteer program to engage CRD residents, with emphasis on vulnerable populations. Number of attendees.
Deliver educational programming, online or in-person	Develop and deliver educational programming related to sustainable and regenerative gardening. Number of attendees.
Promote Food Sovereignty in the CRD	Develop a seed library and sharing program to preserve and share heirloom / open pollinated seeds with CRD residents. Amount of seeds shared
Support Reconciliation and Indigenous Relations	Develop a Native Food Garden, engage Indigenous Elders, Knowledge Keepers and volunteers in garden design and construction; share produce with Indigenous communities. Establish reciprocal relationships and partnerships with Indigenous Public Holders

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: Royal Roads Kitchen Giving Garden and Food Sharing Project

Who is your target audience? Novice Gardeners, Indigenous and Vulnerable Populations, People Experiencing Food Insecurity

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

The COVID-19 pandemic has put into sharp focus weaknesses in our food systems. Royal Roads seeks to model food-forward leadership through creating an edible landscape and small-scale food production systems for increased food security.

A 5-acre walled Kitchen Garden on campus dates back more than a century as a self-sustaining producer of food for the community. Long before that, the site was a gathering place where the Xwsepsum (Esquimalt) and Lekwungen (Songhees) First Nations people lived and harvested food and medicine. We aim to restore the Kitchen Garden, enhancing it as a rejuvenating force, one that supports renewal and reconciliation, increases food security and sovereignty, and supports growing food that cultivates well-being, ecological health and a shared harvest.

The Giving Garden and Food Sharing Project is part of Phase One of the multi-year Kitchen Garden project. This grant would support an active volunteer program, community engagement and educational initiatives to support people who are new to gardening or who are food insecure. The project will provide CRD residents an opportunity to nurture their community, their home and their life by growing healthy food of their own and through sharing with others.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 support many measurable outcomes under the "Health, Well-Being and Welcoming City" objective, and is part of a multi-year initiative to bring the gardens into full potential on a regular seasonal basis, rooted in principles and practices of EDI, regenerative agriculture and traditional Indigenous practices. The project will advance local food security through sharing of food, strengthen the growth of a local organic food and farming system, and establish a resilient and reliable food system for vulnerable populations. Food will be shared with Elders, local and indigenous communities and non-profit agencies. The project will promote mental and physical well-being and provide a source of social support and emotional well-being through access to nature. It will provide spaces and opportunities for people to relax, focus and connect with nature and each other. Theses initiatives will include food culture celebrations, guided public walks and tours, school field trips, educational outreach initiatives, public horticulture workshops and volunteer gardening opportunities. The project will reconnect people to their local food sources, provide access to nature, and build 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)

Royal Roads aspires to be an equitable, diverse and inclusive organization, one that demonstrates best practices in EDI. Our Equity, Diversity and Inclusion Action Plan aims to address disadvantages experienced by underrepresented individuals. Guided by our EDI Action Plan and Sustainable Food Vision, this project aims to help address the increasing food insecurity in our community especially among vulnerable and marginalized populations. Our project will be guided by Indigenous Elders and Knowledge Keepers and incorporate indigenous plantings and practices. Food production and community engagement programs will reflect the diversity of the community in what we grow and practices followed. The project will help address food insecurity through establishing integrated and regenerative food systems, and creating opportunities to engage under-served communities in sustainable gardening. The project will provide educational and volunteer programs to support people who are new to gardening or who are food insecure. It will create a seed lending library to preserve open-pollinated or heirloom seeds that are suitable for the local growing area and will share these seeds with Indigenous and local communities for increased food sovereignty.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max - do not add extra pages)

This project will help remove systemic barriers to obtaining healthy food, and promote inclusion, resiliency, access, and a strong quality of life. It will provide access to fresh, healthy food through the creation of more local food production. The project will put the infrastructure and community engagement initiatives in place to scale up a small working farm that will celebrate diversity and Indigenous ways of knowing. It will provide access to land and other resources, such as tools, equipment, knowledge and expertise, for the purposes of urban gardening. Individuals and groups who are traditionally underserved in our region will have the opportunity to grow and harvest their own food, promoting resiliency and a strong quality of life. We will work with local agencies to identify who would benefit from participation. We will also promote the program widely through the CRD. The project will provide knowledge and skills to participate regardless of one's educational or socioeconomic background. The garden will produce abundant organic vegetables, fruit, nuts, berries and other edible plants to share with Indigenous communities, individuals, families and non-profit agencies in the CRD, promoting food security and sovereignty.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max - do not add extra pages)

This project aims to lower the barrier of opportunity for under-served individuals and groups who are interested in gardening. The project is part of Royal Roads' Sustainable Food Vision and will address food insecurity and model food-forward leadership that grows capacity and resiliency in our region. Guided by our EDI framework, we plan to engage those most impacted by inequality in our region, including Indigenous communities, seniors, immigrants, refugees, and people experiencing food insecurity. Fresh, healthy food will be shared with under-served, marginalized and vulnerable individuals and groups in our region. This grant will focus on providing the public access to land and resources for gardening and community outreach programs to promote knowledge and cross-cultural understanding of growing and harvest practices. It will contribute to increased food security and community resiliency by increasing knowledge, engagement and practice in local and regenerative food systems. It will build skills, support mental, emotional, physical and social well-being, and increase community connection and empowerment through gardening.

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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? 40.00

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? 1,000.00 **Please explain below.**
(1250 characters max – do not add extra pages)

The Kitchen Giving Garden will be publicly accessible and the focus of our community outreach and volunteer program, in keeping with public health guidelines. In the initial year of the project, we anticipate that ~100 volunteers from the CRD region will participate directly in the project. This number is expected to grow as the volunteer program matures. We would also suggest that there would be many secondary groups, including guest speakers, school groups, non-profit agencies, community partners and the general public, who will benefit from participating in the food culture celebrations, guided public walks and tours, school field trips, public horticultural workshops and other targeted educational and community outreach initiatives. In addition, we anticipate hundreds of people from Indigenous and vulnerable communities will benefit from the produce and seeds shared from the Kitchen Giving Garden.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 22,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
WorkTeams, Market Gardener & Design Planning Consultants	$ 85,000.00	
Food Systems Manager	$ 60,000.00	
Upper Field #1 Grafting & Planting Trees & Edible Shrubs	$ 13,000.00	
Middle Field #2 Row Crop Development & Planting	$ 20,000.00	
Lower Field #3 Native Restoration & Planting to Wetland Row Crops & Native Plants	$ 30,000.00	
Design Planning Professional Consultation with Kenneth Elliott, Cowichan Ethnobotanist	$ 5,000.00	
Seeds, Plants, Gardening Supplies, Small Tools	$ 40,000.00	
Irrigation & Compost Systems	$ 70,000.00	
Community Workshops, Garden Events, Speaker Fees	$ 12,000.00	City of Victoria Strategic Plan Grant Request
Volunteer Program Development	$ 10,000.00	City of Victoria Strategic Plan Grant Request
A. Total Project or Program Expenses	$ 345,000.00	
Administration		
Office, Computer, Supplies, Support	$ 10,000.00	
Marketing & Communication Development	$ 5,000.00	
Filming & Archiving Expenses	$ 3,750.00	
B. Total Administrative Expenses	$ 18,750.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 363,750.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	5.15%	

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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	$ 22,000.00	Pending		
A. Total Government Funding	$ 22,000.00			
Corporate Sponsorships				
2021, 2022 Vision in Bloom Campaigns	$ 150,000.00	Confirmed		
150 Time Immemorial Grant	$ 164,755.00	Pending		
TD Friends of the Environment Grant	$ 13,495.00	Pending		
Tree Canada Grant	$ 13,500.00	Pending		
B. Total Corporate Sponsorships	$ 341,750.00			
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)	$ 363,750.00	Should equal Total Program Expenditures on page 4		

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 depends on philanthropic support to implement it as planned. In 2021, Royal Roads launched A Vision in Bloom, a multi-year fundraising initiative to support the garden restoration. The campaign has received generous support from alumni, faculty, staff and the community, raising over $150,000 in its first year. We have also submitted applications to funding agencies. As it will be dependent on available funding, the timelines and number of activities offered may be subject to change.

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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 $10,000 from the City of Victoria Strategic Plan Grant. This grant would help to fund the initial costs of the volunteer and community engagement initiatives in the first phase of the Kitchen Garden project. We will continue to seek out other sources of funding to fund the project as planned.

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, 2022 To: June 30, 2023

Project or program location: Royal Roads University, 2005 Sooke RD, Victoria, BC V9B 5Y2

Project or program timeline and major milestones.

Date	Milestone
July 1, 2022 - July 31, 2022	Install irrigation systems in the Kitchen Garden; build compost systems; prepare sites for planting.
July 1, 2022 - August 31, 2022	Fields #1-3 Preparation & Planting: Plant native edible and medicinal plants for initial fall harvest.
July 1, 2022 - August 31, 2022	Create website and marketing materials; develop educational programming; recruit volunteers.
July 1, 2022 - December 31, 2022	Offer guided public tours; develop and deliver public outreach, educational and volunteer programs.
August 1, 2022 - November 30, 2022	Distribute 'shared harvest' from first gardening season (e.g. honey from the apiary, produce from the garden) to non-profit agencies and indigenous communities.
September 1, 2022 - December 31, 2022	Develop a seed library from first gardening season and share seeds with CRD residents for food sovereignty.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 100+ 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: Signage at the site, community workshops and public events

SECTION 11. DECLARATION

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

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

Signature

Amy Hinrichs
Name

Advancement Manager
Position

January 31, 2022
Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Seniors Serving Seniors Association of BC

Mailing Address: 2723 Quadra St, Victoria, BC Postal Code:

Contact Person: Vicki Pilot Email: ed@sssbc.org

Telephone: 250-413-3211 Website: www.sssbc.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: S0016508

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 119145399 RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

We support the well-being of seniors in Greater Victoria Regional District in BC. We are the premier organization in connecting the information needs of seniors with relevant resources and programs.

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

Established in 1981 Seniors Serving Seniors conducts volunteer programs to promote the independence and well-being of seniors in the GVRD. The organization serves as a resource centre for information about the issues of interest and importance to seniors and provides support to seniors in transition. Services are free to seniors and delivered by two full time staff and 20-25 volunteers

How many paid staff at organization? Full Time: 2.00 Part Time: 1.00

How many volunteer staff at organization? 25.00 Total volunteer hours: 2,500.00

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 characters – do not add extra pages)

Our programs follow all Island Health protocols by using PPE when delivering our Service Directory and any connection with volunteers and clients.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 10,000.00	Program and Operations
BC Gaming Grant	$ 17,000.00	Program and Operations
Island Health	$ 80,000.00	Program and Operations
Victoria Foundation	$ 20,000.00	Program and Operations
General Donations	$ 4,000.00	Program and Operations
Bequest Funds	$ 72,000.00	Program and Operations
Organization's Annual Budget	$ 203,000.00	

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 get a Services Directory into the hands of any senior needing in formation	We keep a list of agencies and organizations who give out our Directory.
To use the Services Directory to answer calls to our Senior Link Telephone Line.	We keep a list of all calls and the topic of their questions/needs.
To have the Services Directory available online in support those who use computers	We can identify how often our online directory has been accessedwith computer metrics.

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: Seniors Services Directory (The Blue Book)

Who is your target audience? Seniors (55+) and their families in the Greater Victoria Regional District.

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

The Seniors Services Directory contains over 500 listings of community resources and is reviewed and updated by a Directory Committee. The committee comprises of Island Health nurses, social workers and professionals from GVRD seniors' agencies to ensure ongoing quality and relevance of the publication. We have been offering this publication free of charge to health agencies, doctors' offices, pharmacies, seniors centres and any of the public who ask for it. Our funding source from BC Gaming Grant has been denied and we need to have funds to print the next publication this Fall, 2002. The cost is approximately $2.00 per booklet.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 #5 Health, Wellbeing and a Welcoming City: This project meets the objective to "Increase sense of belonging and participation in civic life among all demographic groups" by providing information and resources to support seniors and their families. It also meets the objective of "Increase in number of people who feel safe and part of the community, "Supports health agencies and employees who work in the health and well-being professions"; Contains resources and information to "Increase in number of people who are more active"; provides and "increases access to information to provide "Clear improvement on mental health and addictions"; Provides information on GVRD's food banks, non profits offering "Increased local food security; Provides information and resources on financial grants/information to ensure "Fewer people are living below the poverty line"; and supports the " Increase in cultural literacy, deepening understanding and welcoming of diversity" by resourcing and sharing information on the Intercultural Association of Victoria, VIRCS and the LGBTQ+ agencies.

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 publication was created solely for the purpose of serving vulnerable and marginalized population of GVRD to provide information, resources and assistance (with support and alignment from our Senior Link Line and Return to Health program) to all citizens. We stay abreast of the current social climate to ensure we are addressing the public needs. We are on committees (Community Health Network/ROM, United Way CORE Health and others) to stay up-to-date on seniors' health concerns.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

This publication contains resources which reflect: "Governing with integrity, transparency, and an unwavering dedication to public service; Welcoming diversity and fostering a spirit of inclusion and equity in everything we do; We incorporate the values of "Deep listening and critical thinking and Nurturing a culture of continuous learning with each other, staff and the public by updating regularly the Directory upon enquiry from the public as to their needs and wants for information. Our Committee is a collection of individuals from relevant agencies to ensure we are demonstrating inclusivity as we "Working collaboratively and cooperatively with each other, staff and the public while welcoming a diversity of opinion and thought" And our mission and values are based on "Practising generosity, curiosity and compassion while "Being patient, kind and caring"

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

This publication supports Low income seniors, seniors with no family or friends support, seniors released from the hospital needing assistance to return to health and become independent (aging at home). The Directory builds capacity with our seniors by delivering communication they otherwise would not have access to. Many seniors do not use computers or cell phones and our hard copy booklet is extremely relevant in demand. We ensure they are in the health offices where staff can distribute to any senior. Every senior leaving a hospital visit receives a copy to support their Return to Health.

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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? 20,000.00

How many of those people live within the boundaries of the City of Victoria? 15,000.00

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)

The information found in this directory includes all topics related to the Social Determinants Health. The seniors themselves, their family members and friends can all access this publication. The Directory has a far reaching delivery - pharmacies, doctors' offices, senior centres, recreation centres are some of where the Directory is found. We are working on putting this directory in taxi cabs as well.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 22,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Printing (partial of $40,000)	$ 15,000.00	
A. Total Project or Program Expenses	$ 15,000.00	
Administration		
Executive Directory Salary (portion of $55,000)	$ 5,800.00	
Volunteer contribution	$ 1,200.00	
B. Total Administrative Expenses	$ 7,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 22,000.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	31.82%	

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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		Vicki Pilot	250-413-3211
A. Total Government Funding	$ 10,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
Advertisements	$ 10,800.00			
C. Total Matching Funds	$ 10,800.00			
In-Kind Contributions				
10 volunteers x 6 @ 20.00/hour	$ 1,200.00			
D. Total In-Kind Contributions	$ 1,200.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 22,000.00	Should equal Total Program Expenditures on page 4		

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 publication is declared highly necessary by offices such: Office of the Seniors' Advocate, BC211, Island Health Community Access Line, and many other health and senior related agencies. The impact to the public would be a great loss if not accessible. The impact to our agency would be great, we would lose our reputation as being a premier senior advisory agency in Victoria, the Executive Director's position could be affected to a part-time role.

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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 would need a minimum of $10,000 to ensure the printing of at least 5000 copies could be printed.

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, 2022 To: June 30, 2023

Project or programlocation: Victoria, BC

Project or program timeline and major milestones.

Date	Milestone
All Content Updated	July 31, 2022
Publication Printed	September 2022
First Delivery to Agencies	October - December 2022
Second Delivery to Agencies	January - March 2023
Third Delivery to Agencies	April to June 2023

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 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: On Publication

SECTION 11. DECLARATION

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

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

Vicki Pilot
Signature

Executive Director
Position

Vicki Pilot
Name

January 31, 2002
Date

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

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Silver Threads Service

Mailing Address: 1911 Quadra Street, V8T 4C1 Postal Code:

Contact Person: Tracy Ryan Email:

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 Certificate of Good Standing or 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.
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.

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

Silver Threads Serive (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. STS operated 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 Senior Centres. Our organization also operates a centre in Saanich under a similar Municipal agreement.

How many paid staff at organization? Full Time: 6.00 Part Time: 4.00

How many volunteer staff at organization? 50.00 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 characters – do not add extra pages)

STS has a COVID Safety Plan in place and follows all Provincial protocols. We are classified as a non-esstenial service and everyone (staff, volunteers, participants) must be fully vacinated and show proof. We follow all mask, hand washing, health screening, physical distancing 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.**

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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		
City of Victoria Operating Lease Funding	$ 122,389.00	Cover lease and Property Tax
City of Victoria Annual Operating Grant	$ 75,000.00	Staff wages
Island Health	$ 23,173.00	Health Education, Speaker Series, Memory PLUS
Gaming	$ 54,600.00	Information, referral, support
City of Victoria Outreach	$ 30,000.00	Funding for programs shared with James Bay New Horizons
Donations, Grants and other revenue	$ 315,618.00	Covers staffing and operating costs
Membership and program fees	$ 54,700.00	Cover some program and instructor costs
Organization's Annual Budget	$ 675,480.00	

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 nutritous food for seniors	Frozen meals, dry goods, produce, bread and hygiene products are available for pick up
To reduce isolation for seniors	In person lunches connect seniors to peers and staff.
To connect seniors to support and information	As seniors engage in the centre and the activities, they take advantage of the resources that are available.
Increase feeling of safety in the North Park neighbourhood	Seniors feel comfortable being in the neighbourhood during the 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: Food Programs, TED Talks

Who is your target audience? Seniors 55 years and older living in North Park and greater Victoria.

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

We have been able to welcome seniors back to our Centre, although it has been somewhat challenging with the ever changing COVID situation and protocols. The ability to have a safe space for seniors who have been disconnected from friends and family has been a relief for many. A lunch time meal, shared with peers while listening to and discussing educational and inspirational topics is a welcome program that has had a good response.
As well, being able to provide take away meals, and other grocery items at no cost significantly helps seniors who are living on or below the poverty line, The increasing cost of food is hurting some 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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 supportive 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)

Our work is 100% with older adults who are marginalized in a variety of way, they face ageism, barriers with health, accessibility, finances, transportation, mental health and more. They are limited in their ability to connect to the digital world, which impacts their connections to support and services.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (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.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Seniors in the North Park neighbourhood and greater Victoria 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? 950.00

How many of those people live within the boundaries of the City of Victoria? 875.00

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? 950.00 **Please explain below.**
(1250 characters max – do not add extra pages)

30 seniors will attend a lunch time meal, educational talk in person each month.
75 seniors visit and access food share each month.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 3,130.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Purchased food	$ 3,500.00	
Food Share membership and fees	$ 490.00	
Flyers, newsletter, advertising	$ 490.00	
Coordinator	$ 8,000.00	
Program supplies	$ 400.00	
A. Total Project or Program Expenses	$ 12,880.00	
Administration		
Supervision, bookkeeping, insurance, internet	$ 1,250.00	
B. Total Administrative Expenses	$ 1,250.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 14,130.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	8.85%	

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Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - Include pending requests				
City of Victoria	$ 3,130.00	Pending	Tracy Ryan	250 382-4268
Island Health	$ 6,000.00	Confirmed	"	"
Gaming	$ 5,000.00	Pending	"	"
A. Total Government Funding	$ 14,130.00			
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)	$ 14,130.00	Should equal Total Program Expenditures on page 4		

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 request is for the same amount as the previous year, no increase has been requested.

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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 2022 To: June 30 2023

Project or programlocation: Silver Threads Service - Victoria Centre 1911 Quadra Street

Project or program timeline and major milestones.

Date	Milestone
July 2022	As program is currently operating ithe daily/weekly food pick up would continue pass June 30, 2022
July 2022	Final report filled for 2021 City Funding
December 2022	Christmas dinner meal distribution

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this projector program? 2-3 Total volunteer hours required: 10 hours weekly

Can the project or program occur withoutvolunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

T. Ryan

Signature

Executive Director

Position

Tracy Ryan

Name

January 28th, 2022

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

Check if Report is ☑ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Silver Threads Service

Mailing Address: 1911 Quadra Street Postal Code:

Contact Person: Tracy Ryan Email: tracyryan@silverthreads.c

Telephone: 250 3884268 Website: www.silverthreads.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Soup for Seniors

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 will run July 2021 to June 2022. This report is for the 6 months from July 2021 to December 2021.
For the next 6 months all activity will continue and we hope and expect that as COVID restrictions are lifted we will see higher participation numbers as people become more comfortable joining the community again.

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

Yes. Since July we had to go meals for seniors as well as food (dry goods, produce) available for pick up.
In September we hosted twice monthly education sessions featuring a TED Talk with a served lunch. Due to COVID our numbers were limited, but has consistently been filled. The opportunity to learn something new and connect in a socail way over a meal is very much needed.

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 access to nutrious food for seniors	To go meals, dry goods, produce available for pick up - 305 served	Yes
To reduce isolation for seniors	Relationships formed with volunteers and other seniors - 37 attended	Yes
To connect seniors to support and information	Seniors take advantage of programs - 12 sessions held, 95% of attendees hav	Yes
Increase feeling of safety in the North Park neighbourhood for seniors	Seniors feel comfortable in their neighbourhood - seniors are still concern	No

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Seniors 55 years and older living in North Park primarily and neighbouring areas in Victoria

What positive impacts were felt by your target audience? They have a place to go. They are able to access food. They have support from

How many have benefitted from the project or program?

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

How many volunteers have worked on this project or program? 4 What total hours did they work? 352

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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		
Purchase of small freezer	1,200.00	
Flyers, newsletters, advertising	221.00	
Food Share Network membership and fees	0.00	Will be paid in next 6 months
Volunteer Support	290.00	
Mileage	0.00	
Purchased Food	1,100.00	
Coordinator	4,200.00	
A. Total Project or Program Expenses	$ 7,011.00	
Administration		
Administration costs	1,200.00	Supervision, Bookkeeping, payroll, IT, Insurance
B. Total Administrative Expenses	$ 1,200.00	
Total Expenses (A+B)	$ 8,211.00	Must equal Funding Sources below

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria - Strategic Planning Grant	3,130.00	Confirmed		
Island Health	4,500.00	Confirmed		
Gaming	5,000.00	Pending		
A. Total Government Funding	$ 12,630.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			

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Matching Funds				
Donation for freezer purchase	1,000.00			
C. Total Matching Funds	$ 1,000.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 13,630.00	**Must equal Program**	**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: _____

- ☐ 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.

T. Ryan — Executive Director

Signature — Position

Tracy Ryan — January 26th, 2022

Name — Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Soap for Hope Canada

Mailing Address: 426B Wiliam Street, Victoria, BC Postal Code: V9A 3Y9

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: N/A

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: 769912676RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Changing lives by providing hope and dignity through hygiene. Soap for Hope Canada currently works with 97 Community Facilities in Greater Victoria that serve vulnerable individuals. In 2021, SfHC distributed over $133,815.00 in FREE essential hygiene products (soap, shampoo, toothpaste, tooth brushes, deodorant, feminine protection products, etc) to people in need in Greater Victoria. This is a wholesale price and does not include admin (down from 2020 when we sent out $215,000)

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

From our Esquimalt warehouse, SfHC processed and distributed 957,394 hygiene and linen items (97,611 pounds) to 318 Community Facilities and remote Indigenous Communities in BC and Alberta. Working with 97 Community Facilities in Victoria, our hygiene items reach up to 25,000 people annually. Community need in Victoria currently exceeds our capacity

How many paid staff at organization? Full Time: 2.00 Part Time: 3.00

How many volunteer staff at organization? 50.00 Total volunteer hours: 3,219.00

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 characters – do not add extra pages)

For the entirety of the pandemic, we have followed distancing and gathering limits. Many of the regular volunteers chose to take products home to re-process and package. The pandemic also immediately impacted our hygiene product supply chains as our partner hotels suspended operations and still have not returned to pre-pandemic guest numbers. We have switched from an open-door policy to signing up for volunteer shifts so we can limit the number of people in each of our warehouses. Masks must be worn and anyone not feeling well has been advised to stay home. When people come to pick up their hygiene orders, they wait outside and we open our overhead door for them to get their hygiene/linen 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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Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 20,000.00	Product purchases, packaging, facility, staffing
Foundation Grant Funding	$ 355,000.00	Product purchases, Salaries, Leases, Distribution
Hotel Program Fees	$ 55,000.00	Product purchases, Salaries, Leases, Distribution
Individual Donations	$ 60,000.00	Product purchases, Salaries, Leases, Distribution
Social Enterprise - Bathtub Gin Hops	$ 20,000.00	Product purchases, Salaries, Leases, Distribution
Social Enterprise - Salish Sea Soap Works	$ 10,000.00	Product purchases, Salaries, Leases, Distribution
Warehouse Space Subleases	$ 18,000.00	Offset Warehouse rental expense
Fundraiser	$ 10,000.00	Product purchases, Salaries, Leases, Distribution
Organization's Annual Budget	$ 548,000.00	

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
Maintain the hygiene/linen needs of Community Facilities in Greater Victoria	Saying YES to all products requested instead of declining many products we need to purchase (we doubled from 2020 to 2021 in Victoria)
Collaborate with Backpack Buddies to distribute hygiene kits to schools	Supporting 10 of the 30 schools that Backpack Buddies works with in Victoria
Expand Indigenous relations to our local nations	Continue to build relationships with 5 of our local nations and support them with hygiene/linens
Ability to expand direct-purchase program	Funding secured to purchase additional hygiene products
Keep gently used hygiene products and packaging out of area landfills	Work with 5 additional hotels in Victoria to increase environmental stewartship
Hire a Program Director, Business Developer and Social Media person	Having 3 new staff members in 2022

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 up with Victoria's Hygiene Needs for our vulnerable citizens

Who is your target audience? Financially insecure people struggling to afford the basic necessities

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

Thus far in 2022, SfHC has already added three schools to our hygiene program, with the potential for up to 30 Victoria schools through our collaboration with Backpack Buddies. We are already stretched, as 2021 saw a 100% increase in Victoria for the number of Community Facilities we provide products to. More people than ever are reaching out for help. Working with additional schools requires us to increase our staff, volunteers, product and space. We are struggling since the hotels on our program were unable to pay for 2 years. With growing demands in the community, less hotel product and little hotel revenue, it is impossible to keep supporting thousands of people that rely on us. Our experience working with remote Indigenous Communities has prepared us to strengthen our local Indigenous nation relationships. Slowly we are starting to get local orders from these nations. We don't want to say we can't help after years of relationship building. As well, this grant is needed because last year in Victoria, there were 74,383 requests for hygiene items that we could NOT fulfill because of lack of product and funding capacity limitations. The 3 top products we didn't have enough of were tampons, toothbrushes, and dental floss.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

With the pandemic, unemployment and economic factors driving inflation costs the ability to purchase or secure very basic hygiene items to maintain health and reduce the spread of disease, is compromised or out of reach for too many living and struggling in the Greater Victoria Area. Too often, when the financial choice comes down to buying food, paying rent or buying soap, shampoo, toothpaste, feminine protection products--hygiene too often falls off the shopping list. During an airborne pandemic, personal hygiene is even more paramount than ever. Working through Victoria Area Community Facilities, Food Banks, Shelters, Indigenous Nations, Schools and Seniors Centers, SfHC has been and will continue to help people of all ages, students and isolated seniors, in getting free essential hygiene items and linens. For our city to be healthy we need to make sure our most vulnerable and isolated people are looked after with the essential hygiene items they need to stay clean, dignified and healthy. With limited resources, it feels like our wings are clipped. This funding will assist our growth into a hygiene leain the non-profit community. We have the connections, systems, and procedures in place.. we need funding for staff and product.

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)

Soap for Hope Canada was founded as a social services provider with the under-served, economically and physically/mentally disadvantaged and otherwise differently-abled individuals in our community, at the very forefront of its mission. We work with a variety of Community Facilities and Indigenous Communities who have direct input into what we provide for them. Each Facility is responsible for filling out our survey so we understand their needs better. We work to provide them with what they need instead of what we think they need. We have made changes to our program and our Order Form because of the input from our Community Facilities. For example, 6 years ago we only provided travel size product. Now, we know some Facilities need family sized product, while others need 4 litre jugs of product, and those living on the street need the travel sized. Relationships building is essential when helping in community and we work hard to make sure we have a thorough understanding of the environment with which these Community Facilities and Nations live. We also collaborate with other non-profits and attend non-profit meetings to make sure we are part of a community response providing solutions to meet our community needs.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Soap for Hope Canada works everyday to remove systemic barriers still faced by too many in our community. When we receive requests and Order Forms from Community Facilities, everyone is treated the same. Providing free hygiene amenities to those who need them, contributes directly to the Quality of Life - health, happiness and satisfaction which should be cornerstones for every human's existence By helping differently abled people the ability to maintain essential hygiene, contributes to feelings and senses of self-worth and strengthens their resilience. This can help people turn their lives around, seek work and contribute to a more prosperous community. Soap for Hope Canada celebrates diversity in all its forms and insists that the Community Facilities and Partners with which we work also value diversity and provide its community support services, as we do, without discrimination or exclusion based that is based on ethnicity, gender, sexual orientation, economic status or ability, physical ability or the state of mental health wellness. Everyone deserves access to essential hygiene items and Soap for Hope Canada exists so that those who can not afford to purchase items, have a consistent resource.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Soap for Hope Canada's hygiene Program affects the lives of thousands of people living and struggling in Victoria. Through our distribution of hygiene products to Shelters, Food Banks, Addiction Recovery Centers, Transition Houses, Friendship Centers, Soup Kitchens, Seniors Centers, Drop-in and Safe Injection Centers, Mobile Medics, New Immigrant Support Groups and Schools, Soap for Hope Canada has a unique connection to the majority of under-served populations in Greater Victoria. Not only are we helping people we are also helping the organizations. These Facilities now do not have to worry where their hygienes and linens will come from as most of them do not have a budget for essential hygiene products. We just don't have the funding capacity to meet the increased hygiene needs. We grew 174% during COVID during the pandemic with funding cuts, the inability to host volunteer events to process items and a staggering increase in demand. We are struggling to help those who are struggling in Victoria.

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How many people participate in or take advantage of the program for which you are seeking funding? 25,000.00

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? 2,000.00

How many will benefit from the project or program? 10,000.00 Please explain below.
(1250 characters max – do not add extra pages)

Soap for Hope Canada distributed 957,394 hygiene items in 2021 (45 tonnes). We also said No to 74,383 individual hygiene items due to low stock and no funding to purchase. Working with 97 Community Facilities in Greater Victoria, we estimate that each Facility serves an average of 100 people. In 2022 we are collaborating with Backpack Buddies to reach upwards of 1,000 families through students in Victoria schools. Backpack Buddies serves 30 schools and we have the opportunity to reach the students and their families through this distribution system. Since COVID, we have made it a priority to reach isolated seniors with essential products. Again, this is a growing segment and we would like to improve our hygiene supplies to Seniors Centers and Senior Programs in Victoria. After hosting a fundraiser in 2021 benefiting the Tsawout First Nation's new longhouse replacement project, we we have been building relationships with First Nations in Greater Victoria. Most importantly, do this work, we need to have additional staff as our program is labour intensive as well as Victoria grant funding this year would help us better meet the hygiene needs of 10,000 people in this coming year

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 20,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Warehouse Rent	$ 245,000.00	
Staff Salaries (Excluding ED)	$ 151,000.00	
Utilities	$ 6,000.00	
Direct Purchase Hygiene Products	$ 50,000.00	
Distribution and Fuel Costs	$ 5,700.00	
Packaging Materials & Office Supplies	$ 3,500.00	
Printing	$ 1,000.00	
Miscellaneous Communications/Outreach	$ 25,800.00	
A. Total Project or Program Expenses	$ 488,000.00	
Administration		
Supervision of Program & Assessment	$ 60,000.00	
B. Total Administrative Expenses	$ 60,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 548,000.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	10.95%	

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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	$ 20,000.00	Pending		
BC Community Gaming	$ 25,000.00	Confirmed	Various Officers	250-356-1081
A. Total Government Funding	$ 45,000.00			
Corporate Sponsorships				
Hotel Program Fees	$ 55,000.00	Confirmed	Various Hotels	250-590-1462
Subleases	$ 18,000.00	Confirmed	C. Anne McIntyre	250-590-1462
Social Enterprise Retail Sales	$ 30,000.00	Pending	C. Anne McIntyre	250-590-1462
Fundraiser	$ 10,000.00	Pending	C. Anne McIntyre	250-1462ACE
B. Total Corporate Sponsorships	$ 113,000.00			
Matching Funds				
Individual Donations	$ 60,000.00	Pending	Miscellaneous	
Annual Foundation	$ 150,000.00	Confirmed	Anonymous	
VanCity / GVSCU	$ 10,000.00	Confirmed	Jacquelines D	604-887-764
Miscellaneous Grants Not Written Yet	$ 100,000.00	Pending		
C. Total Matching Funds	$ 320,000.00			
In-Kind Contributions				
Hotel donated hygiene products	$ 40,000.00		Misc. Hotels	
[illegible] Delivery	$ 10,000.00			
Ace Couriers	$ 20,000.00			
D. Total In-Kind Contributions	$ 70,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 548,000.00	Should equal Total Program Expenditures on page 4		

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)

Soap for Hope Canada would have to reduce the number of Victoria-Area schools, isolated Seniors and Indigenous First Nations that could be added to our hygiene program. We would have to reduce the number of products we are able to give back to our Community. Most importantly, this has an effect on our staffing and our ability to meet the growing need in our community. Last year we were unable to provide nearly 75,000 items because we lacked funding capacity.

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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 direct purchase of hygiene products ($50,000) represents the largest expense in this program. We can't take on more schools, senior programs or Indigenous communities unless we have the ability to manage the hygiene supplies to meet demands. Soap for Hope Canada runs very thin labor margins and the pandemic continues to adversely impact the number of volunteers that can gather to process supplies and pack orders. It is putting more pressure on our paid staff 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: Current To: June 30, 2023

Project or program location: The Victoria School hygiene project will be coordinated and delivered from our Esquimalt Warehouse located at 426 D Willem Street

Project or program timeline and major milestones.

Date	Milestone
March 1, 2022	New Project Coordinators hired and onboarded with outreach to local schools
April 15, 2022	Direct purchased hygiene products. Summer Students Hired
June 15, 2022	Summer hygiene packages ready for distribution to students/families via BackPack Buddies
September 15, 2022	Prep supply inventory for new school season needs
October 15, 2022	Rebuild volunteer base provided COVID restrictions are reduced and back to full warehouse capacity
November 15, 2022	Hygiene Kits for Holiday distributed
January 15, 2022	Annual Impact reports, strategic planing, Survey Community Facilities for program feedback
June 15, 2023	Hygiene packages ready for distribution to student/families before summer break begins

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20-40 Total volunteer hours required: 1500

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

C. Anne McIntyre — Signature

Executive Director — Position

C. Anne McIntyre — Name

Jan 28/22 — 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

Check if Report is ☐ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Soap for Hope Canada

Mailing Address: 426B William Street Vic Postal Code:

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: Essential Hygiene Ameniti

Is the project or program completed?

- ☑ Yes If yes, what is the completion date?: Dec 31/21
- ☐ 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)

Quality of Life is a focus in the City's 2019-2022 Strategic Plan. Our program ensures that even the most vulnerable in our city gets a regular supply of essential hygiene amenities (and linens) to increase the quality of their life. Soap saves lives and is even more important in a pandemic than ever.

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
Encourage Product Donations	we increased community involvement by having hygiene drives	Yes
Foster Relationships with our Community Facilites	We increased our reach from 48 to 97 Community Facilites in Victoria	Yes
Introduce new Community Facilites/Indigenous Nations to our program	We increased almost 100% in Greater Victoria	Yes
Increase support for people affected by the Pandemic	We consistenty delivered what was asked of us	Yes
Connected with the hotels on our program	Many of our hotels can not support our program due to low occupancy rate	No
Offer Volunteer Opportunities	We continue to have volunteers following COVID guidelines	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Community Facilities serving Vulnerable People

What positive impacts were felt by your target audience? hope, dignity, cleanliness, health

How many have benefitted from the project or program? 20000

What percentage of Greater Victoria Residents benefitted from this project or program? 9%

How many volunteers have worked on this project or program? 40 What total hours did they work? 3515

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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		
Warehouses & Warehouse Expenses	167,054.99	increased to 3 warehouses in 2021
Staffing	82,375.40	3 Staff, 2 Summer Student
Vehicle - pick-up/deliver	7,775.48	
Purchased Hygiene Amenities	80,855.03	Since Hotel Volume is down and need is up
Packaging/Printing	3,039.55	Bags/Stickers for Bins
A. Total Project or Program Expenses	$ 341,100.45	
Administration		
Executive Director	76,000.00	
Insurance (Board & Warehouses)	4,534.00	
Office Expenses	2,603.79	
Utitlites	5,587.28	
Legal & Accounting	53,928.89	
B. Total Administrative Expenses	$ 142,653.96	
Total Expenses (A+B)	$ 483,754.41	Must equal Funding Sources below

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	6,000.00			
NOT GOVT - Fee for Service	50,000.00			
BC Gaming	25,000.00			
A. Total Government Funding	$ 81,000.00			
Corporate Sponsorships				
Telus (Victoria/Vancouver)	30,000.00			
The Annual Foundation	225,000.00			
United Way	20,000.00			
B. Total Corporate Sponsorships	$ 275,000.00			

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Matching Funds				
NOT MATCHING - Victoria Foundation	25,000.00			
NOT MATCHING - Peninsula Co-op	10,000.00			
C. Total Matching Funds	$ 35,000.00			
In-Kind Contributions				
Diamond Delivery	41,754.41			
ACE Couriers	20,000.00			
Hygiene Products Donated	30,000.00			
D. Total In-Kind Contributions	$ 91,754.41			
Waived Fees and Charges				
GFL Environmental	1,000.00			
E. Total Waived Fees and Charges	$ 1,000.00			
Total Funding Sources (A+B+C+D+E)	$ 483,754.41	**Must equal Program**	**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 Impact Report & Infographics

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

Date: Dec 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.

C. Anne McIntyre — Executive Director

Signature — Position

C. Anne McIntyre — Jan 31/22

Name — Date

With Thanks To Our Funders and Partners

SOAP for HOPE CANADA

Without the support of our amazing and generous supporters, we would not be able to change lives by providing hope & dignity through hygiene.

We would like to express our deepest gratitude and recognize all the businesses that have embraced on an opportunity to provide clean hygiene in the communities across BC and Alberta. Our thanks also go to community members and organizations that support our efforts in providing clean hygiene to all.

Your financial donations, product donations, and volunteering efforts help create a vibrant, inclusive community for all. Your generosity truly fuels our program and we would not be able to do what we do without you.

Rick's Heart

Diamond Delivery

A.C.E. Courier Services

Compassionate Resource Warehouse

Recycle Smart

Community Foundations of Canada

United Way

NATUR&D

greenkey

Co-op Peninsula Co-op

The Calgary Foundation

Victoria Foundation

Alberta Natural Products

GFL

TELUS

The City of Calgary

City of Victoria

Clean O2

goodwill

HWB

HEROWORK

GlobalMedic

YO Youth Initiative

Stephen Backpacks Society

Rotary District 5020

Arrowsmith Rotary Port Alberni

Rotary Club of Campbell River

Rotary Club of Saanich

Kiwanis International

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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 Postal Code:

Contact Person: Dr. Sy Silverberg M.D Email: tenniskids9@gmail.com

Telephone: 250-412-1406 Website: www.KidsAtTennis.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name:

Mailing Address:

Telephone: Email:

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-0061804

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 836792432RR0001

**Must provide Certificate of Good Standing or 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) in the city. We do so by removing the economic barrier faced by many. We provide free tennis instruction in a manner that promotes engagement in learning and connectedness with peers and mentoring 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 14,610 under-serviced kids participate in our classes.
Pre-Covid the number of children participating had increased each year (almost 2,000 in 2019).
This remarkable reception we have received from parents, kids and the 46 social organizations we service is the ultimate proof of the need for the program.
Age range is 5-19 and gender mix close to 50/50.
Kids from all neighborhoods of Victoria have attended.
Feedback has been overwhelmingly positive.

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

How many volunteer staff at organization? 54 Total volunteer hours: 260

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 characters – do not add extra pages)

Class size is limited to 8 as recommended by Tennis Canada.
Equipment is sanitized after each class.
Kids are questioned about current health and temperature is taken before each class.
Masks are worn onto court.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 10,000.00	
BC Gaming	10000.00	
Can Tire Jumpstart	15000.00	
Victoria Foundation	10000.00	
Viasport	$ 7,000.00	
Organization's Annual Budget	$ 52,000.00	

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
Improved physical fitness.	Participant, parent, coach, volunteer and agency staff
Improved social Interaction with peers.	Participant, parent, coach, volunteer and agency staff surveys.
Improved social interactions with coaches and	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	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 Under-serviced 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 free tennis lessons and equipment to children and youth 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: Indigenous, New Canadian, 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 should have.

With kids spending so many hours per day on their cell phones, game consoles and computers, our kids' physical fitness is being seriously eroded. The the increase in juvenile Diabetes and Obesity is alarming. As is the marked increase in childhood depression.

The grant is needed to enable us to reach as many children as possible. The demand far exceeds our resources to deliver.

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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).

- ☐ Affordable Housing
- ☐ Prosperity and Economic Inclusion
- ☐ Climate Leadership and Environmental Stewardship
- ☐ Reconciliation and Indigenous Relations
- ☐ Strong, Liveable Neighbourhoods
- ☑ Health, Well-Being and a Welcoming City
- ☐ Sustainable Transportation

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.

- ☐ Affordable Housing
- ☐ Prosperity and Economic Inclusion
- ☐ Climate Leadership and Environmental Stewardship
- ☐ Reconciliation and Indigenous Relations
- ☐ Strong, Liveable Neighbourhoods
- ☐ Health, Well-Being and a Welcoming City
- ☐ Sustainable Transportation

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 program meets and supports the Strategic Plan objectives of "Health and Well-Being" by promoting healthy outdoor exercise to encourage kids to spend more time involved in activities that have been proven to be beneficial and less time with activities that are not. The health benefits are both physical and emotional.

We feel that our support of the Strategic Plan objective of being a "Welcoming City" is demonstrated clearly as we promote the interaction of a diverse cross-section of the City of Victoria's population.

We work with two "New Canadian" organizations (Inter-Cultural Association of Victoria (ICA) and Victoria Immigrant and Refugee Centre Society (VIRCS). Also, many participants in the classes conducted for Community Centres and Recreation Centres are drawn from newcomer populations.

We partner with the Victoria Native Friendship Centre, Songhees Nation Wellness Centre, Aboriginal Sports Recreation and Physical Activity Partner Council, to include Indigenous kids.

In conjunction with Community Living Victoria Autism Services and BC Wheelchair Sports we are able to reach kids with disabilities.

We believe we are a perfect example of an organization that promotes the Strategic Plan Objective.

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 was developed to address the economic barriers that under-served communities face in trying to provide healthy physical and recreational activities to their children.

Introducing children to sports often requires the purchase of equipment, rental of a facility and registration fees in classes.
For many, there are more pressing needs to address (food, shelter, clothing), leaving little if any funds for play.

We provide children and youth everything they need to learn and play tennis. An excellent source of healthy exercise.
The social and emotional benefits of meeting and partnering with kids from diverse cultural and geographic areas contributes to a more accepting attitude to the integration of those groups.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Our organization has provided a service that would ordinarily be beyond the means of families who struggle with burdens created by financial stress and those created by having children with special needs.

By making this program available to kids in the indigenous community, those that have recently arrived in Victoria, and those with children who have physical and/or developmental handicaps, we believe we are making a contribution to the development of equity in the city.

In order to make our classes as accessible to families with limited means they are conducted at public tennis courts, rented from the city, so that families who do not have cars can access them walking, cycling or with public transportation.

These kids are given exactly the same opportunity to learn and play as kids from more affluent backgrounds.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Indigenous.
Newcomer.
Developmentally disabled (Autism, Down Syndrome).
Physically disabled (wheelchair disabled).
Girls groups.

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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? 750.00

How many of those people live within the boundaries of the City of Victoria? 750.00

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? 1,500.00 **Please explain below.**
(1250 characters max – do not add extra pages)

Predicting the number of participants and the number of people who benefit is difficult these days with health authority recommendations changing frequently as this pandemic evolves.

Pre-covid we had close to 2,000 kids participate annually and expect to return to that level when things get back to normal.
This past year we had 526 and expect it will be between 500 to 1000 this coming year. We have chosen 750 as a realistic estimate.

We suggest 1500 as the number of people benefitting from our program since it is not unusual for kids who have taken our classes to get their families and peers engaged in tennis. We have had a lot of feedback from parents suggesting that the whole family now goes out to play.

Children who express an interest in continuing to play are provided with racquets and balls and in some cases we have provided equipment for interested friends or family.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 10,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Instructor Fees	$ 35,000.00	Tennis Canada Certified
Professional fees	1743.00	Accounting
Insurance	2285.00	Liability
Faclity rentals	3300.00	Indoor and outdoor
Dues & Membership fees	315.00	Tennis Canda, TPA
Bank	350.00	Fees
Amortization	100.00	
Tennis supplies	3000.00	Balls, Racquets, Nets, Teaching Aids, Covid Sanitizing
A. Total Project or Program Expenses	$ 46,093.00	
Administration		
Telephone	1125.00	
Office	1260.00	
Transportation	2522.00	
Promotion	1000.00	
B. Total Administrative Expenses	$ 5,907.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 52,000.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	11.36%	

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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	$ 10,000.00	Pending		
Viasport	7000.00		Scott Stefani	778-655-1756
BC Gaming	10000.00		?	250-356-1081
A. Total Government Funding	$ 27,000.00			
Corporate Sponsorships				
Victoria Foundation	10000.00		Rudi Wallace	250-381-5523
Canadian Tire Jumpstart	15000.00		Katlyn Sloanes	604-557-3304
B. Total Corporate Sponsorships	$ 25,000.00			
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)	$ 52,000.00	Should equal Total Program Expenditures on page 4		

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, the number of classes we conduct will have to be reduced and consequently the number of children who can participate will be reduced.

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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)

Since we have no paid staff and have sufficient equipment for the forseeable future,there is no minimum level of funding. We will expend all funds we are able to raise on as many kids as possible.

Please take into consideration in your evaluation of this request that many of our regular funders have suspended operationsdue to Covid.

We will really appreciate any support you can afford us during these difficult times.

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 4, 2022 To: June 30, 2023

Project or programlocation: Various indoor and outdoor locations.

Project or program timeline and major milestones.

Date	Milestone
Jan to Mar	Indoor classes
Apr to Aug	Summer outdoor classes
Sept to Dec	Fall outdoor classes (indoor if necessary).

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this projector program? 54 Total volunteer hours required: 260

Can the project or program occur withoutvolunteer support? ☑ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

Signature

President
Position

Sy Silverberg M.D.
Name

Jan 4, 2022
Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: South Jubilee Neighbourhood Association Greening Committee

Mailing Address: 1657 Fell Street Postal Code:

Contact Person: Erin Renwick Email: eerenwick75@gmail.com

Telephone: 250-893-9496 Website:

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: Matt Dell, SJNA President

Mailing Address:

Telephone: 250-888-5710 Email: w.mattdell@gmail.com

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S00024853

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

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

The South Jubilee Neighbourhood Association's mission is to improve and enhance the liveability, economic and social health of the neighbourhood.

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

Over the past years the SJNA has created a strong foundation through many environmental and social projects with some special features including a Garry Oak meadow, kiosk bulletin boards, traffic calming, monthly plastic recycling and a regular newsletter.

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

How many volunteer staff at organization? 12 Total volunteer hours: 1500

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 characters - do not add extra pages)

Because our project runs mostly outside, we will be easily able to socially distance while we are working. Any meetings are held online, which entirely replaces the need to meet indoors.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$11,000	pergola, green roof and green roof plantings
Community Garden Start Up	$5,000	printing costs, consultation, design
Community Garden Start Up	$10,000	irrigation, fence, pathways, garden beds, plants
Volunteer Coordinator Grant	$10,000	attract/retain volunteers, schedule work parties
Micro Grant	$500	purchase tools for building and maintining
Civic info BC	$2500	reflection area materials
Victoria Foundation	$15,000	games tables, shed, signs, seating, arbour
Parks and Rec. Foundation	$3,200	plantings
Organization's Annual Budget	$57,200	

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 and outreach	garden work parties and workshops are held
promote educational programs	educational programs are advertised and attended
improve food literacy	program participants learn how to grow food
beautify the neighbourhood	new flower gardens are built
combat climate change	carbons sinks are added to neighbourhood with new trees
enhance ecological diversity	native plants only are used in the commons garden
promote native pollinator species	signange promotes their use in private gardens
encourage outdoor activities	regular work parties are held, space to gather is provided

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: Redfern Park Commons Community Garden

Who is your target audience? south jubilee neighbourhood surrounding communities and visitors to redfern

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

Initially, we are seeking funding to augment the costs associated with the installation if the Redfern Commons Commuity Garden.
The garden would serve as the neighbourhood's outdoor space where community members can connect with one another and our environment in meaningful ways. It would begin to foster essential food literacy skills, educate on native horticulture, and build community resilience, which is essential in such a diverse, urban neighborhood. In the long-term, we hope that this project would contribute to broader food security in our 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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 program will meet and support climate leadership and environmental stewardship by creating a native pollinator garden, native plant shrub garden, organic food gardens, and a covered area with a native plant green roof. Not only will the program actively support native pollinators within the gardens, as well as organic food production, both the signage and work parties will educate the community on the importance of ecological biodiversity, stormwater management and food security.

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)

Redfern Park is currently well-used by dog owners and families with small children. In planning the garden, we strove to also include those in the neighbourhood who were not currently using the park, such as older citizens, diverse family groups, and youth. We added three picnic tables, a covered area with permanent games tables, and a new gathering area with more seats. We also strongly considered bidoiversity in our planning, designing only with plants native to Vancouver Island.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

The program is centred on building community resilience and increasing the quality of life for our citizens, as well as increasing local biodiversity. We will build community resilience by providing access to educational workshops on growing food at home, planting trees to create carbon sinks, employing the use of green roofs to handle runoff and increase biodiveristy, as well as gardening with native plants. Quality of life will be improved with better access to natural outdoor spaces.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

South Jubilee is a small neighbourhood which includes more than thirty apartment buildings. People with little to no access to outdoor space will be able to enjoy both visiting the commons, and participating in garden workshops, educational programs, and regular gardening opportunities. Large groups and families will also be able to gather safely outdoors with the increased seating that the commons will provide. The commons will provide youth and seniors a safe gathering space.

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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? 2000

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? 20%

How many will benefit from the project or program? 2000 Please explain below.
(1250 characters max – do not add extra pages)

All visitors to Redfern Commons will benefit from the space. To extrapolate our number, we used the population of South Jubilee. We hope that 80% of the people who live in South Jubilee will benefit from visiting the garden or participating in programs held there. Because Redfern Park is a small neighbourhood park on a quiet street, we assumed about 20% of visitors would reside outside the CRD.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $11,000
Must equal Total Funding Sources from City of Victoria on page 5

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		
pathways	$1700	gravel and cedar chip material costs
allotment shared garden area	$1400	soil, delivery, wood for construction
native plant and fruit area	$5600	soil delievery, leaf mulch, plantings
seating areas	$28,000	games tables, pavers, pergola, stones
site furnishings	$10,500	arbour, signs, deer fencing, irrigation, tools, etc.
in kind labour	$15,500	labour
A. Total Project or Program Expenses	$62,700	
Administration		
Volunteer coordinator	$10,000	organize volunteers, programs, work parties
B. Total Administrative Expenses	$10,000	
TOTAL PROGRAM EXPENDITURES (A+B)	$72,700	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	13.76%	

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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	$11,000	Pending	Jennifer Lockhart	250-361-0396
Commuity Garden Start ups	$15,000	Pending	Alex Harned	778-533-2934
Volunteer co-ordinator grant	$10,000	Pending		parks@victoria.ca
Growing in the City	$500	Pending	Tami Reynolds	grants@victoria.ca
A. Total Government Funding	$36,500			
Corporate Sponsorships				
Civic Info BC	$2500	Pending		communication@cib-cef.com
Victoria Foundation	$15,000	Pending		grants@victoriafoundation.bc.ca
Parks and Rec Foundation	$3200	Pending		prfvictoria@gmail.com,
B. Total Corporate Sponsorships	$20,700			
Matching Funds				
Garden Start up,	$5,000		Alex Harned	778-533-2934
Growing in the City	$500		Tami Reynolds	grants@victoria.ca
Garden Start up (phase 2)	$10,000		Alex Harned	778-533-2934
C. Total Matching Funds	$15,500			
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)	$72,700	**Should equal Total Program Expenditures on page 4**		

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 to several organizations, and we continue to seek funds on an ongoing basis. If necessary more monies can be secured.

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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 amount of funding required would be $8,700. This would allow us to build our pathways and gardens, but we would not be able to include eductional signs, seating areas, the green roof, arbour, shed, or volunteer co-ordinator work.

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: Jul 2022 To: June 2023

Project or program location: Redfern Park

Project or program timeline and major milestones.

Date	Milestone
July 2022	prepare site and install water lines, main paths, garden beds and planters
August 2022	install seating areas, footings for pergola, games tables
Sep 2022	install signange, site furninshings, arbour, pergola, green roof
October 2022	install all plantings and deer protection
Nov-Jan 2022-2023	prepare for workshops, educational sessions
Feb-July 2023	garden start up, work parties, educational workshops

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 14 Total volunteer hours required: 6-10 per week

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

Matt Dell
Signature

SJNA President
Position

Matt Dell
Name

Jan 28, 2022
Date

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SECTION 1. CONTACT INFORMATION

Organization Name: Sport for Life Society

Mailing Address: 100-4636 Elk Lake Drive, Victoria, B.C., V8Z 5M1 Postal Code: _____

Contact Person: Francesca Jackman Email: francesca@sportforlife.ca

Telephone: 778-344-7137 Website: www.sportforlife.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: 9018344

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

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Sport for Life's vision is to effect positive systems change and societal impact by creating equitable opportunities for participation in quality sport and physical literacy experiences. Its mission is to create, share and mobilize knowledge to support sport, recreation, health and education and government agencies through effective project management and quality sport and physical literacy resources, while breaking down barriers towards pursuing equity, diversity, inclusion and accessibility.

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

The Sport for Life Society's (S4L) headquarters have been based in Victoria since its inception in 2014. S4L has worked to develop and maintain partnerships with community-based organizations (e.g. Pacific Institute of Sport Excellence; KidSport Greater Victoria; City of Victoria's Parks, Recreation and Facilities Department) to deliver programming that drives physical literacy development and quality sport opportunities, to improve the quality of life for residents of Greater Victoria.

How many paid staff at organization? Full Time: 30.00 Part Time: 0.00

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 characters – do not add extra pages)

The proposed initiative will be delivered virtually, and can be fully executed under the current Provincial Health Orders. The Physical Literacy at Home videos, will be made more accessible to diverse families in Greater Victoria (e.g. through captioning, translation into multiple languages), and will be shared electronically via S4L's project partners to residents of Greater Victoria. All physical literacy video content will be accessible to Greater Victoria residents online through S4L's Vimeo account; content in the Physical Literacy at Home videos was developed in the peak of COVID-19 (April 2020). It is designed to be done anytime, anywhere, and by anyone, independently or with others.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 30,000.00	Adapting Physical Literacy at Home video content to promote increased physical activity and wellness
Canadian Heritage, Sport Canada (FY 2021-22)	$ 1,186,500.00	Providing quality sport services to National Sport Organizations, and implementing gender equity and safe sport initiatives
Public Health Agency of Canada (FY 2021-22)	$ 564,380.00	Providing Physical Literacy for Communities across Canada
B.C. Ministry of Health (FY 2021-22)	$ 190,000.00	Providing physical activity and physical literacy programming for elementary schools in B.C.
Foundations (various - FY 2021-22)	$ 281,280.00	Providing physical literacy programming to communities throughout Canada
Self-Generated Revenue (FY 2021-22)	$ 63,470.00	Providing quality sport and physical literacy programming and expertise in Canada and internationally to sport and physical activity service providers
Social Sciences and Humanities Research Council of Canada (FY 2021-22)	$ 5,000.00	Research on adaptive physical literacy in partnership with School of Human Kinetics and Recreation at Memorial University
Pending Grant Requests (Sport Canada FY 2022-23, Ministry of Canadian Heritage, Public Health Agency of Canada, McConnell Foundation, Canadian Race Relations Foundation)	$ 2,269,160.00	Quality sport and physical literacy programming that addresses barriers newcomer families face when trying across physical activities, addresses racism and sport and physical activity, and funding for Sport for Life's 2022 Saskatoon Summit
Organization's Annual Budget	$ 4,589,790.00	

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
CREATE: Translate/add captions in 4 additional commonly spoken languages (e.g. Arabic, Mandarin, French, Spanish) to 16 Physical Literacy at Home videos	16 Physical Literacy at Home videos with captions in 4 commonly spoken languages produced
CREATE: Edit 16 videos to create adaptations for people of varied abilities	16 Physical Literacy at Home videos with adaptations for varied abilities produced
CREATE: Develop promotional materials (e.g. posters, video trailers, social media blurbs)	Promotional materials produced in 5 languages (English, Arabic, Mandarin, French, Spanish)
SHARE: Community-based partners promote videos to Greater Victoria families	At least 20,000 people (at least 10% of which are newcomers to Greater Victoria) reached through media campaign (i.e. engaged with via community-based partners)
MOBILIZE: Greater Victoria families use Physical Literacy at Home videos to increase physical activity	Pre/post Engagement Surveys administered and usage of videos tracked; at least 50% of those surveyed indicate increased confidence, competence and motivation to engage in physical activity after using Physical Literacy at Home videos

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: Move Together, Play Together: Wellness via Physical Activities for Greater Victoria Families

Who is your target audience? Families living in Greater Victoria, in particular those who may have diverse abilities, speak diverse languages or may not have access to quality sport opportunities (e.g. low-income families, newcomer families, families with varied abilities etc.)

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

Research has shown that COVID-19 has had significant impacts on community sport and physical activity (S4L, 2020); further the pandemic has exacerbated inequities, resulting in equity-deserving groups (e.g. people of varied abilities, newcomers, low-income families etc.) having fewer opportunities to participate in quality sport and physical activity experiences. In April 2020, S4L created a series of 16 "Physical Literacy at Home" videos to engage families in physical activities that could be done anytime and anywhere to stay physically active throughout the pandemic. This grant would be used to edit the 16 videos to include adaptations for varied abilities; translate video content and add captions in four languages commonly spoken by newcomers to Greater Victoria (Arabic, Mandarin, Spanish and French); make videos publicly accessible via S4L's Vimeo account; develop and disseminate promotional materials to engage families in Greater Victoria, resulting in increased physical activity levels in Greater Victoria; and evaluate the effectiveness of the Physical Literacy at Home videos in contributing to an increase in confidence, competence and motivation to be physically active among those who engage with the videos.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

S4L aims to positively contribute to the City of Victoria's Strategic Plan objective of Health, Well-Being and a Welcoming City, by increasing the accessibility and reach of our existing Physical Literacy at Home videos, empowering more residents of Greater Victoria to experience the known benefits of sport and physical activity including improved health and well-being, skills development, social connection and a sense of belonging within the community. Editing and translating the existing videos and expanding their reach through a promotional campaign led by our community-based partner, Here in Canada, will make them more accessible to residents who have varied abilities, as well as families who speak languages other than English (Arabic, Mandarin, Spanish and French). Making the videos free and publicly accessible online via Vimeo will increase their reach to lower-income families as well as those who may be facing barriers to participating in in-person/organized sport and physical activity experiences. Increased use of the videos will contribute to an increase in confidence, competence and motivation among Greater Victoria residents to remain physically active, leading to increased health, well-being, and inclusion.

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 proposed project aims to increase the accessibility of the Physical Literacy at Home videos to under-served communities through adaptations to activities (making them more inclusive towards varying abilities), translation into four commonly spoken languages among newcomers to Greater Victoria (increasing their reach to residents whose preferred language is Arabic, Mandarin, Spanish or French), adding closed captions (increasing the accessibility of the content for those who may be hard of hearing or prefer to read/watch content), and disseminating them free online (making them more accessible to those unable to participate in in-person/organized sport due to financial, transportation or other barriers). Promotional materials developed and the communications campaign to reach Greater Victoria residents, will be led by Here in Canada (who has an extensive newcomer network), and informed by other community-based partners with experience supporting under-served populations (e.g. KidSport Greater Victoria, Inter-Cultural Association of Greater Victoria). S4L will present content in varied formats, languages, and with diverse imagery to ensure diverse perspectives and experiences are represented in project materials and activities.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Social Justice, Intersectionality, Quality of Life and Resilience and Prosperous Community have all been centered in the development of the proposed project. The adaptations proposed to the existing Physical Literacy at Home videos aim to remove systemic barriers (financial, language, discrimination, accessibility) preventing under-served communities from participating in physical activity experiences. Likewise, diversifying the activities in the videos and the presentation of the content aims to reflect multiple lived experiences, such that more Greater Victoria residents can identify and engage with the activities, thus increasing their sense of belonging, and their health, happiness and satisfaction. Ultimately, the adaptations to video content and presentation, as well as the mobilization approach aim to make physical activity experiences more inclusive and accessible to wider audiences, such that anyone, anywhere can develop confidence, competence and motivation to be active for life.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

While the Physical Literacy at Home videos will be made publicly accessible to all Greater Victoria residents, S4L aims to have a direct, positive impact on newcomers to the region in particular, increasing opportunities to participate in quality sport and physical activity experiences resulting in an increased sense of belonging within the community. Arabic, Mandarin, Spanish and French are among the most commonly spoken languages of immigrants and refugees who have immigrated to Greater Victoria, according to the Inter-Cultural Association of Greater Victoria's 2020-21 Impact Report; translating video content into these four languages increases reach towards newcomer audiences, thus enabling them to use the videos to develop confidence, competence and motivation to be physically active (i.e. physical literacy development). As a result, newcomers will have increased their capacity (skills development) and desire to seek out additional opportunities to be physically active within their communities. The proposed adaptations to the videos also consider intersectionality of newcomer populations (e.g. age, ability, income) to optimize impact for this underserved population, further developing their understanding of physical literacy.

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How many people participate in or take advantage of the program for which you are seeking funding? 20,000.00

How many of those people live within the boundaries of the City of Victoria? 6,000.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 16,000.00

How many will benefit from the project or program? 1,500,000.00 **Please explain below.**
(1250 characters max – do not add extra pages)

While our aim is to reach 20,000 Greater Victoria residents through the adaptation and promotional campaign of the Physical Literacy at Home videos, S4L anticipates the video content could have substantial benefit beyond the project's activities. In 2020-21, S4L impacted 3.8 million people through its programs and services, including workshops, webinars, eLearning and presentations. As such, we anticipate through our national and international networks, including community-based partners in jurisdictions throughout Canada, the Physical Literacy at Home videos could be shared with and benefit upwards of 1.5 million people. To date, collectively, the 16 Physical Literacy at Home videos have received 4,831 views (the number of individuals impacted could be significantly higher based on number of people viewing within a household), 79 of which were from the Greater Victoria region. The videos were shared on S4L's Facing COVID-19 Together web page, however they were not specifically promoted or featured in our communications with our networks. We anticipate the adaptations, coupled with a targeted promotional campaign that can be extended through S4L and its national and international networks, will result in millions benefiting.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 30,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Video editing	$ 3,000.00	Editing of existing videos and creation of content for persons of varied abilities
Translation of video captions	$ 12,000.00	Translation of video captions for 16 videos across four languages: French, Arabic, Mandarin and Spanish done via the Inter-Cultural Association of Greater Victoria
Promotional materials	$ 2,000.00	Creation of posters, video trailers and social media blurbs to promote videos
Promotion of video to reach residents of Greater Victoria	$ 5,000.00	Communication campaign managed by Here at Canada, including emails and social media promotion
Evaluation	$ 2,000.00	Surveys and gift cards for participants to complete pre/post engagement surveys
Project Oversight/Expertise	$ 10,000.00	Project oversight, including engagement with community based partners, expertise on promotion and evaluation approach
A. Total Project or Program Expenses	$ 34,000.00	
Administration		
Project Administration	$ 6,000.00	Coordination and implementation of project wor
B. Total Administrative Expenses	$ 6,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 40,000.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	15.00%	

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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				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Sport for Life Society - Staff Involvement	$ 10,000.00	Confirmed	Kabir Hosein	250-882-9395
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)	$ 40,000.00	Should equal Total Program Expenditures on page 4		

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 partial funding is received through the City of Victoria, S4L would look to find other funding sources or in-kind contributions to execute the planned activities outlined in this application. Partial funding would go towards the adaptation of video content and translation into other commonly spoken languages.

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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)

If S4L were to provide staff oversight, administration, promotional materials development and evaluation as in-kind contributions, at minimum $20,000 would be required for the proposed project to occur. The $20,000 would cover the costs of editing the videos to include adaptive activities and captions, translation costs, and the promotional campaign to reach at least 20,000 Greater Victoria residents.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: July 1, 2022 To: June 30, 2023

Project or programlocation: Greater Victoria (Victoria, Saanich, Westshore)

Project or program timeline and major milestones.

Date	Milestone
July 1, 2022-August 31, 2022	16 Physical Literacy at Home videos translated into 4 languages (Arabic, Mandarin, Spanish and French)
July 1, 2022-August 31, 2022	16 Physical Literacy at Home videos edited to include adapted variations of activities and captions
July 1, 2022-August 31, 2022	Promotional materials (posters, trailer videos, blog and social media content, graphic and email content) created
Sept. 1, 2022-March 31, 2023	Promotional campaign (led by Here in Canada) executed
Sept. 1, 2022-Dec. 31, 2022	Pre-engagement surveys conducted
Sept. 1, 2022- June 1, 2023	Videos used by Greater Victoria residents
June 1, 2023-June 15, 2023	Post-engagement surveys conducted
June 15, 2023-June 30, 2023	Final report produced

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: In Physical Literacy at Home videos

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

K Hosein

Signature

Kabir Hosein

Name

Director, Strategic Initiatives

Position

January 31, 2022

Date

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E grants@victoria.ca

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SECTION 1. CONTACT INFORMATION

Organization Name: Stigma-Free Society

Mailing Address: 7035 Brailsford Place, Sooke BC V9Z 1J7 Postal Code:

Contact Person: Andrea Paquette Email: andrea.paquette@stigmafreesociety.com

Telephone: 778-678-2223 Website: www.stigmafreesociety.com

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name:

Mailing Address:

Telephone: Email:

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-56187

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 827676867RR0001

**Must provide Certificate of Good Standing or 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's (SFS) mission is to create awareness around mental illness and the various stigmas that exist in the world, develop an understanding of the challenges that numerous people face, and encourage all people to foster acceptance of themselves and others.

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

SFS was founded in Victoria in 2010 and since then our programs have benefitted over 15,000 children and youth in Greater Victoria, as well over 6,000 other individuals through our community activities. Through the Student Mental Health Toolkit program we have a significant presence on Vancouver Island and long-standing relationships with educators in Districts 61, 62 and 63 (Greater Victoria, Sooke and Saanich).

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

How many volunteer staff at organization? 23.00 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 characters - do not add extra pages)

All SFS programming is delivered virtually.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 2,700.00	2021 Funding for the Women's Peer Support Group
BC Community Gaming Grant	$ 40,000.00	Student Mental Health and Peer Support
Ministry of Mental Health and Addictions Allocation	$ 45,000.00	Student Mental Health
Grants & Foundations (confirmed)	$ 225,000.00	Student Mental Health, Rural Mental Wellness, Peer Support, Operating
Grants & Foundations (pending)	$ 35,000.00	Student Mental Health, Rural Mental Wellness, Peer Support, Operating
Individual & Corporate donations	$ 65,000.00	Operating
Service fees	$ 35,000.00	Operating
Organization's Annual Budget	$ 447,700.00	

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
Deliver at least one Educator Session for teachers/educational administrators in each District #61, #62, #63	Three (3) one-hour Student Mental Health Toolkit Educator Sessions delivered in the Greater Victoria area
Deliver at least one Professional Development workshop for teachers in the three Greater Victoria School Districts	One (1) Pro-D session delivered, available for all Greater Victoria teachers
Greater Victoria students and teachers access mental health educational materials through the online Toolkit	50 Unique access requests to the Student Mental Health Toolkit from the Greater Victoria region throughout the 2022-23 school year
Greater Victoria students and teachers participate in a Stigma-Free Virtual Presentation	10-25 school presentations delivered in the Greater Victoria region throughout the 2022-23 school year
COVID-19 updates to Student Mental Health Toolkit	5 new COVID-19 resources created for the Student Mental Health Toolkit (Lesson Plans, student activities)

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: Student Mental Health Toolkit - CRD Focus

Who is your target audience? CRD students in Grades 4-12, teachers, parents/guardians. This program particularly benefits students dealing with stigma and mental illness, either at a personal level or in relation to a family member or close friend.

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

The Student Mental Health Toolkit and Virtual Stigma-Free Presentations school program addresses stigma awareness and provides mental health education for children and youth in Grades 4-12. The program is comprised of virtual Stigma-Free presentations (school outreach), the online Student Mental Health Toolkit and educator support (lesson plans, pro-d workshops).
Coming out of the pandemic, there is a growing urgency to address the lack of mental health support for all Canadians; people don't know where to go for support and there is a lack of relevant, accessible and easily digestible information that is evidence-based.
For the 2022-23 school year, we are receiving interest from schools in Districts #61, 62 and 63 for mental health programming for students and teachers. we are seeking grant funding to 1) strengthen the Student Mental Health Toolkit with development of new content relating to pandemic-related mental health issues (for both students and school staff); 2) support costs associated with additional school presentations in the Greater Victoria region; and 3) deliver educator sessions and pro-d workshops for teachers in/around 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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 stigma associated with mental illness, gender identity, developmental disabilities and cultural differences can have devastating impact on the mental health of an individual and the collective wellness of a community. Youth in particular are often ill-equipped to understand the effects of stigma and how it relates to their mental health and overall well-being. For youth in smaller communities, there are often challenges with accessing plentiful and effective mental health services and supports. We have also seen an increase in mental health challenges during the pandemic, with isolation as a serious factor in contributing to an increase in mental health issues.
Our program will contribute to the health and well-being of the Victoria community by:
- Providing teachers and students with sound mental health knowledge and offer a live Q and A with schools;
- Creating awareness of the various stigmas that exist in society, which helps fosters understanding and acceptance of themselves and others; and
- Prompting students to take action against stigma in their school and prioritize their own mental health as part of their daily lives.

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 components are available at no-cost to all participants including students, educators, and families.
Stigma-Free Society's executive leadership (President Andrea Paquette and Board Chair Dave Richardson), program staff and all of its community and school presenters have lived experience with mental illness and overcoming stigma in their personal lives.
We also consult with mental health experts on an ongoing basis to ensure the material we are presenting is accurate, accessible, beneficial and effective for a diverse audience. They include: Dr. Dana Wasserman (registered psychologist), Dr. Chris Richardson (Associate Professor in the School of Population and Public Health at UBC) and Dr. Shimi Kang (researcher, writer and youth mental health expert).

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Intersectionality: We are proud to provide schools with a team of experienced school presenters who reflect the diversity of B.C.'s youth and strongly encourage and support the participation of neuro-diverse, BIPOC and LGBTQ2+ individuals. There are many intersecting stigmas that affect mental health, including those relating to race, gender identity, sexual orientation, body image, disabilities and cultural differences.
Quality of Life: We apply a mental health lens in addressing stigma, with the understanding that mental health and well-being are greatly impacted by various forms of stigma. When the power of stigma to act as a barrier to seeking and receiving help is neutralized, quality of life is improved and access to care becomes more accessible and equitable.
Resilience - cultivating resilience is deeply interconnected to the understanding and maintenance of mental health. Our programs teach young people the importance of self-care (sleep, good nutrition, expressing feelings) and understanding their own mental health. We also share tools and resources so that if help is needed, they know where to go, and who to speak with.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Youth in small/rural communities, youth facing stigma/mental health issues and teachers
Youth and caregivers in smaller communities often have difficulty finding mental health support and information specific to their region. The Student Mental Health Toolkit provides easy-to-navigate and reliable information. The presentations provide students with the opportunity to hear stories from and ask questions of real people who have faced and overcome a variety of challenges.
The Toolkit is also a valuable resource for teachers who have expressed a critical need for mental health information to utilize in their classrooms.
"At a time where teachers are asking for more training and resources to support their student's mental health, the Toolkit is extremely valuable. Further, it is important for students to see themselves represented. The presentations give students examples of people living with mental illness that they can relate to, reducing stigma and giving hope." Amy teBuite BEd, MACP, RCC, District Counsellor, Social and Emotional Learning, Mental Health Literacy, SD 60 Learning Services

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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? 6,000.00

How many of those people live within the boundaries of the City of Victoria? 200.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 325.00

How many will benefit from the project or program? 2,325.00 **Please explain below.**
(1250 characters max – do not add extra pages)

This program is delivered provincially. Approximately 2,325 people in Greater Victoria will benefit in 2022-23:
15 classroom presentations x 30 students + 1 teacher each class = 465
At least 1 educator session per District x 10 participants each = 30
At least 1 Educator session open to all GV Districts x 30 participants = 30
60 teachers using Toolkit resources in classroom x 30 students each = 1,800

These numbers do not include overall impact for the Student Mental Health Toolkit (50+ downloadable Lesson Plans), which is difficult to quantify on a district level. Annually, and across BC, the Toolkit receives about 14,000 unique visits and 4,000+ lesson plans are downloaded each year. Students, teachers/counsellors and caregivers may access the Toolkit.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 5,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 11,155.00	Salaries for staff responsible for development and delivery of the program
Contractors - Presenters	$ 1,000.00	Presenters receive an honorarium for each presentation
Training	$ 250.00	Presenter training
Video Production	$ 1,500.00	For Toolkit & Presentations
Promotions & Marketing	$ 1,700.00	
Toolkit Content Development	$ 800.00	
A. Total Project or Program Expenses	$ 16,405.00	
Administration		
Administrator salary	$ 2,500.00	Portion of role
Insurance	$ 70.00	Portion of provincial cost
Evaluation	$ 500.00	
Zoom fees	$ 25.00	Portion of organizational cost
B. Total Administrative Expenses	$ 3,095.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 19,500.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	15.87%	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - Include pending requests				
City of Victoria	$ 5,000.00	Pending		
District of North Saanich	$ 2,500.00	Pending		
City of Colwood	$ 1,500.00	Pending		
A. Total Government Funding	$ 9,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
Provincial Employees Community Services Fund	$ 6,000.00	Confirmed		
Edith Lando Charitable Foundation	$ 4,500.00	Pending		
C. Total Matching Funds	$ 10,500.00			
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)	$ 19,500.00	**Should equal Total Program Expenditures on page 4**		

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

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

If we do not receive full funding, we would still be able to offer the Student Mental Health Toolkit program in the Greater Victoria region, however we would likely need to remove one of the components - likely the educator sessions for the Districts. This would result in fewer beneficiaries.

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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 amount of funding required from the City of Victoria is $3,000. 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: September 1 2022 To: June 30 2023

Project or program location: Virtual programming for CRD schools

Project or program timeline and major milestones.

Date	Milestone
Spring/Summer 2022	Partnership building with School Districts 61, 62 and 63 to schedule classroom presentations and teacher education sessions for 2022-23 school year.
September 2022	COVID-19 resources available on the Student Mental Health Toolkit and promoted to CRD educators
September 2022 – June 2023	Targeted awareness campaign throughout Greater Victoria to highlight availability of SFS mental health education program and support for teachers.
September 2022 – June 2023	SFS receives requests from teachers for classroom presentations and access to the Student Mental Health Toolkit; goal to deliver 10-25 within this region throughout the 2022-23 school year
Fall 2022	Pro-D session for Victoria-area educators delivered
Winter 2023	Three educator sessions delivered in districts 61, 62 and 63

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: AGM

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

President
Position

Andrea Paquette
Name

January 28, 2022
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

Check if Report is ☐ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Stigma-Free Society Address: 7035 Brailsford Place
Mailing Address: Sooke, BC V9Z 1J7 Postal Code:
Contact Person: Andrea Paquette Email: andrea.paquette@stigmafreesociety.com
Telephone: 778 956 9663 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?: December 31, 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)

Our Women's Peer Support Group aligned with the City of Victoria's Strategic Plan to facilitate Health, Well-being and a welcoming city. Within this objective, the measurable outcome it contributed to is "improvement on mental health and addictions". Through this program SFS offered personalized support and tools to individuals facing mental health challenges and/or experiencing stigma. Participants were able to speak openly about their mental health challenges .

SECTION 3. PROJECT OR PROGRAM KEY OBJECTIVE REPORTING

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

Objective	Measure of Success	Success – Y / N
Develop mental health skills and knowledge	80% self-report increased skills and knowledge of mental health	Yes
Participants notice a change in attitude	80% self-report increased confidence, decreased shame	Yes
Participants seek additional help elsewhere	80% seek additional mental health support outside of Group	Yes
Participants establish new friend ships (social support systems)	80% establish new friendship because of the Group	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Women in the Greater Victoria community, experiencing mental health challenges
What positive impacts were felt by your target audience? Support to find additional help, increased knowledge, confidence, friendships
How many have benefitted from the project or program? 37 plus indirect beneficiaries (family members)
What percentage of Greater Victoria Residents benefitted from this project or program? 0.0003
How many volunteers have worked on this project or program? 2 What total hours did they work? 16

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Strategic Plan Grant Final Report

SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

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

EXPENSES	$ Amount	Details (if applicable)
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	
Marketing	400.00	
A. Total Project or Program Expenses	$ 15,150.00	
Administration		
Program Insurance	500.00	
Program Evaluation	500.00	
B. Total Administrative Expenses	$ 1,000.00	
Total Expenses (A+B)	$ 16,150.00	Must equal Funding Sources below

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Community Gaming Grant (portion)	10,000.00	Confirmed		
City of Victoria	2,700.00	Confirmed		
A. Total Government Funding	$ 12,700.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			

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Strategic Plan Grant Final Report

Matching Funds				
Individual Donations	3,450.00	Confirmed		
C. Total Matching Funds	$ 3,450.00			
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)	$ 16,150.00	**Must equal Program**	**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: _____

- ☐ 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 — Signature

President — Position

Andrea Paquette — Name

January 25, 2022 — Date

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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Story Studio Writing Society

Mailing Address: 2001A Douglas Street, Victoria, V8T 4K9 Postal Code: _____

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 Certificate of Good Standing or 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 serve under-resourced communities throughout Victoria.

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

Since 2010, we have delivered programs for over 10,000 youth and published thousands of their stories. We have strong partnerships with community organisations (eg. GVPL, SD61) to serve youth and families with our programs, improving literacy, social connections and mental wellness.

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 characters – do not add extra pages)

The proposed 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.

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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	3000	Guild of Young Writers
Grants (Gov't, Fdn)	37915	Core programming, school visits, confirmed
Donations	40352	Core programming, school visits, partially confirmed
Program contributions/Fees	18497	Partner programs, partially confirmed
Organization's Annual Budget	$99,764	

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
Recruit diverse youth to Guild	# of participants in online workshops; # of guest speakers
Empower and celebrate young writers	# of participants in online workshops
Share youth stories	# of digital/print anthologies published

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: Writers Rising: Sharing diverse teen voices

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 free online community designed to inspire, educate and empower teen writers (ages 12-17.) Started in the summer of 2020, the ongoing program has now grown to include over 50 teens. Participants 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. Periodically we create digital anthologies of their writing, celebrating and sharing their work. We seek funds to (1) help include youth from diverse / under-resourced communities, (2) support diverse guest speakers and (3) create publications of teen work.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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: Grant funds will ensure the programs is no-cost and accessible to all. 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.

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. We have consulted with our partners (Greater Victoria School District 61, the Greater Victoria Public Library, Victoria Literacy Connection, Victoria Native Friendship Centre, Victoria Immigrant and Refugee Centre Society) and determined that there is a need to support teens with an online program that provides support and mentorship around writing.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

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.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Low-income, immigrants, refugees, new Canadian citizens, and visible minorities; The program empowers youth by giving them the skills to share their stories, and enhances their communications skills.

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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? 58 (currently)

How many of those people live within the boundaries of the City of Victoria? 50

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 8

How many will benefit from the project or program? 200+ 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 progam 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 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $3000
Must equal Total Funding Sources from City of Victoria on page 5

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		
Communications/promotion	500	Creating materials for specific partner groups
Honorariums	500	Speakers from partner groups in the Guild
Anthology creation	2250	Editing, coordination ($30 hr @ 75)
Anthology publication	1750	Island Blue/Metropol estimate (est. $18/copy)
A. Total Project or Program Expenses	5000	
Administration		
Admin (HR, etc.)	500	
B. Total Administrative Expenses	500	
TOTAL PROGRAM EXPENDITURES (A+B)	5500	Should equal Total Program Funding Sources on page 5
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	3000	Pending		
A. Total Government Funding	0			
Corporate Sponsorships				
B. Total Corporate Sponsorships	0			
Matching Funds				
Donations (Vic Fdn, Individuals)	2000	Confirmed		
C. Total Matching Funds	0			
In-Kind Contributions				
Story Studio	500	Confirmed		
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)	5500	Should equal Total Program Expenditures on page 4		

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 proceed but with limited ability to provide outreach, guest speakers, publications, etc.

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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)

An additional $1000 would allow us to increase our outreach and participation of partner groups, but would eliminate the ability to publish anthologies to celebrate student work.

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, 2022 To: June 30, 2023

Project or program location: Online (City of Victoria residents)

Project or program timeline and major milestones.

Date	Milestone
July 1 2022	Promote and recruit youth from partner organisations
July - October 2022	Support youth in writing programs; guest speakers from partner orgs
October 31 2022	Deadline for written anthology submissions
Nov 2021 - Jan 2022	Support youth in writing programs; Review / edit submissions
Nov 2021 - Jan 2022	Support youth in writing programs; Layout and production
Feb / Mar 2022	Support youth in writing programs; share publications with public

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

Signature

Sean Rodman
Name

Executive Director
Position

January 28, 2022
Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Synergy Foundation

Mailing Address: 300-569 Johnson Street, Victoria BC, V8W 1M2 Postal Code: _____

Contact Person: Jen Fraser Email: jen@synergyfoundation.ca

Telephone: 250-893-8278 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 Certificate of Good Standing or 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. Our core programs focusing on green business, circular economy, and food security.

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

The Vancouver Island Green Business Program has supported 198 businesses in taking action to reduce environmental impact and improve positive social impact. The program has been active for nine years. The program currently offers green business guidance and certification fore retail, restaurant, spa/salon, transportation, and office-based businesses.

How many paid staff at organization? Full Time: 5.00 Part Time: 3.00

How many volunteer staff at organization? 80.00 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 characters – do not add extra pages)

During COVID-19, we adapted our processes to accommodate virtual site visits to businesses, which allow us to provide the same level of education and support through new processes and digital systems that can be adapted to different restriction levels.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 9,400.00	Program costs - developing new sector checklists & educating businesses
Vancity Credit Union	$ 80,000.00	Circular economy and green business programs
Business Member Fees	$ 55,000.00	Administration, marketing, and wages
Events	$ 40,650.00	Event hosting, program funding
Grants - other local governments	$ 90,000.00	Program funding and program related costs
Government of Canada - wage subsidies	$ 30,000.00	Summer hiring and co-ops
Corporate Grants - (BC Hydro, Whole Foods, etc.)	$ 20,000.00	Program funding and program related costs
Organization's Annual Budget	$ 325,050.00	

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 new sector checklist & resources for grocery stores to green their operations	Checklist complete, live on website and press release sent
Develop new sector checklist & resources for local food and beverage producers to green their operations	Checklist complete, live on website and press release sent
Local business engagement (goal: 20 in first year)	Number of businesses utilizing the checklists and taking action
Climate action	Tonnes of emissions reduced through new business actions
Waste reduction	Kg of waste diverted from landfill
Waste reduction	Units of single use plastic reduced
Water conservation	Cubic metres of water conserved
Energy conservation	kWh of annual energy use reduced

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: Green Business Program - Grocery and Food/Beverage Producer Program

Who is your target audience? Local grocery stores, food and beverage producers (including breweries)

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

To meet the UN Sustainable Development Goals and our local climate action targets, we need to engage and empower the local business community to reduce their impact. While we have checklists designed for businesses in retail, restaurant, and other sectors, we have received considerable interest from the grocer and food/beverage produce community, and the current scope of our programs does not match the unique operational impacts in these two sectors. For grocers, we need to further develop guidance and resources around refrigeration, food supply chain, shipping, and waste management. For food and beverage procurers, we need to further develop guidance around specific equipment, natural gas consumption, packaging, and sourcing raw ingredients. Our current funding sources allow us to run the program for businesses within the current sectors we support, but we do not have funding for developing and engaging with these two new sectors. This funding support would allow us to introduce new resources to the business community and empower them to take action.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 program will contribute to the City's goal of reducing community GHG emissions by 50% from 2007 levels by 2030 and by empowering businesses to take meaningful action to reduce carbon pollution. All businesses who participate in our program will have a measurable result in tonnes of GHG reduced through the actions they take within the program. In addition, our program has a 95%+ retention rate, which means that once businesses enter our program, they start on a journey of continuous improvement as we conduct annual site visits and offer guidance and specific suggestions for the businesses to deepen their impact and draw down their emissions. Examples of action areas in the program include energy efficiency, fuel switching, hot water system efficiency, sustainable transportation, green purchasing, social impact 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)

The Vancouver Island Green Business Program is an affordable program with a sliding membership fee scale to allow small businesses to participate at a reasonable rate. On occasion we will offer free memberships to non-profits or enter a contra agreement to exchange services (such as with Indigenous Perspectives Society). As a response to the National Day of Truth and Reconciliation we added a Truth and Reconciliation action point to all five of our checklists at the start of January 2022. This ties directly to Action 92 from the Truth and Reconciliation Commission of Canada: Calls to Action. Our checklist action encourages business leaders to educate themselves and staff on Indigenous history, culture, and meaningful consultation.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

-Value our work connects with: Resilience and Propserous Community – inclusion and access
-Made our program accessible by offering a sliding membership fee scale
-Started offering virtual site visits during the pandemic to be more inclusive, especially to those businesses unable to invite outside personnel in + working with immunocompromised clients who needed to keep their bubbles small
-Work with organizations that want t lower their environmental footprint but don't have a large budget to do so
-By increasing the number of sector checklists we have the ability to offer our affordable services to more local businesses

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The new grocery and food and beverage producer checklists will have action points that encourage:
-Businesses giveback to their communities through charitable financial and food donations
-Businesses give staff paid volunteer time to contribute to their communities
-Businesses provide staff with educational resources on indigenous history, culture, and meaningful consultation

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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? 250.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 250.00

How many will benefit from the project or program? 50.00 **Please explain below.**
(1250 characters max – do not add extra pages)

It is difficult to estimate in terms of number of people engaged, because the program involved many staff members at each business to participate. We estimate 500 based on average staff members.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 9,400.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
New sector development	$ 7,000.00	R&D and labour costs
New sector education materials	$ 1,500.00	Development, design, and communications costs
Travel	$ 300.00	when applicable for on-site research sessions and site visits
Softwares	$ 600.00	Zoom for hosting webinars to educate businesses
Program Manager labour	$ 8,000.00	R&D, checklist development, site visit, and business support
Director of Project Development & Communications labour	$ 6,000.00	R&D, checklist development, site visit, and communications and design
A. Total Project or Program Expenses	$ 23,400.00	
Administration		
B. Total Administrative Expenses	$ 0.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 23,400.00	Should equal Total Program Funding Sources on page 5
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	$ 9,400.00	Pending		
A. Total Government Funding	$ 9,400.00			
Corporate Sponsorships				
Vancity Credit Union	$ 14,000.00	Confirmed	Michelle Bonner	778.628.4792
B. Total Corporate Sponsorships	$ 14,000.00			
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)	$ 23,400.00	Should equal Total Program Expenditures on page 4		

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 may be able to continue with the development of the new sectors, but include fewer businesses in the pilot

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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)

$6,000 is the minimum we would require to cover the main portion of the R&D costs (first line item in our expenses in Section 7)

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 1,2022 To: May 1, 2023

Project or programlocation: City of Victoria

Project or program timeline and major milestones.

Date	Milestone
July-Aug 2022	Development of new sectors assessment checklists, create resources for businesses, consult with local industry leaders
Sept-Nov 2022	Pilot site visits to businesses, complete process improvements, finalize assessment checklists
Nov 2022	Release new tools, checklists, and resources to the public
Nov 2022	Host informational webinars for business community
Dec 2022 - May 2023	Work with 20 businesses in the two new sectors and support in implementing changes
May 2023	Report on the total GHG, energy, water, waste, and other impact metrics

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

Jill Doucette
Signature

Executive Director
Position

Jill Doucette
Name

Jan 31, 2022
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

Check if Report is ☐ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Synergy Sustainability Foundation

Mailing Address: 300-569 Johnson St V8W1M2 Postal Code:

Contact Person: Jill Doucette Email: jill@synergyenterprises.c

Telephone: 250 589 2599 Website: www.synergyfoundation.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Project Zero Incubator

Is the project or program completed?

☑ Yes If yes, what is the completion date?: Nov 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 Zero Incubator Program supported 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 signification emission reductions. Our 9 month program comprised of 11 sessions offered acumen in circular economy, business planning, financial literacy and operating a social enterprise. This aligns with Prosperity and Economic Inclusion, and Climate Action.

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 15-20 new start ups in the circular economy	# of start ups launched	Yes
Support women in the circular economy	at least 50% women led start ups	Yes
Support newcomers to Canada in the circular economy	at least 10% of new canadian led start ups	Yes
Create new jobs in the circular economy	goal:35	Yes
Support youth in the circular economy	at least 50% under 35	Yes
Increase financial literacy	30+ hours of probono accountant time	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? New entrepreneurs in the circular economy

What positive impacts were felt by your target audience? Support for new entrepreneurs without formal business training

How many have benefitted from the project or program? 25

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

How many volunteers have worked on this project or program? 20 What total hours did they work? 280

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Strategic Plan Grant Final Report

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 Director - Jen Fraser	15,500.00	520 hours @ 27.00/hr plus taxes and benefits
Program Operations Coordinator - Georgia Lavender	15,000.00	500 hrs @ 27/hr plus taxes and benefits
Program Communication - Ellie Gilchrist	6,000.00	250 hrs @22/hr plus taxes and benefits
IT & Digital Comms Platforms (slack, zoom, etc)	1,800.00	$200 per month x 9 months
Accountant and legal coaching for ventures	15,000.00	4 hrs per individual @ $150/hr x 25 individuals
A. Total Project or Program Expenses	$ 53,300.00	
Administration		
administration general	5,970.00	bookkeeping, office space, Internet, utilities, etc
B. Total Administrative Expenses	$ 5,970.00	
Total Expenses (A+B)	$ 59,270.00	**Must equal Funding Sources below**

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	3,800.00	Confirmed		
A. Total Government Funding	$ 3,800.00			
Corporate Sponsorships				
Vancity Credit Union	35,000.00	Confirmed	Michelle Bonner	7786284792
B. Total Corporate Sponsorships	$ 35,000.00			

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Strategic Plan Grant Final Report

Matching Funds				
Synergy Foundation	5,470.00	Confirmed	Jill Doucette	250 589 2599
C. Total Matching Funds	$ 5,470.00			
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 Funding Sources (A+B+C+D+E)	$ 59,270.00	**Must equal Program**	**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 in incubator sessions

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

Date: _____

- ☐ Website
- ☐ Newspaper Advertisement
- ☐ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other will be released in March

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 Doucette — Signature

Executive Director — Position

Jill Doucette — Name

Feb 15, 2022 — Date

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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: The Compost Education Centre

Mailing Address: 1216 North Park Street Postal Code: V8T 1C9

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 Certificate of Good Standing or 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's (CEC) mission is to cultivate resilient communities, which support the land and all living beings to thrive. The CEC promotes composting, soil stewardship, local food production, and ecological conservation by providing information and resources on composting and waste reduction strategies, organic gardening, and various conservation practices. Education is accessible to the general public with a focal audience of residents of the Capital Regional District.

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

For 30 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: 5.00 Part Time:

How many volunteer staff at organization? 30.00 Total volunteer hours: 300.00

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 characters – do not add extra pages)

All of the CEC's programs and operations occurs within the parameters of current PHOs. The Healing City Soils program can run under current Public Health Orders (PHO). The majority of the program occurs outdoors, distanced and masked; educators and students are equipped with N95's and hand sanitizer. The program is executed with minimal contact; while maximizing the opportunity for engagement and community building. RRU has given consent for the program to occur and the student's supervising professor, Dr. Matt Dodd, adds additional safety oversight to the program implementing and overseeing protocols for the lab and field as per RRU safety 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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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	$ 23,800.00	PENDING: Healing City Soils Program 10K; Community Garden Volunteer Coordinator 7800; Get Growing Direct Award 6k
Capital Regional District	$ 93,338.00	Operational Funding (confirmed)
Community Gaming Grant	$ 39,000.00	Program Staff Wages (confirmed)
Canada Summer Jobs	$ 21,355.00	Pending: Canada Summer Jobs staff wages
TD Friends of the Environment	$ 8,450.00	Pending: Schools Program
Projected 2022 CEC Programming & Retail Revenue	$ 72,200.00	Ed programs, Advertising, Outreach, Admin, Communications, Ecommerce,Wages, Website
Misc Funders	$ 90,000.00	Pending: Healing City Soils, Adult Education Programs, Schools Programs, Outreach, Communications
NSERC: Promoscience	$ 15,000.00	Schools Program, Ed Program admin, supplies, Ed Program Staff wages (confirmed)
Organization's Annual Budget	$ 363,143.00	

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 Climate Resliency Skills within the CoV and CRD	# of CoV and CRD residents attending workshops, # of CoV and CRD residents who apply to have soil sampled; # of soil tests provided in CRD and CoV; # of factsheets disseminated
Provide valuable lab, field work, science communication and admin experience for students	# of students participating in project, # of soil samples, # of lab results disseminated, positive feedback/testimonials from students
Add to CEC's Greater Victoria Soil Quality Map	200 new soil datasets uploaded to the CEC's open-access, interactive soil quality map.
Provide free soil testing to CoV & CRD residents	200 residents from 2022-23 receive free heavy metal contaminant testing in their garden spaces or traditional harvesting sites
Maintain and monitor remediation plots at 3 different sites	# of datasets collected at 3 sites; # of volunteer hours tracked at 3 different sites;
Test soil & plant samples	# of soil samples and plant tissues tested at RRU and at accredited lab
Develop & share plain language free resources	# of resources disseminated to CoV and CRD, restoration of soil health in CoV and Greater Victoria, more urban food gardens,increased health and safety for CoV food gardeners
Develop 1 new workshop, host 4 workshops on contamination best practices and DIY remediation	# of attendees from CoV and CRD, restoration of soil health in CoV and Greater Victoria, more urban food gardens, increased health and safety for participants

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: Healing City Soils: The Ground Beneath Our Feet

Who is your target audience? Urban and rural food growers, local Indigenous land stewards, gardeners, students, researchers, HCS participants

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

Healing City Soils is a collaboration between Royal Roads University, environmental toxicologist Danielle Stevenson, and the CEC. HCS offers 100 free soil heavy metal tests annually to food growers in the CRD along with factsheets and workshops to share knowledge & skills about how to improve soil health and grow food safely. HCS gives RRU student teams valuable field and lab experience. The Ground Beneath Our Feet (GBOF) is a pilot that grows from the success of HCS. Urban soils often contain metals that need to be addressed before growing food; GBOF will offer plain-language skills and resources that support the removal of heavy metals from low-to-moderately contaminated soils using native and non-native plants, compost and fungi. The goal of this project is to mitigate the impact of climate change by testing soils, restoring degraded lands and encouraging local food security; and to offer education and resources to equip CRD residents with knowledge needed for land restoration and climate-smart food production and safe traditional foods & medicines harvest. The GBOF is a collaboration between the HCS team, the PEPÁḴEN HÁUTW Foundation and a CoV homeowner & former HCS participant, with high levels of lead in their backyard.

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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).

- ☐ Affordable Housing
- ☐ Prosperity and Economic Inclusion
- ☑ Climate Leadership and Environmental Stewardship
- ☑ Reconciliation and Indigenous Relations
- ☑ Strong, Liveable Neighbourhoods
- ☑ Health, Well-Being and a Welcoming City
- ☐ Sustainable Transportation

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.

- ☐ Affordable Housing
- ☐ Prosperity and Economic Inclusion
- ☑ Climate Leadership and Environmental Stewardship
- ☐ Reconciliation and Indigenous Relations
- ☐ Strong, Liveable Neighbourhoods
- ☐ Health, Well-Being and a Welcoming City
- ☐ Sustainable Transportation

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)

Local climate resiliency and food security are foundational to HCS and GBOF, which focus on improving the safety of food and ecological stewardship, so that community members are informed and empowered to take local biodiversity, soil health and urban food production into their own hands. Providing skills, resources, knowledge to CoV residents for 30 years and counting, the CEC endlessly contributes to local climate resiliency and is a recognized leader in the field of environmental education. HCS offers free soil heavy metal testing to food growers in Greater Victoria along with factsheets and workshops to share knowledge and skills about how to improve soil quality and grow food safely. GBOF will offer plain-language skills and resources that support the removal of heavy metals from low-to-moderately contaminated soils using native and non-native plants, compost and mycellia. Annually 50% of HCS applications are from CoV residents, approximately 25% of CoV applicants learn they have low to moderate levels of heavy metal contamination in their back yards and gardens due to our industrial past and present. These programs support native plant biodiversity, waste reduction, carbon sequestration, and soil restoration.

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 HCS program and GBOF pilot centres barrier reduced education and financial accessibility; resources are free and some HCS workshops are free, others have pay-what-you-can options for self-identified marginalized community members of Greater Victoria. Soil testing can be expensive, and results, often heavy with scientific language, can be complex, confusing or disheartening. Any of these things can create barriers to getting more folks growing their own food and understanding why the health of their soil is vital to local ecosystems, our communities' well-being, and to mitigating the effects of climate change. Further, learning about the soil where we live and taking its wellbeing into local communities' hands also means honoring that the South Island is comprised of the traditional territories of the Lkwungen and W̱SÁNEĆ First Nations, among others. In collaboration with PEPÁḴEN HÁUTW̱, HCS aims to offer plain language education and resources that will directly support the restoration and resiliency of W̱SÁNEĆ lands & communities, as well as the food security and climate resiliency of local Indigenous communities.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max - do not add extra pages)

Rooted in multidisciplinary collaboration, HCS brings together environmental toxicologist Danielle Stevenson, W̱SÁNEĆ restoration and resiliency initiative PEPÁḴEN HÁUTW̱, RRU's Environmental Science program, and volunteers. Equity is fundamental to HCS; sampling & remediation sites are selected through lenses of environmental racism and class barriers. Many sites demonstrate mismanagement of resources, illustrating how traditional food harvesting sites have become contaminated with heavy metals due to industrial processes. Additionally, HCS reduces cost and knowledge barriers around soil health, food growth, soil testing and results interpretation. This reduction increases CoV community access to restoration techniques and safe food growing practices with the goal of building stronger food security and sovereignty locally. Through HCS, we intend for skill sets and resources developed through HCS and the GBOF pilot to address knowledge gaps and barriers to action in this crucial area of climate change mitigation. Resources and workshops will be broadly scalable and applicable to other regions within Canada.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max - do not add extra pages)

This program increases the climate resilience of underserved communities in the CoV because it generates multiple access points to participate in local carbon sequestration, while increasing local soil health and food security. HCS and GBOF provide resources and skills needed to grow food safely,and promotes simple actions that increase local biodiversity of native plants, and native pollinators. The combination of financially accessible and culturally relevant remediator plants used in the GBOF pilot, free soil testing and plain language resources works to directly resource and empower communities impacted by inequities. Healing City Soils as a low-barrier, free program, inclusive of education and volunteering opportunities, increases underserved CoV community members' ability to engage in local ecological stewardship and food growth.

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How many people participate in or take advantage of the program for which you are seeking funding? 930.00

How many of those people live within the boundaries of the City of Victoria? 300.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 530.00

How many will benefit from the project or program? 1,000.00 **Please explain below.**
(1250 characters max – do not add extra pages)

The impact of the Healing City Soils Program is far reaching. In the summer of 2021 for instance, the HCS was invited to Nanaimo to share Healing City Soils talks, workshops and information installations with residents concerned about gardening, historical land use and industrial contamination. In that time frame our Nanaimo community partner distributed 300 of the CEC's DIY remediation posters to local residents.

The CEC receives 150-200 applications to the HCS program annually, approximately 50% of those applications are from CoV residents wishing to have their garden soils tested for heavy metals. 100 applicants are selected, the rest waitlisted or encouraged to reapply. 500 past HCS participants are updated annually with news regarding the development of HCS programs and resources, more added to the list annually (e.g. in 2023, 600 past participants will receive HCS program updates, etc.). 40-80 workshop participants annually, 10-20 RRU students, 30 UVic Permaculture Design students will be tracking the HCS/GBOF program over the course of 2022-23 and incorporating the project into their design methodologies. Upwards of 200 soil health and remediation factsheets are disseminated annually to residents of Greater Victoria.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 10,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Environmental Toxicologist Fees (Danielle Stevenson)	$ 22,000.00	Partial in-kind. Technical advising/pilot lead non profit rate. $25/hr; Resource Development; Reporting
HCS Program Technician Assistant	$ 2,000.00	1-2 hrs p/week for 1 yr @ $20 p/hr. Materials pickup and prep, soil sampling, trainings/meetings, data collection, remediation assistance
CEC Program Coordinator Wages	$ 12,480.00	32 hrs/p month @ $30 p/hr. Site monitoring and data collection oversight; Student coordination; participant coordination; resource dissemination; workshop outreach; reporting; recruitment; stakeholder liaising; general program oversight
Professor Matt Dodd: Technical Oversight and Mentorship	$ 5,400.00	In kind; $150 p/hr for remediation consulting
Soil and Plant Tissue Sample Analysis	$ 5,000.00	200 soil samples, 200 plant samples
CEC Communication Coordinator Fees	$ 2,000.00	Science-Communication/Program Outreach and Marketing
GIS Mapping Fees	$ 300.00	GIS Mapping data entry
Environmental Science Student Volunteers	$ 4,000.00	In kind: soil sampling and analysis, reporting valued at $20/hr x 2 student teams x 100 hours each team
Plants, Seeds, Native Plant Ecosystem Consultation	$ 1,090.00	Discounted plants and seeds-$250. In kind: Consultation fees $840 ($70 p/hr, 4 hrs per month for 3 months)
Student/Volunteer Mileage	$ 1,200.00	Travel to 100 sampling sites, students, volunteers and program staff weekly travel to 2 of 3 remediation sites during spring, summer and fall
A. Total Project or Program Expenses	$ 55,470.00	
Administration		
HCS Program Administration	$ 3,000.00	HCS/GBOF tracking, evaluation, administration
Production of Unaudited Financial report by accountant	$ 1,500.00	
B. Total Administrative Expenses	$ 4,500.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 59,970.00	**Should equal Total Program Funding Sources on page 5**
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	7.50%	

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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		
CRD	$ 9,000.00	Confirmed	Kate Masters	kmasters@crd
A. Total Government Funding	$ 19,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
First West Foundation	$ 10,000.00	Pending	Jackie Zellwege	250-487-3623
BC Conservation & Biodiversity Awards	$ 5,000.00	Pending	Unknown	info@bccbawa
Compost Education Centre Program Revenue	$ 4,730.00	Confirmed	Alexis Hogan	2503869676
C. Total Matching Funds	$ 19,730.00			
In-Kind Contributions				
Environmental Toxicologist Non Profit Rate ($25 p/hr as opposed to $50 p/hr)	$ 11,000.00	Confirmed	Danielle Stever	daniellestever
Satinflower Nurseries: In-kind consultation as needed; 15% discount on plants/seeds	$ 840.00	Confirmed	Kristen Miskelly	info@satinflov
Professor Matt Dodd: Technical Oversight and Mentorship	$ 5,400.00	Confirmed	Matt Dodd	Matt.Dodd@R
RRU Environmental Science Student Volunteers	$ 4,000.00	Confirmed	Matt Dodd	Matt.Dodd@R
D. Total In-Kind Contributions	$ 21,240.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 59,970.00	**Should equal Total Program Expenditures on page 4**		

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, the program will be impacted. However, the CEC's commitment to this multifaceted project is strong and enduring. We will continue to seek out other partners, funders and supporters in order to continue our responsibilities to community education and outreach in the realm of climate resiliency skill building.

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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)

$30,850. Environmental Toxicologist technical lead, resource development, reporting and program delivery fees (minimum 7k), technician assistant fees (minimum 2k), soil sample lab analysis (minimum 4k), plant tissue sample lab analysis (minimum 2k), HCS Program Coordinator wages (minimum 12k); GIS Mapping technician fees (minimum $600); plants and seeds (minimum $250); travel to sites (minimum 1k), CEC Communications Coordinator Wages (minimum 2k)

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 2022 To: June 2023

Project or program location: City of Victoria, SNIDCEL(Tod Inlet), Royal Roads University, Greater Victoria, University of California at Riverside

Project or program timeline and major milestones.

Date	Milestone
Summer 2022	Student data collection, soil sampling and analysis, HCS/GBOF program coord and oversight; reporting and management of test sites
Summer-Fall 2022	Development of remediation workshops and factsheets; interpretation and distribution of 100 soil sample results to CoV & CRD residents
Fall-Winter 2022	Trial DIY Remediation workshops and factsheets
Fall 2022	Re-test Plants and Soil; Disseminate Resources and HCS & GBOF Findings; Host Soil Contamination Best Practices Workshops
Fall 2022	Replant Remediation Sites; Monitor Sites; Disseminate Resources; Publish Findings in Peer Reviewed Journals
Winter 2022	New RRU Student Teams Assigned; planning for HCS 2023; Disseminate Resources
Spring 2022	Recruit participants; Student teams sample soils for heavy metals; support data collection and analysis; Host Workshops
Summer 2022	Reporting; Disseminate Resources

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4-8 Total volunteer hours required: 60-80

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

Executive Director
Position

Alexis Hogan
Name

January 28, 2022
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

Check if Report is ☑ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: The Compost Education Centre

Mailing Address: 1216 North Park Street, Postal Code: V8T 1C9

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: NCP & AEP Neighborhood Composting Program and Adult Education Program

Is the project or program completed?

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

The Neighbourhood Composting Program (NCP) and Adult Education Program (AEP) program is still in progress, with a scheduled end date of June 30th, 2022, making this report an interim report as opposed to a final report. Remaining milestones include meeting objectives that are still in process: Adding 10 more participants to the NCP, diverting 490lb more of food scraps, distributing 290lb more of compost, Developing a NCP guide for other groups to use and offer a training session to interested parties. We'll continue to offer free composting sessions, serve residents with our hotline for garden and composting advice, and teach a new workshop series in the AEP.

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

Yes, the program continues to align with the Strategic Plan Objective of "Climate Leadership and Environmental Stewardship" by increasing the number of participants in the (NCP), diverting food scraps from landfill and resource intensive curbside collection programs, while also distributing living nutrient rich compost to Victoria Residents. We further aligned with the Objective through our AEP providing accessible educational programs and 1-on-1 gardening and composting advice to residents.

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
Expand the NCP pilot to be a regular program of the CEC and serve 40 household	30 households participating. New intake in early 2022.	Yes
Decrease methane production at landfill	Diverted 1010lb of food scraps to date in the program, more to come	Yes
Make a nutrient rich, alive soil amendment: compost	Distributed 210lb of finished compost, more to be distributed in spring	Yes
Develop a NCP protocol that other groups can use	1 guide ready for distribution - in process	No
Train others in NCP program management	1 training offered - to be scheduled	No
Educate City of Victoria residents on local composting & gardening options	9 free composting workshops offered thus far, 500+ hotline calls answered -	Yes
Develop & offer 1 new CEC taught adult workshop	New "Grow the Best Garden Series" being taught Feb-June 2022	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? All residents of the City of Victoria, especially those that live within close proximity to the CEC

What positive impacts were felt by your target audience? Resiliency skill building, climate aware, fully aware of the composting system

How many have benefitted from the project or program? TBD

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

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

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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		
Promotion and advertising for NCP & AEP	1,500.00	Networking with neighbours and neighbourhood groups; connecting with property managers; paid
NCP Program Management & necessary materials	7,030.00	Onboarding & communicating with new & old participants, processing food scraps into finished compost
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 Expenses (A+B)	$ 29,150.00	Must equal Funding Sources below

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	4,400.00	Confirmed	grants@victoria.ca	
Capital Regional District	7,500.00	Confirmed		
Investment Readiness Program	1,000.00	Confirmed	Jessica Bell	250-381-5532
A. Total Government Funding	$ 12,900.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			

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Strategic Plan Grant Final Report

Matching Funds				
The Compost Education Centre	9,850.00	Confirmed	info@compost.bc.ca	250-386-9676
The Urban Food Table	4,000.00	Confirmed	Ben Clark	250.884.3133
CRFAIR	1,000.00		Ana Mendez	engagement@crfair.ca
C. Total Matching Funds	$ 14,850.00			
In-Kind Contributions				
Buckets for NCP	1,400.00	Confirmed	Leanne Gallager	250-385-6829
D. Total In-Kind Contributions	$ 1,400.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 29,150.00	**Must equal Program**	**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: _____

- ☐ 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

Alexis Hogan | January 27, 2022

Name | Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: The Diverters' Foundation

Mailing Address: 1531 Pear Street Saanich BC Postal Code: 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 Certificate of Good Standing or 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 officially became a registered not-for-profit society in August 2020. Ever since, 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); piloted a commercial waste diversion program; designed and implemented a community pickup program; and hosted a coffee cup return depot community event.

How many paid staff at organization? Full Time: 0.00 Part Time: 1.00

How many volunteer staff at organization? 8.00 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 characters – 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. All Diverters sign a health and safety agreement, agreeing to follow program protocols. 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.

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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	$ 7,700.00	Pending. Diverter Community Pick-Ups and Business Pick-Ups 2022
The Nulla Project	$ 150.00	Coffee Cup Revolution sponsorship
Bean Around the World	$ 100.00	Coffee Cup Revolution sponsorship
Victoria Foundation/Our Place Grant (outstanding balance from 2019 grant)	$ 1,668.50	Completed Needs Assessment, Current Diverter Coordinator Program.
VanCity Grants	$ 6,500.00	Coffee Cup Revolution sponsorship, 2021 Diverter Community Pick-Ups and Membership Building Program, Operational funds
City of Victoria, Strategic Plan Grant (2021)	$ 2,500.00	2021 Diverter Community Pick-Ups and Membership Building Program
GoFundMe	$ 1,098.18	Operational funds
Private Donations	$ 30,000.00	Operational funds and programming
Organization's Annual Budget	$ 49,716.68	

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 neighborhoods bordering downtown Victoria and businesses in downtown Victoria	Metric: Volume of returnables collected by Diverters Goal: Using last year's outcome from our Community Pick-up Program, we are planning to triple the number of returnables diverted to the bottle depot (23,970)
Social: Increase public engagement with Diverters membership to build awareness and reduce stigma with Victoria communities and businesses	Metric: Number of community and business pick-ups and number of partnerships established Goal: Initiate additional 30 community pick-ups during program duration. For the Business Pick-up Program we are aiming to have 15 businesses registered.
Economic: Increase engagement with potential new Diverters membership.	Metric: Number of Diverter members Goal: Increase our membership by 15 new Diverters members

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: Diverter Community Pick-Ups and Business Pick-Ups

Who is your target audience? Diverter community, Neighborhoods (Fernwood, Fairfield, James Bay), Victoria s downtown business community

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

Objective
Continuing the Community Pick-up Project and building on its success, the The Business Pick-up Program (BPP) aims to have Diverters servicing downtown businesses using Diverters' Foundation pick-up bins. Each participating business will have a bin, and be associated with a trap line (a regular route of businesses) that will be assigned to Diverter teams of two to be serviced on a weekly basis. These initiatives provide income to underserved communities and reduce the amount of returnables in the landfill.

Team Building
Most Diverters, and others in the waste-sorting community, work alone. With the BPP, we are aiming to form stronger ties between Diverters by having small teams work together to serve downtown businesses and neighbourhoods.

Building Connections
One of the objectives of the program is to build connections with the business community in Victoria. This will contribute to community building and help with de-stigmatizing the work done by Diverters. Through the Community Pick-up Project, Diverters engaged with community members who participated, sharing stories of their lives and struggles. The BPP will also work to forge community connections between diverse populations in 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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

With the rising cost of living in the City of Victoria, made even worse by the current pandemic, our program strongly aligns with the objective of Prosperity and Economic Inclusion.

Diverters, binners, and waste-pickers almost always live below the poverty line, which is defined as less than $21,000 per year after taxes. With the increasing cost of housing, many people resort to bottle picking as an extra source of income. In a recent survey of the Diverters community, 78% stated that they receive government income and 97% stated that their source of income doesn t provide enough money for their daily spending. Refunds from returnables often act as the primary income for Diverters.

Through its programs, the Diverters Foundation strives to help Diverters and achieve economic growth. The Business Pick-up Program, alongside the Community Pick-up Project, will provide a steady level increase in income for many Diverters with regular scheduled pick-ups, while reducing landfill waste, and empowering this under-served 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 Diverters Foundation was created with the goal of providing services and programs for the Diverter community. Our Business Pick-up Program is tailored to provide a source of reliable and steady income to the under-served Diverter community. One of our key pillars is providing economic empowerment to this population in Victoria.

With the support of the Board, the Business Community Pick-Up and Community Pick-up Programs are 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. While participating in the programs, members will be able to learn valuable transferable skills: teamwork, reporting, and interpersonal skills.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

The Diverter Community Pick-Ups and Business Pick-Ups 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. Diverters engaging with community members, to provide community pick-ups and to educate on informal recycling, will lead to more inclusive, resilient, and prosperous communities. Diverters 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 diverters, the local community, and the City of Victoria.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The Diverter Community Pick-Ups and Business Pick-Ups program will directly impact the following underserved population: low income earners, homeless, marginalized individuals, and those whose main disposable income comes from collecting returnables.

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 Diverters and waste pickers as environmental stewards helping improve the urban environment and building more sustainable communities.

While no two Diverters are the same, many of these individuals face similarly poor living conditions and health disparities highlighting urban inequality. This program empowers the Diverters community, who often face health and economic challenges, and offers them coordination, de-stigmatization, and economic opportunities that were not previously accessible.

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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? 131.00

How many of those people live within the boundaries of the City of Victoria? 131.00

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? 131.00 **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 (>13)
Stream 2: Indirect Benefits
Businesses engaging in business pick-ups (>15)
Community members in the form of households 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 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 7,700.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 4,000.00	$330.00 per month for a total of 12 months.
Personal Protective Equipment	$ 200.00	Cost for disposable masks, protective gloves, and hand sanitizer.
Diverters members wear/uniforms	$ 600.00	Custom hats, T-shirts,and Hoodies.
Printing costs	$ 150.00	Informational and promotional print collateral.
2 Carts for Business Pick-up	$ 2,000.00	This includes material cost and wage for contractor who will build the two carts
15 recycling containers	$ 750.00	This will be loaned to the business participating into the program
A. Total Project or Program Expenses	$ 7,700.00	
Administration		
B. Total Administrative Expenses	$ 0.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 7,700.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	0.00%	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	$ 7,700.00	Pending	Jennifer Lockhart	(250) 385-571
A. Total Government Funding	$ 7,700.00			
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)	$ 7,700.00	Should equal Total Program Expenditures on page 4		

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 it will impact the roll out of the BPP by not being able to provide two carts for the Diverters assigned to the program. This will mean Diverters will have to physically carry the refundables on their back and thus risk injuries. Providing PPE to the Diverters community has been a great help during the ongoing pandemic and not having funding will put stress on the supply of PPE for this community.

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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 most crucial expense we seek funding for is the regular wage payment for the Diverter Coordinator and the equipment needed to start the program (two carts and 15 recycling bins). Our minimum ask is $6,000.00. We are exploring sponsorship for PPE, uniforms, and printing materials. Ultimately, The Diverters Foundation is volunteer-run, and any grant funding is superior to none.

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, 2022 To: June 30, 2023

Project or programlocation: City of Victoria (Fernwood, James Bay, Fairfield) and Downtown Victoria

Project or program timeline and major milestones:

Date	Milestone
July 1, 2022	Cart design finalized and start of construction.
July 15 2022 August 1 2022	Staff recruitment push of business pilot program with the business community, using promotional materials and contacts in the community. Executing our social media and mainstream media campaign to promote the Foundation programs specifically our Business pick-ups program.
August 1 2022	Construction of 2 carts finished
August 1 2022 December 1 2022	Phase 1 membership recruitment for Business pick-ups and Community pick-ups
December 1 2022	Program mid-term evaluation and adaptations as required.
December 1 2022 June 30, 2023	Phase 2 membership recruitment and Business pick-ups and Community pick-ups
December 1, 2022	Implement community pick-up promotion for the holiday season.
June 30, 2023	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: 150

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

Signature

Board of Directors, Secretary
Position

Alyssa Savage
Name

January 31, 2022
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

Check if Report is ☐ Interim or ☑ Final

SECTION 1. CONTACT INFORMATION

Organization Name: The Diverters Foundation

Mailing Address: 1531 Pear Street Saanich Postal Code: V8P 2A2

Contact Person: Alyssa Savage Email: savage.alyssa@gmail.com

Telephone: (250) 886-7074 Website: thediverters.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Diverter Community Pick-Ups and Membership Building

Is the project or program completed?

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

Our program aligned with the four Strategic Plan Objectives selected in the application through the following outcomes:
Health, Well-Being & Welcoming City: Increased social inclusion between commuters and Diverters
Prosperity & Economic Inclusion: Generated income for marginalized membership
Climate Leadership & Environmental Stewardship: Cultivated environmental stewards who divert waste
Strong, Liveable Neighbourhoods: Provided non-transactional services to Victoria neighbourhoods

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
Environmental: Increase volume of returnables successfully returned	Metric: Volume of returnables collected by Diverters.	Yes
Social: Increase public engagement with Diverters membership	Metric: Number of community pick-ups and number of partnerships established	No
Economic: Increase engagement with membership to benefit from deposits	Metric 1: Number of Diverter members.	Yes
Economic: Increase engagement with membership to benefit from deposits	Metric 2: Returnable refunds acquired through the program.	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Diverter membership, community members of participating neighbourhoods, community organizations

What positive impacts were felt by your target audience? Increased income, community-building, empowerment of under-served communities

How many have benefitted from the project or program? Approx. 118 individuals

What percentage of Greater Victoria Residents benefitted from this project or program? 118 of 367,770: 0.032%

How many volunteers have worked on this project or program? 6 What total hours did they work? 125

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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		
Diverter Coordinator and team lead honorariums	2,580.00	Coordinator pay for a total of 6 months (July 1, 2021 to December 31, 2021).
Personal Protective Equipment	124.63	Cost for disposable masks, protective gloves, and hand sanitizer.
Diverters members wear/uniforms	531.50	Custom hoodies
Printing costs	397.79	Informational and promotional print collateral (includes website costs and flyer campaign costs)
A. Total Project or Program Expenses	$ 3,633.92	
Administration		
B. Total Administrative Expenses	$ 0.00	
Total Expenses (A+B)	$ 3,633.92	**Must equal Funding Sources below**

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria Strategic Plan Grant	2,500.00	Confirmed	Jennifer Lockhart	(250) 385-5711
A. Total Government Funding	$ 2,500.00			
Corporate Sponsorships				
VanCity Grant	1,133.92	Confirmed	Elyse Kuwert	250.995.7647
B. Total Corporate Sponsorships	$ 1,133.92			

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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)	$ 3,633.92	**Must equal Program**	**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?

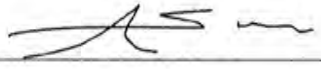
Date: _____

- ☐ 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

Secretary, Board of Directors

Position

Alyssa Savage

Name

January 31, 2022

Date

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1 Centennial Square
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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 Postal Code:

Contact Person: Duncan Chalmers Email: duncan@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 Certificate of Good Standing or 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: 27.00 Part Time: 5.00

How many volunteer staff at organization? 350.00 Total volunteer hours: 35,000.00

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 characters – 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.

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

Funding Sources	$ Amount	Use
City of Victoria	$ 20,000.00	Hospitality Centre - Street Outreach Program
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 program participants and 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.
(Lunch now served 7 days a weeks: Dinners on Friday, Saturday.	Qualitative feedback from meal recipients.

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. Our clientele also include former prisoners (who have been rejected by potential employers) and 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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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 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 place 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.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (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.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The unhoused & working poor.

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; 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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How many people participate in or take advantage of the program for which you are seeking funding? 1,600.00

How many of those people live within the boundaries of the City of Victoria? 1,300.00

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? 1,600.00 **Please explain below.**
(1250 characters max – do not add extra pages)

This program positively impacts approximately 1,600 individuals per month through the provision of ~100 hot lunches per day (now 7 days a week), ~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.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 20,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 51,830.09	Daily coffee, disposable dinner plates and cutlery, emergency clothing, tarps, sleeping bags
		COVID-19 PPE, music/sound equipment, batteries, extension cords, repairs to bathroom
		plumbing and/or fixtures, kitchen equipment repairs, hood fan inspections
Personnel	$ 141,494.54	Staff trained in leadership, crisis intervention, substance management, suicide intervention,
		naloxone, mental health, First Aid, and prisoner interaction (assisting the parole board of Canada)
Community Care Space	$ 1,321.88	Nursing center, counseling support, advocacy and 'Next Steps' programs for
		finding jobs, housing or obtaining other resources
A. Total Project or Program Expenses	$ 194,646.51	
Administration		
Personnel	$ 14,599.00	
Office	$ 220.32	
B. Total Administrative Expenses	$ 14,819.32	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 209,465.83	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	7.07%	

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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		
BC Community Gaming Grant 2022-23	$ 25,000.00	Pending		
Canada Summer Jobs Program 2022	$ 15,000.00	Pending		
A. Total Government Funding	$ 60,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
Mustard Seed general revenues	$ 149,465.80	Confirmed		
C. Total Matching Funds	$ 149,465.80			
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)	$ 209,465.80	Should equal Total Program Expenditures on page 4		

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, particularity 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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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 $9,000. This amount of funding, equivalent to just under 18% 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 2022 To: June 30th 2023

Project or program location: The Mustard Seed, 625 Queens Ave, Victoria, V8T 1L9

Project or program timeline and major milestones.

Date	Milestone
July 2022 - June 2023	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 2023	Provide monthly Beyond the Streets fieldtrip excursions - COVID-19 depending
	Past trips have included Mt. Work, Gowland Todd Provincial Park, Pkols, Hope Farm Healing Centre
July 2022 - June 2023	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

Duncan Chalmers
Name

Grants Coordinator
Position

January 31st 2022
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

Check if Report is ☑ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: The Mustard Seed Street Church

Mailing Address: 625 Queens Ave. V8T 1L9 Postal Code:

Contact Person: Duncan Chalmers Email: duncan@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 2021-22 Strategic Plan Grant is being used to support the operations of the program until June 30th 2022. Thus, this report serves as an interim report and a final project report will be submitted in Septemeber 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
Enhance Hospitality Centre experience	Through qualitative feedback from community members	Yes
Provide 10 'Beyond The Streets' trips (COVID-19 Depending)	Identify individual qualitative impacts from relationships built	No
	and self-empowerment activities. As of Janaury 2022, we have been able to	
	offer a number of 'Beyond the Street' trips, most notably up to our	
	Hope Farm property in Duncan, BC. We plan to reach 10 total by the end of	
	the program cycle in June 2022	
Provide ongoing hospitality meal programs through year	Number of meals served. Tracking progress of capacity to provide meals	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? The unhoused and 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? ~1500

What percentage of Greater Victoria Residents benefitted from this project or program? 0.35

How many volunteers have worked on this project or program? 100 What total hours did they work? 5500

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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 Costs	25,500.00	daily coffee, disposable dinner plates & cutlery, emergency clothing, tarps, sleeping bags,
		music/sound equipment small parts like batteries, replacement cords, repairs to
		bathroom plumbing or fixtures and kitchen equipment repairs and hood fan inspections,
		COVID-19 PPE and safety equipment/infrastructure
Personnel	125,000.00	Wages. 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	$ 150,500.00	
Administration		
Personnel	9,800.00	
Office	300.00	
		*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 2021 TO JANUARY 31ST 2022*
		Final accurate figures will be reported in our Final Repprt due September 2022
B. Total Administrative Expenses	$ 10,100.00	
Total Expenses (A+B)	$ 160,600.00	**Must equal Funding Sources below**

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria Strategic Plan Grant	10,200.00	Confirmed		
BC Community Gaming Grant	25,000.00	Confirmed		
Canada Summer Jobs Program	19,761.00	Confirmed		
A. Total Government Funding	$ 54,961.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			

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Strategic Plan Grant Final Report

Matching Funds				
Mustard Seed General Revenues	105,639.00	Confirmed		
C. Total Matching Funds	$ 105,639.00			
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)	$ 160,600.00	**Must equal Program**	**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: _____

- ☐ 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: Grants Coordinator
Name: Duncan Chalmers	Date: February 2nd 2022

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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

Check if Report is ☑ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: The Proulx Global Education Foundation, dba CiiAT

Mailing Address: 143 Joseph Street, V8S3H6 Postal Code:

Contact Person: Michelle Winkel Email: michelle@ciiat.org

Telephone: 250-419-7628 Website: www.ciiat.org

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: ArtHive with the VNFC

Is the project or program completed?

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

As we are an currently at the interim point, and with the surge in COVID-19 cases, we have had to pivot our priorities to accommodate the changing landscape. We had scheduled a series of videos in partnership with Victoria Native Friendship Centre (VNFC) that would highlight Indigenous artists and educate the local community on Indigenous art practices and their first languages. This project is something we want to continue, but due to COVID-19, we have had to respect the physically distancing requirements of the artists, some of whom are elders, cancelling the video interviews. We are pivoting to a new format which involves creating an online gallery with these artists. to showcase their work and educate viewers. We have continued to provide one-on-one art therapy sessions online via our Virtual Art Therapy Clinic and wish to continue to do so throughout the rest of this grant cycle.

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

Yes, our program has aligned with all but one of the objectives. We delivered one-on-one virtual art therapy to clients in our Virtual Art Therapy Clinic. These sessions offer wellness, relationship building, promote economic inclusion and help to create strong neighbourhoods. We are in partnership with VNFC and have designed a film and spoken with 9 Indigenous artists who are enthusiastic about sharing their knowledge as part of this grant. We are designing a gallery of indigneous art 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
Create a strong, liveable neighborhood	Facilitator Feedback	Yes
Passing down Indigenous knowledge and history		No
and giving access to ArtHive to all		No
Nurture health and wellbeing with art making	Therapist Report	Yes
Providing services to fill gap in Indigenous mental health care	Therapist Report	Yes
Relationship build and healing with art	Therapist Report	Yes
Promote economic inclusion	One-on-one sessions are free of charge	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Indigenous people of all ages, focusing on youth and children

What positive impacts were felt by your target audience? See Therapist Report

How many have benefitted from the project or program? 52

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

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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		
Indigenous ECE support worker	120.00	
Virtual one on one art therapy sessions	2,580.00	43 sessions x $60/session
Program Coordinator wage	585.00	1hr/week at $22.50/hr for 26 weeks
Proulx Foundation supervisor wage	1,300.00	1hr/week at $50/hr for 26 weeks
VNFC facilities as needed	300.00	Board room for meetings, etc
A. Total Project or Program Expenses	$ 4,885.00	
Administration		
General administration costs	1,500.00	Administrative coordination and liasing with partners. Making adjustments as needed.
Marketing	150.00	6hrs of work over 26 weeks
Program evaluation	100.00	
B. Total Administrative Expenses	$ 1,750.00	
Total Expenses (A+B)	$ 6,635.00	**Must equal Funding Sources below**

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria Strategic Plan Grant	12,300.00	Confirmed	Tami Reynolds	250-361-0272
A. Total Government Funding	$ 12,300.00			
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				
VNFC board room for meetings	300.00	Confirmed	Rebeca Mabee	r.mabee@vnfc.ca
D. Total In-Kind Contributions	$ 300.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 12,600.00	**Must equal Program**	**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: _____

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

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

SECTION 7. DECLARATION

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

Michelle Winkel — Signature

Clinical and Academic Director — Position

Michelle Winkel — Name

01/18/2022 — 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 Postal Code: V8S 3H6

Contact Person: Michelle Winkel Email: office@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 Certificate of Good Standing or 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. We provide art therapy services in Victoria to adults through The Art Wellness Studios & Clinic Program. This contracted program 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 art therapy sessions by donation to all ages both within and beyond the Greater Victoria region.

How many paid staff at organization? Full Time: 9.00 Part Time: 28.00

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 characters – do not add extra pages)

The Virtual Art Therapy Clinic is a fully virtual service accessible by any individual with an internet-connected device and video camera. We offer individual, dyadic, and group therapy sessions for all ages within the Greater Victoria region in over eight different languages. The student art therapists are informed by their supervisors on how to adapt to whatever materials a client may have available to them, as well as how to deal with common virtual appointment issues, including loss of connection, lag, and audio disruptions. Sessions are offered through a PIPEDA-compliant telehealth 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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 12,300.00	Art Hive Program and filming with the Victoria Native Friendship Centre
Vancouver Island Health Authority	$ 41,156.39	Art Wellness Studios and Clinic - contracted on-site mental health program
CiiAT/Proulx Foundation Annual Budget	$ 119,708.28	Operations and management of education programs/Proulx Foundation support; profit for 2021
Organization's Annual Budget	$ 173,164.67	

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 accessible and affordable art therapy services to clients from the comfort, privacy, and safety of their own space	An increase in the number of both Indigenous and non-Indigenous clients who self-identify as living in the Greater Victoria region
To provide the community with access to graduating art therapy students as they complete their practicum and gain valuable clinical experience	An increase in the number of appointments by clients who self-identify as living in the Greater Victoria region
To support the growth of mental health service options in Greater Victoria	The creation of ads on social media platforms targeted to the Greater Victoria region, with an increase in the number of click throughs and impressions
To alleviate the strain on other mental health programs in Victoria by providing a waitlist-free intake, counselling, and referral process	A minimum of six agencies/organizations within the region, including the Victoria Native Friendship Centre, will be provided with no-cost services
To increase awareness of art therapy as a therapy model, particularly for populations who may not be best served by traditional talk therapy	An increase in the number of website visits and communication for the Virtual Art Therapy Clinic website

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: Virtual Art Therapy Clinic

Who is your target audience? Local residents, with priority given to people who self-identify as First Nations and other underserved communities

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

The Virtual Art Therapy Clinic (VATC) was initially launched in March 2020 as a way to provide clinical experience for our art therapy students who were unable to attend on-site practicum placements due to lockdown. It has since grown to accommodate our increased student numbers. Although we have also experienced an increase in client numbers, we need even greater numbers to support the students who will be beginning their practicum in the VATC in 2022. Sessions are by donation, with many clients being aided with waived fees. Clients who are referred to us from the Victoria Native Friendship Centre or minors who reside in the Greater Victoria area currently have their sessions funded by our existing Strategic Plan Objective grant, and we see an increased need in these populations for virtual art therapy services partially due to the isolation the pandemic has caused. Local Indigenous clients have been traditionally underserved by the mental health community. The partnership between CiiAT and the VNFC aims to continue to address this inequity, especially as the isolation of the pandemic has caused even greater depression and anxiety across the Greater Victoria region.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 VATC enables underserved communities to gain better access to mental health support with its unique multimodal approach. Our clinic offers a range of session times and dates to meet client needs. CiiAT understands the need for a greater variety of mental health services within the Greater Victoria region, and the VATC has experienced proven results in supporting the mental health of its clients. Furthermore, CiiAT currently runs services with the Victoria Native Friendship Centre and strives to support Indigenous reconciliation and mental health efforts. The VATC meets the strategic objectives of health, well-being, and a welcoming city; strong, liveable neighbourhoods; and reconciliation and Indigenous relations.

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 few years, CiiAT has worked closely with the Victoria Native Friendship Centre (VNFC) to provide art therapy services to its community. CiiAT is honoured to be a part of this ongoing relationship with the VNFC, and we would like to continue to be able to offer these services to Indigenous community members in need. In addition, due to the entirely virtual operation of the VATC, CiiAT is able to specifically target members of other underserved populations. We have worked with single parents, children, low-income individuals, seniors without accessible transportation, and clients from cultural backgrounds where therapy services and mental health issues are stigmatized, thereby decreasing their ability to safely access these services in-person.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

The VATC was designed with a focus on Quality of Life and Resilience and Prosperous Community as two of its core values on equity. Mental wellness is a significant contributor to a high quality of life, and our community is directly affected by the mental health of the members within it. Greater mental wellness leads to more positive interactions, choices, and results. Studies show that the effects of trauma have a debilitating effect on the quality of life throughout a person's lifetime, and underserved populations are disproportionately affected. A prosperous community is linked to quality of life and resilience. In order to keep these two values at the forefront of the VATC, we have made efforts to promote directly within specific Greater Victoria communities, such as Cook Street Village, the Victoria Native Friendship Centre, and La Société francophone de Victoria. We offer services in a multitude of languages and specifically target underserved populations in our outreach efforts.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The VATC aims to directly target Indigenous communities with the help of the VNFC. Our current program with the VNFC, the Art Hive for Indigenous children and families, has transitioned to sessions within the VATC. By providing ongoing mental health support for members of the Indigenous community through easily accessible art therapy sessions, we strive to recognise the unique cultural background, stories, and art forms of Indigenous communities in the Greater Victoria area. The VATC offers an amplifying channel for these integral cultural facets to be successfully passed down to new generations of Indigenous communities, as well as helping to empower and solidify the presence of Indigenous art and culture within Victoria.

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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? 40.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 12.00

How many will benefit from the project or program? 300.00 **Please explain below.**
(1250 characters max – do not add extra pages)

The VATC currently has intake and session space available for up to 300 new clients. The tools that clients 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 sure of the exact number of people who indirectly benefit from art therapy sessions in our clinic, we do know that strengthening mental health in one individual has a long-reaching effect across communities.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 16,780.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Proulx Foundation Supervisor wage	$ 10,400.00	$50/hour at 2 hours/week for 52 weeks for 2 supervisors
Inidividual/dyadic art therapy session workshop venue at VNFC	$ 400.00	Hands-on art therapy workshop at VNFC for interested participants within the Greater Victoria region
Therapeutic Arts Practitioner training for VNFC staff	$ 2,780.00	4-month long professional training program aimed at providing a VNFC facilitator with therapeutic arts skills to bring back to their workplace and community
Art materials for workshop	$ 200.00	Materials for approximately 20 participants
A. Total Project or Program Expenses	$ 13,780.00	
Administration		
General administrative costs (in-kind)	$ 2,500.00	In-kind contribution from Proulx Foundation
Media and marketing	$ 300.00	Posters, social media announcements
Evaluation	$ 200.00	Evaluation and program management
B. Total Administrative Expenses	$ 3,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 16,780.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	17.88%	

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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	$ 14,280.00	Pending		
A. Total Government Funding	$ 14,280.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Proulx Foundation - administrative costs	$ 2,500.00	Confirmed	Cheryl-Ann We	250-419-7625
D. Total In-Kind Contributions	$ 2,500.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 16,780.00	Should equal Total Program Expenditures on page 4		

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 unable to receive full funding, we will be unable to create regular targeted marketing materials and campaigns to Indigenous communities. Furthermore, due to the program needing a significant amount of administrative hours in order to handle registration, scheduling, follow-up, client matching, and providing tech support to both the art therapists and clientele, we would be unable to allocate enough administrative hours to serve a significant increase in client numbers.

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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 $12,616.54. 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 with 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, 2022 To: June 30, 2023

Project or program location: Virtual, with the main administrative office in Victoria

Project or program timeline and major milestones.

Date	Milestone
July 1, 2022	Rollout of ad campaign for the Virtual Art Therapy Clinic, targeting underserved populations with a special focus on Indigenous communities
July 15, 2022	Meet and greet with therapists, round 1
July 16 - August 1, 2022	Intake sessions
September 15, 2022	Meet and greet with therapists, round 2
October 1 - November 1, 2022	Midpoint sessions
December 15, 2022	Review of sessions to date
January 15, 2023	Meet and greet with therapists, round 3
March 1, 2023	Second rollout of ad campaign, then repeat previous steps

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

Melissa Yue
Signature

Executive Assistant
Position

Melissa Yue
Name

January 27, 2022
Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Theatre SKAM Association

Mailing Address: Box 8563, Main PO, Victoria, BC, V8W 3S2 Postal Code:

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 Certificate of Good Standing or 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 27 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've safely run distanced versions of our festival and developed 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: 3.00 Part Time: 3.00

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 characters – do not add extra pages)

Under current restrictions, the project can perform for block parties and neighbourhood events as shows are outdoors and intended for small audiences. Our Pop-Up Home Delivery is able to operate contact-less and for one household at a time if restrictions increase. We have COVID/ Communicable Disease policies in place across all four of our programs: shows, drama school, festival, pop-up.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 24,000.00	Extra Project that meets the city's strategic plan objectives
City of Victoria Festival Investment	$ 15,000.00	15000
Earned revenue	$ 100,023.00	Tickets, classes, merch, concessions
Public Funding	$ 561,172.00	Annual Festival, Venue costs, Projects (shows), Access needs
Private revenue (Foundations, donations)	$ 115,605.00	Projects, Office rent, General operations
Organization's Annual Budget	$ 815,800.00	

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
Increase opportunities for neighours to engage with one another	Count number of patrons. Count number of shows with multiple households
Make neighbourhoods thriving and appealing	Record comments from patrons in show reports.
Provide a new neighbourhood amenity	Note if similar pop-up events occur 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 performers from IBPOC backgrounds	Employ Indigenous performer(s) and Artists of colour (in 2020 and 2021 50% of performers IBPOC)
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 short, feel-good shows 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, seniors homes, children's programs) 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 First Nations communities.

The project is based on an established format that piloted in 2020 and has been refined. The 2022 project increases access supports.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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, and matches well with many measurable outcomes
- As people gather for a show, this increases opportunities for engagement with neighbours
- A show on a truck makes a neighbourhood distinctive
- Live shows with laughter and music promote positive mental health
- Gatherings we generate promote safe, walkable spaces
- Increase number of people walking by promoting block gatherings
- Mobile project makes all neighbourhoods thriving, distinctive, appealing, viable and provides 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 2,3,4,8,11b,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 remain limited, and serving one household at a time or one block at a time is the best pivot we could make.
Having the event by donation ensures access is very high. In 2020 and 2021 several people booked it for free, and we sent it where we knew it was needed (Seniors' homes, summer camps).
A sense of generosity permeates the program with most people making an average suggested donation ($60), and several paying it forward, knowing their donation provides shows for those who cannot afford it.
The project employs 5 professional artists who are also under-served.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Theatre SKAM shares the city's values on equity. The program personnel and performing art strives to meet all values.
We employ a broad range of artists, including IBPOC, 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. Those who can not book a show to their home can 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, whose intersectional background ensures all work is accessible and that staff are able to respond to access needs inquiries.
ASL and described performances allow patrons from Blind and Deaf communities to attend. Portable ramps make the stage wheelchair accessible when needed.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The economically disadvantaged are among the underserved populations this project provides for. It is full of hope and resiliency, allowing all residents to include culture as part of their regular activities regardless of their economic, racial, or geographic background.
The options to book are free or by donation. By providing accessible cultural activities, the project places culture consumers on equal footings regardless of income.
As well as the previously mentioned strategic priorities the city has identified, the project tackles many key issues of the 2021 Vital Signs report: Arts and Culture, Belonging and Engagement, Economy, Health and Wellness, Sport and Recreation, and Safety.
Pop-Up: Home Delivery furthers our mandate, and our vision statement, which encourages us to include community in all our projects. 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 supports local professional culture workers.

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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? 10,368.00

How many of those people live within the boundaries of the City of Victoria? 8,249.00

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 11, running until September 25, 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.
Each preshow announcement mentions the support of and promotes this Strategic Plan Grant program.
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 in the past two years, the most recent being February 2022 with International delegates at the PUSH International Festival. 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 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 24,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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 fee	$ 9,600.00	12 weeks x $800
Four performers	$ 31,200.00	12 weeks x $650 x four people
Technician	$ 2,000.00	Sets up venue, manages technical 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
Access costs	$ 3,000.00	ASL interpretation, Vocal Eye description at select performances
A. Total Project or Program Expenses	$ 52,050.00	
Administration		
Bookings Coordinator	$ 4,224.00	12 hours weekly, 16 weeks, $22/hr
Permit costs	$ 400.00	Bookings in parks
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)	$ 59,614.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	12.69%	

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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	$ 24,000.00	Pending	This application	
Canada Summer Jobs (annual since 2016)	$ 16,000.00	Pending	Calgary office	1-800-935-55
BC Operating/ Impact Grant	$ 4,500.00	Confirmed	Nadine Carew	778-698-3288
CRD Operating	$ 1,300.00	Confirmed	Chris Gilpin	250-360-3215
A. Total Government Funding	$ 45,800.00			
Corporate Sponsorships				
Caffe Fantastico	$ 500.00	Pending	Graham	250-385-2326
B. Total Corporate Sponsorships	$ 500.00			
Matching Funds				
Individual donations	$ 3,164.00	Confirmed	Anne Taylor	250-386-7526
Individual donations	$ 7,000.00	Pending	Anne Taylor	250-386-7526
C. Total Matching Funds	$ 10,164.00			
In-Kind Contributions				
Overnight parking	$ 2,200.00	Confirmed	Matthew Payne	250-386-7526
Materials for stage	$ 350.00	Confirmed	Matthew Payne	250-386-7526
D. Total In-Kind Contributions	$ 2,550.00			
Waived Fees and Charges				
Construction of stage and scenic elements	$ 600.00		Steve Barrie	250-661-4910
E. Total Waived Fees and Charges	$ 600.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 59,614.00	Should equal Total Program Expenditures on page 4		

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 suggest a minimum donation for the shows (instead of a free option).
The Strategic Plan Grant program was the reason we dreamed up this program- in order to meet the goals of the plan.
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.

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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 costs to launch the program don't change much with a reduced duration.
17,200 enables the program to run for 10 weeks.
12,400 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 2022 To: September 30, 2021 2022

Project or programlocation: Victoria neighbourhoods: James Bay, North Park, Fernwood, Downtown, Fairfield, Oaklands, Hillside, etc

Project or program timeline and major milestones.

Date	Milestone
July 1, 2022	Finalize programming and casting
July 2, 2022	First rehearsals begin
July 11, 2022	First shows
September 25, 2022	Shows conclude
September 26-29, 2022	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

Artistic and Managing Producer
Position

Matthew Payne
Name

January 30, 2022
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

Check if Report is ☐ Interim or ☑ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Theatre SKAM Association

Mailing Address: Box 8563 Main PO Victoria Postal Code:

Contact Person: Matthew Payne Email: matthew@skam.ca

Telephone: 250.386.7526 Website: www.skam.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Pop-UpTheatre: HomeDelive

Is the project or program completed?

☑ Yes If yes, what is the completion date?: September 30, 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)

Yes. The project assisted in providing strong, liveable neighbourhoods and improved health and well-being by animating neighbourhoods with short, resilient, live shows, which delighted audiences and surprised passersby.
We offered a range of performances for all-ages audiences, performed by diverse artists, including Indigenous artists.
Our by donation system offered economic inclusion and helped bolster the image of our welcoming city.

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 opportunities for neighours to engage with one another	Count patrons, record engagements	Yes
Make neighbourhoods thriving and appealing	Record comments from patrons in show reports.	Yes
Provide a new neighbourhood amenity	Note other pop-up events in the show reports	Yes
Increase access to social determinants of health	Ensure the project is by donation and that people can book for free, record	Yes
Employ diverse talent, including Indigenous performers	As in 2020, seek to employ Indigenous performer(s) and Artists of colour (	Yes
Aim to increase number of people reached	Track data (# of shows, # of neighbourhoods, # attendees)	Yes
Boost economies of neighbourhood and village centres	Count increased connections on social networks with local businesses when w	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Families in Victoria

What positive impacts were felt by your target audience? Opportunity to safely gather outdoors, uniting neighbours, improved well-being

How many have benefitted from the project or program? 8036

What percentage of Greater Victoria Residents benefitted from this project or program? 10%-Victoria. .02%-Greate

How many volunteers have worked on this project or program? 1 What total hours did they work? 20

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Strategic Plan Grant Final Report

SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

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

EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Director fee	9,600.00	
Four performers	31,200.00	
Technician	4,800.00	Higher than projected
Materials: Scenery, Costumes, Props	1,000.00	
Venue Costs	3,250.00	
Marketing	2,000.00	
A. Total Project or Program Expenses	$ 51,850.00	
Administration		
Bookings Coordinator	4,224.00	
Program planning	2,640.00	
Office supplies	302.00	
Permit costs	0.00	Altered locations so permits required no hard costs
B. Total Administrative Expenses	$ 7,166.00	
Total Expenses (A+B)	$ 59,016.00	Must equal Funding Sources below

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	9,600.00	Confirmed	Tami	
Canada Summer Jobs	26,464.00	Confirmed	Calgary Region Office	
BC Gaming	4,365.00	Confirmed	BC Gaming	
A. Total Government Funding	$ 40,429.00			
Corporate Sponsorships				
First West Credit Union	3,000.00	Confirmed	Mayfair branch	
B. Total Corporate Sponsorships	$ 3,000.00			

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Strategic Plan Grant Final Report

Matching Funds				
Individual donations	11,869.00	Confirmed	Anne Taylor	SKAM
C. Total Matching Funds	$ 11,869.00			
In-Kind Contributions				
Overnight parking	2,200.00	Confirmed	Matthew Payne	SKAM
Materials for stage	350.00	Confirmed	Steve Barrie	661.4910
D. Total In-Kind Contributions	$ 2,550.00			
Waived Fees and Charges				
Construction of stage and scenic elements	1,168.00	Confirmed	Steve Barrie	661.4910
E. Total Waived Fees and Charges	$ 1,168.00			
Total Funding Sources (A+B+C+D+E)	$ 59,016.00	**Must equal Program**	**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 In-person before shows

☐ 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.

Matthew Payne

Signature

Artistic and Managing Producer

Position

Matthew Payne

Name

February 9, 2022

Date

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

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Threshold Housing Society

Mailing Address: 1524 Fort St. Victoria, BC Postal Code: V8S 5J2

Contact Person: Colin Tessier Email: colin.t@thresholdhousing.ca

Telephone: 250-383-8830 Website: https://www.thresholdhousing.ca/

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S0026003

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 87667 3369 RR001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Vision: A community where all youth thrive.

Mission: Threshold Housing Society works to prevent adult homelessness by providing safe housing, support services, and community to at risk youth.

Threshold supports at-risk youth ages 15-24 who are experiencing homelessness, are aging out of the child welfare system without support, are struggling with substance use, and/or are fleeing violence/abuse.

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

Threshold Housing Society has been offering safe housing, support services, and community to at-risk youth in Victoria for more than 32 years. Threshold provides wrap-around services to youth ages 15 – 24 who are experiencing homelessness or are at risk of homelessness. Individualized case plans focus on the root of the issue that is putting them at risk, and supports are put in place in an attempt to break the cycle of homelessness and poverty. In 2021, we received over 150 referrals.

How many paid staff at organization? Full Time: 30.00 Part Time: 10.00

How many volunteer staff at organization? 40.00 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 characters – do not add extra pages

The work of supporting youth within the Threshold program is considered an essential service. Throughout the entirety of the pandemic, Threshold staff have continued to support youth in the program and within our diverse housing portfolio. Threshold has developed a robust set of policies designed to minimize risk and ensure maximum safety during all interactions. These policies are regularly reviewed and updated based on the constant shifting reality of pandemic, and in response to current Public Health Orders. When possible, virtual meetings take the place of in-person interactions. Often, in-person connection is required and in these cases social distancing is implemented and full PPE supplies are available.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 40,000.00	
Island Health	$ 790,000.00	Supportive Recovery Services
BC Housing	$ 395,000.00	Youth Engagement Liaison and youth rental supports
Ministry of Children and Family Development	$ 156,000.00	House Supervisors
Donations and fundraising	$ 345,000.00	Operational expendatures
Program fees	$ 234,000.00	Lease and housing costs
Pending grants and other	$ 450,000.00	Staffing and youth support
Organization's Annual Budget	$ 2,410,000.00	

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
Expand safe housing available for at-risk Indigenous youth	Increase the scattered housing for youth (SHY) program by 6 new units.
Increase culturally appropriate support for Indigenous youth	Every Indigenous youth in the program has direct support from an Indigenous Cultural Wellness Worker.
Successful graduations from the program	6 Indigenous youth successfully graduate into healthy and sustainable housing in the community.
Increase in self-identified resiliency factors	Assessment of factors such as self-esteem, self-efficacy, healthy relationships etc.
Increase culturally appropriate community-based supports	Connections made in community that create a long-term support network.

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: Expanding Housing Options for Indigenous Youth

Who is your target audience? Indigenous youth ages 15 - 24 who are experiencing homelessnessorare at risk of homelessness.

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

This project is intended to support the expansion of safe housing options for at-risk Indigenous youth in Greater Victoria. Threshold has partnered with NIL TU,O Child and Family Services to expand our Scattered Housing for Youth program (SHY) by up to 6 new units. This expansion and partnership also includes the implementation of a new Indigenous Cultural Wellness Worker and cultural programming designed to better support the experience and outcomes of Indigenous youth in the Threshold program.

All youth housed within the Threshold program have access to our case management support team, which provides diverse and individualized services based on the needs of each youth. It is the combination of safe affordable housing combined with diverse supports and meaningful community/relationships that enable successful transitions for youth toward independence and healthy sustainable futures. Threshold and NIL TU,O are providing the expansion of housing units, and the focus of this funding request is to support the hiring of a full-time primary case manager position (called a Youth Engagement Liaison or YEL), which is essential for our ability to successfully expand the SHY program for Indigenous 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).

- ☑ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Threshold Housing Society affirms Housing First as an effective model to prevent and end homelessness, generally. Further, we have adopted the Housing First for Youth (HF4Y) model as a foundational component that guides our practice and program development. The HF4Y model has 5 core principles that we work to align with:

- A right to housing with no preconditions.
- Youth choice, youth voice and self-determination.
- Positive youth development and wellness orientation.
- Individualized, client-driven supports with no time limits.
- Social inclusion and community integration.

More information about the HF4Y model can be found here: (https://www.homelesshub.ca/resource/part-1-program-model-guide)

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 intergenerational trauma that results from residential schools is having large impacts on Indigenous youth and children today. Much of this is resulting in family violence, crime, substance use, and more children entering the child welfare system. Studies show that there is a deep connection between the impact of colonization and residential schools with homelessness. It is critical that housing and support solutions incorporate strategies to address intergenerational trauma, that include culturally safe spaces.

Threshold Housing Society serves an over-representation of Indigenous youth. More than 30% of youth we serve identify as Indigenous, which can be directly linked to the overrepresentation of Indigenous youth in government care. This is an outcome resulting from the ongoing impact of colonialism. Threshold understands that the impact of inter-generational trauma for many Indigenous youth which can lead to social exclusion and homelessness. As a non-Indigenous agency, Threshold takes the cultural safety of Indigenous youth very seriously and continuously prioritizes culturally inclusive spaces that will help provide safe housing, support services, and community to Indigenous youth.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

This funding request focuses on a expansion of housing and support services for at-risk Indigenous youth who are both over-represented and under-served within our society and its systems. Given the age group of our target clientele, the housing and supports provided are transitional in nature as the youth navigate toward graduation into sustainable independent housing into young adulthood. Given the project specifically targets Indigenous youth, we will incorporate Indigenous values, beliefs, and practices, in partnership with NIL TU,O Child and Family Services. Expanding housing and supports for this target population directly achieves outcomes related to social justice, intersectionality, quality of life, and resilience and prosperous communities. It not only creates a more equitable reality today, but the outcomes will carry forward for the rest of the youths lives and impact their own families and communities.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

A key component to Threshold's ability to successfully support at-risk youth is our staffing and program structure. Youth are supported by several specialized positions such as an Indigenous Cultural Wellness Worker. The Cultural Wellness Worker helps youth in re-connecting to their culture, bringing an Indigenous wellness lens, and helping youth access cultural events. We have well-established case management and program systems in place. Our work is undergirded by utilizing a trauma-informed and an anti-racist approach that guides our engagement and support with youth. Our model focuses on ensuring positive outcomes related to housing stability, self-reliance, and increased resiliency factors such as positive social connections and access to community-based supports. Additionally, Threshold works closely with Indigenous community agencies to offer programming that Indigenous youth can access in their healing journey and seeks guidance from Indigenous agencies and elders in the development of the programs. Threshold staff are provided with cultural safety and humility training and engage in ongoing dialogue about what it means to be a non-Indigenous agency doing work in reconciliation.

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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? 18.00

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? 6.00

How many will benefit from the project or program? 18.00 Please explain below.
(1250 characters max – do not add extra pages)

18 Indigenous youth will find safe housing and individualized supports. It's fair to say that participation in the Threshold program offers a truly life-changing opportunity with outcomes that extend a lifetime, and ultimately end up having a positive outcome for the youths family, friends, communities, and our society as a whole. Housing at-risk youth and helping to equip them for future success is by it's nature a prevention strategy that helps to reduce adult homelessness in the future. This benefits everyone in our society.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 40,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Cultural Wellness Worker	$ 65,520.00	
Youth Engagement Liaison	$ 48,750.00	
Clinical Counsellor	$ 21,645.00	
Intake Coordinator	$ 7,488.00	
Transportation	$ 1,200.00	
Indigenous cultural supports	$ 2,500.00	
A. Total Project or Program Expenses	$ 147,103.00	
Administration		
Administration	$ 26,400.00	Program Director, Finance and Admin
B. Total Administrative Expenses	$ 26,400.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 173,503.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	15.22%	

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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	$ 40,000.00	Pending		
NIL TU,O Child and Family Services	$ 65,520.00	Confirmed	Katharina Stocker	250-544-1400
A. Total Government Funding	$ 105,520.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
Threshold Housing Society	$ 67,983.00	Confirmed	Colin Tessier	250-383-8830
C. Total Matching Funds	$ 67,983.00			
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)	$ 173,503.00	Should equal Total Program Expenditures on page 4		

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

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

As we expand the number of youth housing spaces available at Threshold, it is essential to also add the necessary supports so that youth have the best chance at success toward a brighter future. The Youth Engagement Liaison position is a central piece within our support system. If Threshold cannot secure funding for this position, it means we cannot expand housing units to the desired level.

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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 expansion of housing units requires the addition of a full-time Youth Engagement Liaison. Threshold does not readily have available extra funding to direct to this hire. It is reasonable to say that a minimum of $25,000 would still allow us to move forward as planned. It would stretch other areas but is possible.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: July 1st, 2022 To: June 30th, 2023

Project or programlocation: Scattered throughout the CRD including directly in the City of Victoria.

Project or program timeline and major milestones.

Date	Milestone
July 1st	Hire Youth Engagement Liaison.
July 1st	Open 6 new units in the SHY program for Indigenous youth.
July 15th	Welcome 6 new youth into their new homes.
July 1st - June 30th	Youth Engagement Liaison supports caseload of 12 Indigenous youth toward positive outcomes.

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

Executive Director
Position

Colin Tessier
Name

January 28th, 2022
Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Together Against Poverty Society

Mailing Address: 828 View Street, V8W 1K2 Postal Code:

Contact Person: Douglas King Email: dking@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 Certificate of Good Standing or 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: 11.00 Part Time:

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 characters – 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 to enter 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 and appropriate PPE. Commonly touched surfaces are sanitized on a regular schedule. The TAPS COVID Safety Plan exceeds the requirements of WorkSafe BC. 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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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	$ 19,232.00	.25 FT Legal Advocate
Law Foundation of British Columbia	$ 392,000.00	2 FT Legal Advocates, 1 FT Staff Lawyer, and 1 FT Intake Coordinator
Province of BC (Gaming)	$ 100,000.00	1.5 FT Legal Advocates
Disablity Alliance of BC	$ 70,000.00	1 FT Tax and Disability Coordinator
United Way of Greater Victoria	$ 40,000.00	.75 FT Legal Advocate
Donations and memberships	$ 60,000.00	Admin Support
Union Contributions	$ 35,000.00	.5 FT Legal Advocate
Organization's Annual Budget	$ 716,232.00	

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	Number of clients helped
Analyze the effectiveness of the Tenant Assistance Policy	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:

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: Legal Advocacy on Tenant Assistance Policy

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)

Rent for 1 and 2 bedroom units increased 20% from October 2020 – October 2021 in Greater Victoria. This trend is likely to continue into 2022, with 2 bedroom units increasing 4.5% from December 2021 to January 2022. The gap between asking rent for vacant units and occupied units climbed from $39 to $356 between 2015 and 2021. Many renters in the City of Victoria live in older and lower-density rental stock, 80% of which were built in the 1960s and 1970. This housing stock is prime for redevelopment, and tenants who live in these buildings are worried that displacement will lead directly to homelessness.

The Tenant Assistance Policy (the Policy) is intended to mitigate the impacts of tenant displacement. TAPS Advocates are trained to provide tenants with legal advice about eviction processes, and tenants regularly turn to us when facing displacement. TAPS is well positioned to work with the Tenant Ambassador to ensure that tenants understand what is available to them under the Policy, and we are extremely well positioned to provide City Staff with data about how the Policy is impacting tenants in concrete terms. Receiving funding for this project will allow us to communicate this important feedback in a fulsome way.

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E grants@victoria.ca

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).

- ☑ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☑ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 Affordable Housing Strategic Plan objective aims to decrease the number of people spending more than 30 per cent of their income on housing and decrease homelessness. The Tenant Assistance Policy was created in 2020 as an action item under these objectives. In order to optimize the Tenant Assistance Policy and ensure it is achieving the desired goals, the City needs an accurate understanding of how it is working on the ground. This project will allow TAPS to provide City Staff with important information in that regard. TAPS has been involved in the Renters Advisory Committee and has contributed to the creation of many of the tenant assistance measures the City has created in recent years. As a result, we are in a good position to help the city maximize the utility of the Tenant Assistance Policy. By helping tenants interpret the policy, and using its recommendations in negotiations with landlords, we anticipate that tenants will be more likely to achieve a successful resolution and, in some cases, directly prevent homelessness. In addition to liaising with the ambassador, TAPS is prepared to provide the City with a report at the end of 2022 outlining the effectiveness of the TAP and making recommendations where appropriate.

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 are not easily able to understanding their rights and responsibilities in complicated situations where there are multiple levels of government involved in the process. In this case, the RTA establishes the rules for 4 month notices to end tenancy, and the City provides additional guidance and entitlements through the Tenant Assistance Policy. We hear from tenants that facing displacement is one of the most stressful and anxiety-provoking experiences of their lives, and 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.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

TAPS shares many of the Council's stated values on equity. 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. This project will continue this work by ensuring that marginalized tenants in Victoria understand how the TAP can assist then, and by providing the City with feedback from feedback from our clients that might not otherwise be heard.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (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, this project will empower tenants to make informed decisions when facing displacement from their home. In addition to providing individualized services, our advocates offer public legal education for people living in poverty as well as the community groups and organizations that support them. This builds the capacity of people living in poverty to advocate for themselves and for their 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? 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? 200.00

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 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 20,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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-Days/wk wages for a Tenant Legal Advocate
Office Supplies	$ 250.00	Office Supplies for the Project
Postage	$ 200.00	Registered and Regular Mail for RTB Documents
Office Communications	$ 900.00	Office 365, Teams line, Internet, and CRM Database
A. Total Project or Program Expenses	$ 22,942.00	
Administration		
Front Desk Support	$ 2,000.00	Front Desk Staff and Volunteers
Reporting and Financial	$ 1,000.00	Executive Director and Accountant
B. Total Administrative Expenses	$ 3,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 25,942.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	11.56%	

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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				
TAPS Donations	$ 5,942.00	Confirmed	Douglas King	2503613521
C. Total Matching Funds	$ 5,942.00			
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)	$ 25,942.00	Should equal Total Program Expenditures on page 4		

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

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

This grant would support our existing part-time tenant legal advocate and give us the capacity to assist with more tenancy matters relating to the Tenant Assistance Policy. Given the state of demand, especially during the pandemic, if we did not receive full funding we would have to cap or decline service in certain situations. Also without the full funding we would not be able to properly analyze the results and impacts of the Tenant Assistance Policy and provide that feedback to staff.

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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 our experience we would need at least $12,000 in order to dedicate staffing resources to support our tenant legal advocate in Tenant Assistance Policy matters. Any less would not be 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, 2022 To: April 1, 2023

Project or programlocation: TAPS Office - 828 View Street

Project or program timeline and major milestones.

Date	Milestone
April 1, 2022	Allocate staff resources to assign and perform the objectives of the project
May 1, 2022	Connect the staff person with the Tenant Housing Ambassador to outline the goals of the project
May 1, 2022 - March 31, 2023	Provide Legal Advice and Representation to Tenants on TAP matters, collecting data as we go
March 31, 2023	Deliver Final Report to Tenant Housing Ambassador and submit Final Report to City of Victoria

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5 Total volunteer hours required: 20/wk

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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



Signature

Douglas C. King

Name

Executive Director

Position

Jan 31, 2022

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

Check if Report is ☑ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Together Against Poverty Society

Mailing Address: 828 View Street, V8W 1K2 Postal Code:

Contact Person: Douglas King Email: dking@tapsbc.ca

Telephone: 250-361-3521 Website: www.tapsbc.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Legal Advocacy on Standards of Property Maintenance

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 completion date is April 2022. To date, TAPS has achieved the milestones of allocating staff resources to provide legal advice and representation to tenants regarding standards of property maintenance (506 clients served to date) and working with the Tenant Housing Ambassador to support tenants living in the City of Victoria who have standards of property maintenance problems. A remaining milestone is to prepare a report for the Tenant Housing Ambassador, with a completion date of April 2022. This report will provide evidence and examples of how the Standards of Maintenance Bylaw is impacting tenants on a day-to-day basis.

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

The selected Strategic Plan Objective was "affordable housing". The project aligned precisely with this objective as maintaining rental premises to an adequate standard is an essential element of maintaining rental housing stock within the City of Victoria.

SECTION 3. PROJECT OR PROGRAM KEY OBJECTIVE REPORTING

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

Objective	Measure of Success	Success – Y / N
Provide legal advices to tenants on Standards of Maintenance	Number of clients helped	Yes
Analyze effectiveness of Standards of Maintenance bylaw through RTB actions	Prepare report for Tenant Housing Ambassador	No

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Low income tenants in the Greater Victoria Area

What positive impacts were felt by your target audience? Tenants received legal support with standards of property maintenance concerns.

How many have benefitted from the project or program? 506

What percentage of Greater Victoria Residents benefitted from this project or program? 61%

How many volunteers have worked on this project or program? 5 What total hours did they work? 20

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Strategic Plan Grant Final Report

SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

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

EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Wages and MERCS	14,394.00	2-Day/wk wages for legal advocate (6 of 9 months)
Office Supplies	166.00	Office Supplies (6 of 9 months)
Postage	133.00	Registered and Regular Mail for RTB Documents (6 of 9 months)
Office Communications	650.00	Office 365, Teams Line, Internet (6 of 9 months) - expenses higher than anticipated
		25642
		19232
A. Total Project or Program Expenses	$ 15,343.00	
Administration		
Front Desk Support	1,333.00	Front Desk Staff & Volunteers (6 of 9 months)
Reporting and Financial	666.00	Exec Director and Accountant (6 of 9 months)
B. Total Administrative Expenses	$ 1,999.00	
Total Expenses (A+B)	$ 17,342.00	Must equal Funding Sources below

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria (6 of 9 months)	12,821.00	Confirmed		
A. Total Government Funding	$ 12,821.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			

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Strategic Plan Grant Final Report

Matching Funds				
TAPS Donations	4,521.00			
C. Total Matching Funds	$ 4,521.00			
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)	$ 17,342.00	**Must equal Program**	**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: _____

- ☐ 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

Douglas C. King

Name

Jan 31, 2022

Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Umbrella Society for Mental Health and Addictions

Mailing Address: 8-415 Dunedin Street, Victoria BC V8T 4G8 Postal Code:

Contact Person: Sharlene Law Email: sharlene@umbrellasociety.ca

Telephone: 250-589-3119 Website: www.umbrellasociety.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: S0042356

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 861867190RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Umbrella's mission is to to demonstrate excellence in the development and delivery of innovative and unique services to support individuals and their loved ones struggling with substance use issues. Our vision is for those affected by substance use and co-occuring mental health challenges to have access to a broad range of appropriate and connected community supports. Our defining values include diversity, equity, inclusion, respect, empowerment, trust and hope.

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

Umbrella has, for over 20 years, been providing peer based outreach support for people in the Greater Victoria area struggling with substance use issues. In addition to our over 50 peer workers, our programming has greatly expanded to include support groups, four supportive recovery houses and an Indigenous outreach team. Umbrella staff are located in emergency departments, correctional facilities, and addiction clinics, acute care wards, and outreach wherever we are needed.

How many paid staff at organization? Full Time: 31.00 Part Time: 24.00

How many volunteer staff at organization? 9.00 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 characters – do not add extra pages)

Umbrella has remained operational throughout COVID but has had to alter delivery of services. We have followed and stayed up to date on each and every health order and mandate. All of our staff are educated on protocols and follow all masking and distancing orders. We have pivoted quickly and creatively to continue to support our clients. Instead of face to face meeting in coffee shops, we meet with clients over Zoom; and we also have support groups on a virtual format. We have dedicated staff in hospitals so we are able to continue to support out inpatient clients. We have our staff, client, and community's health as our primary concern, and we will continue 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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Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 25,000.00	Indigenous peer outreach (pending)
United Way	$ 50,000.00	peer outreach
BC Gaming	$ 78,000.00	peer outreach
Victoria Foundation	$ 43,000.00	indigenous peer outreach
Vancouver Foundation	$ 20,000.00	indigenous peer outreach programming (pending)
Forbes pharmacy, pandora pharmacy		contract, paid per hour
Island Health		main contract provider, but not a funder
		annual budget is approximately 1.5 million including contracts
Organization's Annual Budget	$ 216,000.00	

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
Engagement with Indigenous peoples needing support with substance use	number of indigenous individuals engaged and supported by Umbrella's new indigenous peer outreach worker
Increase Umbrella's involvement in indigenous cultural events	number of cultural events and healing ceremonies umbrella's IOT attends or hosts
Educate health care workers and our own staff on importance of indigenous healing practices practices	describe interactions with health care system (ERs, social work, nursing) and outcomes, and staff eduction

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: Expansion of Indigenous peer outreach program

Who is your target audience? Indigenous individuals and family affected by substance use

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 expand our existing Indigenous Peer Outreach program (IOT) by adding another parttime Indigenous peer worker. Currently, the IOT is in partnership with Island Health and is subject to strict criteria, prioritizing hospital visits and corrections. We are unable to meet demand from non-hospital settings (transitional housing sites, our recovery houses, other recovery settings) and have a waitlist of over 20 people. We are proposing the addition of an Umbrella specific worker who can assist those wanting supports in the greater community. We also have a pending proposal with the Vancouver Foundation for funding ($20000) our expansion of the IOT peer program as well.
There is a pressing need for more Indigenous specific support to indigenous clients in the context of the intersectionality of the current opioid and substance use crisis and the historical mistreatment of aboriginal peoples and corresponding generational trauma. We need to expand upon our capacity to provide culturally sensitive encouragement for clients seeking help with mental health and substance use and respond to what the community is asking for.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 additional Indigenous worker we plan to hire will as part of their scope of work, directly engage with First nations on Vancouver Island including the Songhee and Esquimalt nations. This supports the city's priority of diversification within the city's workforce by its nature of being staffed by indigenous people . Increased awareness of and support for reconciliation and recognition of indigenous sovereignty is at the heart of the work of our IOT as it enveavours to not only support indigenous individuals and their families but also educates service providers, and the community at large. We will be directly harnessing existing expertise in our community by having an Indigenous team that determines their own priorities, and uses and fosters their ancestral connections within their nations. Our IOT is trusted to use their judgment independently to make decisions on service delivery to clients. We follow formal protocols within the indigenous community by consulting with local elders in order to respect traditions and honour the land, engage in cultural healing ceremonies hosted and organized by our IOT, and always providing honoraria and traditional handshakes to Elders.

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)

Underserved communities are the focus of all of our programming at Umbrella. Umbrella was a pioneer in using the peer support model of addictions recovery in Greater Victoria, however this community continues to be underserved. Detox waittimes are at an alltime high, and demand for harm reduction and residential treatment greatly outpace supply. Umbrella bridges the gap for hundreds of individuals, and offers hope and dignity to marginalized community members. Indigenous persons and families affected by substance use are doubly underserved and disproportionally inpacted given the context of racism, colonization and intergenerational trauma caused by the residential schools and other genocidal policies.We recognize that we need an Indigenous led and operated outreach team, and now we need to expand it to meet demand and better serve the community.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

In Umbrella's new Strategic Plan, completed in 2021, we updated our mission, vision and values to include diversity, equity and inclusion, and we prioritized support to our indigenous folks. We made clear that we value and engage people and groups across a broad demographic including ethnicity, age, gender, sexual orientation, gender identity, socio-economic status and ability. We actively ensure that people have equitable access to opportunities, resources, experiences and outcomes in our services and supports. We deliberately act to create environments of belonging where all people feel valued and encouraged to contribute. Thorough review of the City Council's Strategic Plan made it clear that our organization's values strongly allign with those of the Council.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Indigenous individuals, their families and their communities impacted by substance use are the target of the proposed program. Our IOT builds capacity within this community in several ways. We emphasize, support and host healing ceremonies, cultural healing practices, traditional medicines, smudgings, brushings and healing circles all of which are vital to the wellbeing of our clients. The addition of an outreach member will increase the number of people we can help, and the number of community events we can be involved with. Our indigenous team members are well known in the Indigenous street community and our local nations/reserves, and as such are a visible beacon of hope to those struggling with substance use, and trusted to walk along side them. With additional funding, we would also be able to support local Indigenous Cultural support professionals such as drummers, singers, dancers and cooks by involviing them in our healing circles, thereby further buidling strength and capacity in the community.

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How many people participate in or take advantage of the program for which you are seeking funding? 55.00

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? 5.00

How many will benefit from the project or program? 50.00 **Please explain below.**
(1250 characters max – do not add extra pages)

Currently IOT has 55 clients, but has been forced to decline over 20 people in just the last few months. The additional worker would be able to pick up those 20 and also take the Indigenous folks from Umbrella's other waitlists. We would create a culturally appropraite support group (if there was desire) in addition to general outreach support. By adding this parttime person we would be able to help 50+ people immediately but over a year we see this funding helping over 100. There are innumerable people that benefit from any person who endeavours to get support for their substance use. It helps that person's spouse, children, parents, siblings and friends. Harm reduction and recovery takes pressure off hospitals and emergency services and as such benefits the greater community. The more engaged we can become with our clients, especially in the context of their culture and unique perspectives, as a peer, the better the outcomes are for community at large. We have seen that connection is the antidote to addiction and we aim to keep expanding the recovery community by meeting people on their terms.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 25,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Employee Wages	$ 20,000.00	Includes all source deductions, WCB and employee benefits
Phone	$ 1,200.00	Umbrella will cover the expense of a team phone
Mileage and Parking	$ 1,200.00	Mileage and parking costs
Client expenses	$ 1,500.00	Coffee, a warm meal, individual needs
Team Lead- Individual support for worker	$ 1,400.00	This position already exists and the important support to our workers will be covered by Umbrella.
expansion of Indigenous cultural programming including hosting community building Cultural Events	$ 20,000.00	PENDING proposal with Vancouver Foundation, part of the overall vision of expansion of Umbrella's IOT
A. Total Project or Program Expenses	$ 45,300.00	
Administration		
Admin costs (payroll, reception, referrals data, client management system)	$ 4,700.00	
B. Total Administrative Expenses	$ 4,700.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 50,000.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	9.40%	

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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		
Vancouver Foundation	$ 20,000.00	Pending		
A. Total Government Funding	$ 45,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Umbrella will provide phones, employee support	$ 5,000.00			
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)	$ 50,000.00	**Should equal Total Program Expenditures on page 4**		

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 would not allow us to hire any additional staff, as we are a fair and living wage employer and will not compromise on the rate of pay for our valued workers. Rather we would use this partial funding to create other Indigenous programming, such as an indigenous led culturally appropriate support group and support cultural events undertaken by our IOT.

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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 to hire a parttime worker would be $25000. With lesser funding we could definitely improve upon our indigenous programming, but we would not be able to fully reach the people in the community who are on our waitlist for peer 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: June 1, 2022 To: June 1, 2023

Project or program location: Victoria BC

Project or program timeline and major milestones.

Date	Milestone
June 2022	Recruitment of new IOT peer supprt worker
June 2022	Hiring of new IOT peer support worker
monthly	monthly program updates submitted by IOT team members

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

Sharlene Law

Signature

Sharlene Law

Name

Executive Director

Position

January 30, 2022

Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: United Way Southern Vancouver Island

Mailing Address: 201-633 Courtney Street, Victoria, V8W 1B9 Postal Code: _____

Contact Person: Darryl Els Email: darryl.els@uwsvi.ca

Telephone: (250) 220 7365 Website: www.uwsvi.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: 119278224RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

At United Way Southern Vancouver Island (UWSVI), we accelerate change to improve the lives of our neighbours who need it most, making Greater Victoria a better place to live. Our Mission is to ensure that everyone in Greater Victoria has the opportunity to reach their potential. United Way's vision is to create a safe and resilient community where happiness and belonging unite us.

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

For 85 years, United Way Southern Vancouver Island (UWSVI) has worked collaboratively to foster the achievement of lasting improvements in the health and wellbeing of adults, families, youth and children on Southern Vancouver Island. We are fueled by generous donors, caring businesses, passionate volunteers, dedicated team members and hardworking community partners. In 2020, UWSVI positively impacted 125,000 local lives, with 1 in 4 people in our region being helped by a UW funded program.

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

How many volunteer staff at organization? 25.00 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 characters – do not add extra pages)

The More than Meals program emerged at the beginning of the pandemic due to a critical need and a gap in services for isolated and low-income seniors. The weekly check-in phone calls done by our volunteers allow us to check on the senior's well-being and address any urgent needs or health concerns our seniors are facing. All meals are prepared in a food-safe environment and all food deliveries are completed by volunteers with proper PPE and with physical distance protocols 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.

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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	$ 30,000.00	Provides 2400 meals to seniors in the City of Victoria
Campaign Revenue	$ 4,407,120.00	Funds Community partners and UW initiatives, admin
Events, corporate sponsorships	$ 75,403.00	Funds Community partners and UW initiatives, admin
Organization's Annual Budget	$ 4,512,523.00	

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 a total of 40,000 meals to seniors across the CRD	40,000 meals delivered to isolated and low income seniors in the CRD
Serve 300 seniors each week across the CRD	300 Seniors receive a meal and wellness check each week
200 Volunteers participate in program	200 volunteers actively engage in more than meals deliveries and reassurance calls
Provide 2400 meals over 52 weeks to seniors residing in the City of Victoria	2400 meals delivered to seniors within the City of Victoria boundaries
15 - 30 volunteers serve 130 seniors in the City of Victoria	15 - 30 volunteers participate in the program

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: The More Than Meals Program

Who is your target audience? Vulnerable & isolated seniors and elders in the City of Victoria

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

More than Meals (MTM's) was developed at the beginning of the pandemic in response to the emergence of a critical need and a gap in services affecting isolated and low-income seniors. The COVID-19 safety measures along with the stay-at-home provincial health orders meant that for many seniors, who are at a high risk of severe illness or death from COVID-19, leaving the house to buy groceries became impossible. United Way convened four agencies and helped plan and create a coalition to collaborate and determine how best to serve the needs of our seniors, creating a meals delivery program that incorporated safely prepared food delivered by volunteers directly to the senior's places of residence with appropriate PPE and physical distancing protocols in place. MTM's goes beyond just food delivery and also engages volunteers to provide weekly reassurance calls with the seniors to ensure their well-being and address any urgent needs or health concerns that they may be facing.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 More Than Meals program aligns strongly with Strategic Object Five - Health, Well-Being and a Welcoming City. The delivery of nutritious meals to seniors directly addresses the need for increased local food security in the community. Delivering meals to seniors is so much more than a nutritious meal. The program also provides a critically important social connection to seniors ensuring their wellbeing. Seniors enrolled in the program will receive two phone calls a week from a volunteer. These calls allow a social and emotional check-in and start to build a friendship between the volunteer and the senior. When the meals are delivered, an important social visit and connection is made. In this way, the program has an important mental health component to it.

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)

United Way believes that our seniors should be able to age with dignity and respect, have access to healthy and nutritious meals and companionship. We value our seniors and elders. They are an important part of a strong, healthy and inclusive community. Greater Victoria has one of the country's highest proportions of people over the age of 65, or approximately 18% of the population of our region. Our research show that around 4000-5000 seniors in the CRD are considered to live in extreme poverty. More than Meals directly serves low-income seniors and those seniors who have limited access to complex support systems such as paid home care for example. A lack of nutritious food and an absence of socialization can have a severely negative impact on senior's physical and mental health and wellbeing.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Due to Covid-19, vulnerable seniors are at increased risk of loneliness as well as nutritional deficiencies due to the cessation of meals programs at community centres and senior serving non-profits. Additionally, statistics show that BIPOC, Indigenous, Immigrant & Refugee, and LGBTQI2-S seniors as well as those who have a disability are often more likely than the general population to feel the effects of marginalization, especially as they age. For all seniors who are unable to leave their homes due to health vulnerability or physical disabilities, More than Meals offers a lifeline of nutrition and social connection. The program aligns with the Council's values on equity in that the program is inclusive, adaptable, and strives to raise the health and wellbeing of seniors in the region to a higher level.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Vulnerable and isolated seniors (aged 65+) are the core population directly impacted by the More than Meals program. The program builds capacity in the community by providing healthy, nutritious meals that enhance the seniors quality of life and wellbeing. Additionally, More than Meals mobilizes a robust volunteer base to provide said meals and reassurance calls. Our goal is to provide accessibility to more seniors across the region and we hope to develop a More Than Meals website to further the reach of the program. UWSVI and its community partners have combined and leveraged their extensive networks to promote More Than Meals in the community. This has involved word-of-mouth promotion through agency sites, and utilizing on-the-ground, local networks e.g. building managers who have relationships with potential clients are able to refer them to the program. The BC211 helpline also plays an important role in connecting seniors in need with the service, through their online and over-the-phone help.

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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? 145.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 355.00

How many will benefit from the project or program? 500.00 Please explain below.
(1250 characters max – do not add extra pages)

Individuals benefit either as meal recipients or as volunteers to the program. With the funding requested 2400 meals will be delivered over 52 weeks to approx. 130 vulnerable seniors living within the boundaries of the City of Victoria. We will seek 15 - 30 volunteers to participate in the project.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 30,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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 costs	$ 356,900.00	
Program Costs	$ 21,000.00	
Coordination	$ 31,200.00	
A. Total Project or Program Expenses	$ 409,100.00	
Administration		
Admin Costs	$ 20,500.00	
IT Costs	$ 1,200.00	
B. Total Administrative Expenses	$ 21,700.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 430,800.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	5.04%	

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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	$ 30,000.00	Pending		
Island Health	$ 50,000.00	Pending		
Other Municipalities	$ 40,000.00	Pending		
Other Grants	$ 20,000.00	Pending		
A. Total Government Funding	$ 140,000.00			
Corporate Sponsorships				
Island Savings	$ 10,000.00	Confirmed		
CIBC	$ 10,500.00	Confirmed		
B. Total Corporate Sponsorships	$ 20,500.00			
Matching Funds				
Indvidual Donors - More Than Meals Match Fund	$ 55,000.00	Confirmed		
Individual donations (UW Campaign)	$ 159,300.00	Confirmed		
Fees (Sliding scale)	$ 56,000.00	Confirmed		
C. Total Matching Funds	$ 270,300.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 430,800.00	**Should equal Total Program Expenditures on page 4**		

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 than Meals program will still run but fewer seniors residing in the City of Victoria will be able to access meals and wellness visits.

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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 is $20,000. With this amount we can ensure that More than Meals is able to continue to serve isolated seniors in the City of Victoria.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: April 1, 2022 To: March 31, 2023

Project or programlocation: MTM serves the CRD, funding received from the City of Victoria will serve seniors in Victoria only

Project or program timeline and major milestones:

Date	Milestone
May 2020	United Way's More than Meals program emerges due to a critical need and a gap in services for isolated and low-income seniors
December 2020	Due to increased demand the program grows to delivering 1200 meals per week
March 2021	The program expands to serve seniors across the CRD
April 2021	Sliding scale payment system introduce which provides some cost recovery to theprogram
December 2021	Over 50,000 meals and visits are provided to seniors across the Capital Region District.
April 2022	Continuation of meal deliveries and reassurance calls
March 2023	Needs assessment to determine if Meals program will continue (dependent on pandemic status)

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 200 Total volunteer hours required: 15000

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

Donor Relations
Position

Darryl Els
Name

1-31-2022
Date

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Victoria, BC V8W 1P6
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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Chair in Transgender Studies

Mailing Address: Chair in Transgender Studies, University of Victoria PO Box 3050 STN CSC V8W 3P5 Postal Code:

Contact Person: Aaron Devor Email: transchair@uvic.ca

Telephone: 250-472-4472 Website: www.uvic.ca/research/transchair/

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: 10816 2470 RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

The Chair in Transgender Studies works to provide hope and inspiration to Trans+ people. We also contribute to the development and communication of accurate knowledge about Trans+ people, used to build better policies and laws, and to drive social change. We help foster resilient Trans+ social communities by facilitating arts, cultural, and social activities. We are committed to applying an intersectional lens in our work to advance reconciliation, racial justice, equity, and inclusion for all.

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

Since 2016, the Chair in Transgender studies has contributed to the well-being of Victoria's Trans+ population by connecting the community through a wide variety of events and activities, many of which are free to attend. We have worked to improve the health of our local community by bringing together professionals, academics, and service providers at our Moving Trans History Forward conferences. We also help direct the world's largest Transgender Archives, which is open to the Victoria public.

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

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 characters – do not add extra pages)

Our conference was canceled in 2020 due to COVID-19, and in 2021 we adapted by holding the conference online. Our plan for 2023 is to deliver a hybrid conference—both online and in-person. If the current health orders on indoor events persist, we will limit our in-person attendance to 50% of the capacity of our venue, along with masking and the requirement of vaccination passports. We will also have hand sanitizer readily available throughout the conference. Seating will be assigned, taking into account physical distancing measures. If restrictions tighten further, we have the option of switching the conference to a fully virtual event.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 15,537.50	Conference subsidies for Victoria Trans+ community members
In-kind support from UVic	$ 30,750.00	Office space and administrative supports
Previous fund-raising carry forward	$ 110,000.00	Staff salaries and benefits, Chair programming and administration
Individual Donors	$ 35,000.00	Scholarships and fellowships, Chair programming
Organization's Annual Budget	$ 191,287.50	

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
Bring together Trans+ people from Victoria with the global Trans+ community.	Attendance by Trans+ people from Victoria and from all continents around the world.
Build and strengthen connections between local Trans+ folks.	Post-conference survey results indicating that attendees felt connected to their local community.
Promote conference access for Victoria Trans+ low-income folks.	Provide registration subsidies to at least 50% of Trans+ people attending from Victoria.
Provide new skills and knowledge to local attendees.	Post-conference survey results describing what attendees learned from their experiences at MTHF.
Share knowledge with Victoria residents about global Trans+ issues.	A broad range of presenters speaking on a variety of topics that impact the lives of Trans+ people in Victoria and abroad.
Promote racial justice and reconciliation.	IBPOC speakers; local Indigenous leaders; traditional welcome and closing; a Two-Spirit elder for cultural support.
Provide greater accessibility.	Availability of online access, closed captioning, and language interpretation.
Represent voices from all generations of Trans+ people.	Youth and Elders Panels that curate unique opportunities for intergenerational conversation.

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: Moving Trans History Forward conference 2023 (MTHF)

Who is your target audience? Trans+ people, their families and allies

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

Held at the University of Victoria, Moving Trans History Forward conferences consider both our history, and the crucial issues which impact us today and into the future—locally, nationally, and globally. MTHF are not just for scholars, or just for community people. They are for all citizens of Victoria, including artists; activists; elders, adults, and young people; family members; allies; service providers; and the students, faculty, and staff at UVic. Activities include an opening reception, art and cultural exhibitions, keynote speakers, concurrent sessions, Elders and Youth Panels, as well as engaging social events. MTHF brings together people of all ages to talk about their work, learn from one another, and build connections for future collaborations. We expect up to 500 people. We need this grant because many Trans+ people and allies in our local community are low-income. This is why we would like to offer subsidies earmarked for Victoria Trans+ residents who might otherwise be unable to attend. This grant will make our conference financially accessible to local community members who need it most.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 overall health of Victoria's Trans+ community is often a hard-fought battle, and without dedicated support it can easily be precarious. According to a recent survey from UBC (Being Safe, Being Me 2019), almost a quarter of BC Trans+ youth did not feel safe in their own homes. The same study reported that almost two thirds of Trans+ youth across Canada had self-harmed or considered suicide in the previous year. Moving Trans History Forward conferences are committed to improving the wellbeing of Trans+ people by educating the public, fostering healthy communities, hosting engaging social activities, and building research strength. We are committed to highlighting the voices of IBPOC and Two-Spirit community members. People who attend MTHF will each contribute to Victoria becoming a more welcoming city for Trans+ people of all ages. Trans+ peoples' resilience will increase as a result of stronger connection and community gained from attending. Many Trans+ Victoria residents, however, are unable to access MTHF due to financial hardship. We wish to make it possible for all Trans+ Victorians who would benefit from this conference to feel welcome, and for the cost of registration to not be a barrier.

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)

Just as we did at our last conference, we plan on highlighting the voices of IBPOC and Two-Spirit community members. In 2021, our keynote speaker was Miss Major—a Black trans elder involved in trans activism since the Stonewall Riots of '69. We also invited Black artist Syrus Marcus Ware and Black woman of Trans experience Kalendria Nation to interview Miss Major, engaging in a powerful and uplifting conversation. Coast Salish Junior Elder and spiritual advisor Ms. Saylesh Wesley also attended, providing one-to-one peer mentorship and support for Two-Spirit attendees and allies throughout the conference. To open and close the event, we had Brianna Bear, member of the Songhees Nation, provide a traditional welcome and some final words as a send-off. The Trans+ community as a whole is itself an under-served population that will benefit greatly from our conference. Spending four days among those with similar experiences and relatable struggles leads to profound impacts of gratitude and belonging. We also work to provide accessible programing by including an online experience with closed captioning.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

We have centred all four of the Council's stated values on equity, starting with social justice. We contribute to our local community members' quality of life by providing opportunities for Trans+ people to connect and socialize, through various arts and cultural events throughout the conference. Feeling part of a larger whole gives our attendees a sense of belonging, leading to healthier and happier lives. MTHF also helps the Trans+ residents of Victoria become resilient and prosperous by uplifting and celebrating them for who they are, giving them the hope they need to continue to thrive. We centre intersectionality by ensuring a diverse range of Trans+ voices are heard at our conferences, highlighting the experiences of the IBPOC and Two-Spirit members of our community. At MTHF we bring together activists from around the world to help propel Trans+ scholarship forward, leading to more equitable laws and policy. With your help, funding from the City of Victoria will give us the ability to do all of the above while being inclusive and accessible at the same time, offering subsidized registration for the Trans+ Victorians who need it most.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The Trans+ community has been an underserved population for a very long time. Our four-day conference serves to counteract this by providing a space in which local Trans+ community members can come together with their worldwide community to feel seen, heard, and uplifted. In the past, many of our attendees have reported a strong sense of belonging after the conference. In our 2021 survey, folks told us how great it was to "be in a space centering trans people," saying they "felt less alone" during the conference. Someone else said they'd had the experience of "connecting with a bigger, more diverse community than usual." One even referred to the conference make up as "a magical and eclectic ensemble." By bringing an often isolated community together, we build capacity through connection, giving our attendees the hope and inspiration it takes to be resilient. In addition to a sense of community, our conferences also provide the knowledge and skills Trans+ people need to advocate for themselves and their local community. For many attendees, these impacts would not be felt if it weren't for our subsidies. A Strategic Plan Grant will ensure that all Trans+ people in Victoria are given the opportunity to attend.

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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? 105.00

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? 1,500.00 **Please explain below.**
(1250 characters max – do not add extra pages)

Since we began in 2014, our attendance has steadily grown. In 2023, we estimate approximately 250 will register for the in-person experience (many of which will be from Greater Victoria), and 250 for the online version. In addition to the individual registrants, many others will benefit from the knowledge and skills each attendee will take with them into their everyday lives. In our 2021 post-conference survey, an impressive 100% of respondents said they would recommend our conference to friends and colleagues. This tells us that the benefits of our conference not only touch those who attend, but continue to ripple out into the wider community. As word of mouth continues to spread our messages beyond the conference, so will our social media channels, with each keynote and panel recorded for future viewings for people who did not attend. With a Strategic Plan Grant, we will be able to ensure that those who can attend our conference won't just be those who can afford it. Offering subsidies will allow all Trans+ people in Victoria to feel welcome.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 15,538.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Site	$ 4,025.00	Room rentals, venue space
Online Costs	$ 7,600.00	1 Zoom Webinar license, 4 Zoom Meeting licenses, ePly registration, ePly Virtual Venue, Remo social
AV & IT	$ 8,698.00	AV rentals and printing
Speakers	$ 5,300.00	Keynote speaking fees and panelist honoraria
Travel and Hotel	$ 8,737.00	Keynote and panelist air and ground transportation
Food	$ 26,853.00	4 x coffee breaks/lunches/dinners for 250 people
Subsidies	$ 15,538.00	Complimentary registration for low-income community members
Comps	$ 12,850.00	Complimentary registrations for presenters and volunteers
Gifts	$ 500.00	Tokens of appreciation for keynotes
Indigenous Honoraria	$ 2,500.00	Payment for resident elder opening and closing ceremony protocols
A. Total Project or Program Expenses	$ 92,601.00	
Administration		
Office	$ 1,000.00	Postage, printing, supplies
Staff Time	$ 18,400.00	1 full-time and 2 part-time employees
B. Total Administrative Expenses	$ 19,400.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 112,001.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	17.32%	

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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	$ 15,538.00	Pending		
UVic Dept / Unit Donors	$ 10,000.00	Pending		
A. Total Government Funding	$ 25,538.00			
Corporate Sponsorships				
Deebee's Organics	$ 5,000.00	Pending		
B. Total Corporate Sponsorships	$ 5,000.00			
Matching Funds				
Andrew Beckerman	$ 5,000.00	Confirmed		
C. Total Matching Funds	$ 5,000.00			
In-Kind Contributions				
UVic office space and administraion	$ 7,688.00	Confirmed		
D. Total In-Kind Contributions	$ 7,688.00			
Waived Fees and Charges				
Registration Fees	$ 68,775.00	Pending		
E. Total Waived Fees and Charges	$ 68,775.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 112,001.00	Should equal Total Program Expenditures on page 4		

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, Victoria Trans+ community members who depend on subsidies will feel the impact most. For those who relied on subsidies to attend in 2021, 80% said they would not have been able to attend without it, and 10% said the subsidy made it less of a financial burden to attend. Grants like this are an enormous help in making our conference more accessible to all Trans+ residents of Victoria.

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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 our last conference, 11.3% of registrants requesting subsidies were from Victoria. In 2023 we expect 250 registrants for the in-person experience ($400 each), and 250 to register for the online version ($150 each). If the same proportion of Victorians request subsidies next year, we will need $11,300 to cover in-person registrations and $4,238 for online registrations. Our event will still run without these funds, however fewer low-income Trans+ Victorians will be able to attend as a result.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: March 30, 2023 To: April 2, 2023

Project or programlocation: The University of Victoria and online via Zoom

Project or program timeline and major milestones.

Date	Milestone
Sept 2022	Book venue
Sept 2022	Begin advertising and promotion
Oct 2022	Confirm keynotes
Jan 2023	Recruit and train volunteers
Jan 2023	Confirm panelists
Feb 2023	Finalize budget
Feb 2023	Finalize program
March 2023	Order food

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this projector program? 40 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: Posters, listservs, announced at events preceding the conference

SECTION 11. DECLARATION

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

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

Signature

Chair in Transgender Studies
Position

Aaron Devor
Name

31 JAN 2022
Date

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

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SECTION 1. CONTACT INFORMATION

Organization Name: University of Victoria (WITS Programs)

Mailing Address: Deptment of Psychology, 3800 Finnerty Road (Ring Road) Postal Code: V8W 2Y2

Contact Person: Drs Sukhawathankul and Leadbeater Email: paweenas@uvic.ca; bleadbea@uvic.ca

Telephone: 250-8960622 Website: www.witsprograms.com

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

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

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 10816 2470 RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

The new SPEAKup project builds on the success of the WITS programs that were developed and evaluated at UVIC and have served Victoria schools for more than 20 years. WITS has helped school, families and children to create responsive healthy relationships and to resolve conflicts peacefully by "using your WITS" to Walk Away Ignore Talk It Out and Seek help. The WITS Program vision is that all children can live, learn and play in safe and welcoming communities.

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

The WITS Programs have provided schools, parents and children with open access to books and lesson plans, online training, and resources. The programs, which were created after the death of Rena Virk, worked with police and school districts 61 and 62 and the Rock Solid Foundation to make help seeking for victimization from a trusted adult the "right thing do. The program was extensively evaluated at UVIC, adapted into French (DIRE), and distributed to more that 1300 schools in Canada.

How many paid staff at organization? Full Time: 0.00 Part Time: 3.00

How many volunteer staff at organization? 2.00 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 characters – do not add extra pages)

The proposed project will create and pilot new resources for a new community engagement component of the WITS Programs called SPEAKup. SPEAKup stands for "Speak, Participate, Explore Points of Views, and Act with Kindness." The resources will guide teachers and other adults who work with children to facilitate children's ideas for "making their community better" and to empower children to see that their actions make a difference. Children's own "communities" include their classrooms, playgrounds, neighbours, teams, etc. so their action will be within their 'regular socialization groups.' The program resources will include a list of agencies who can work with children to make their projects a reality. All resources will be free and 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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 16,000.00	
In kind funding (co-applicant)	$ 10,000.00	Dr. Leadbeater's salary (used to coordinate partnership with schools)
UVic In kind funding	$ 10,000.00	Dr. Sukhawathanakul's salary (used to coordinate partnership with schools)
Internal Grant UVic	$ 300.00	To fund the SPEAKUp booklist
UVic Centre for Youth and Society	$ 1,140.00	Knowledge mobilization events (e.g., public presentations to present SPEAKup to schools and interested community partners)
Organization's Annual Budget	$ 37,440.00	

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

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

Objective	Measure of Success
To promote innovative ways of engaging children is "social actions" to benefit their communities	SPEAKup program materials will be put on line in a word press learning module
To coordinate participation of volunteers in supporting links between schools and communities	Volunteer Victoria will assist in completion of engagement program for establishing list of organizations working with schools.
To increase social awareness and social responsibility in children and youth	Children will create social action projects in Victoria Schools to try out the resources.
To increase connections with Volunteer Victoria	A list of agencies will be prepared who can work with schools on their social action projects.
To pilot SPEAKup tool kit and resources	Teachers will try out and give feedback concerning the online 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: SPEAKup: A toolkit for promoting social awareness and social responsibility

Who is your target audience? Teachers and parents of children in elementary and middle schools (grades 1 to 6)

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

According to Vital Signs Victoria (2020), fewer individuals under 30 (than those over) strongly agreed that they had opportunities to make a difference in their communities (13% compared to 27%). They also had a lower sense of belonging to community (41 % compared to 58%). Facilitating socially valued actions to making a difference in our community can start early to foster belonging. In addition, with the decline of funding for community policing and a refocusing of police and RCMP priorities, the WITS International Programs are moving away from police engagement in delivering WITS to developing new ways to bring schools families and communities together through the SPEAKup program. Our research shows that WITS can promote social responsibility (e.g., helping behaviours) and that this is needed to reduce aggression and victimization. Although we are retaining a strong emphasis on continuing to provide WITS resources for peaceful conflict resolution, the WITS in the community resources are pivoting to respond to the growing need for resources to support social emotional learning and social responsibility. This fills the need for resources to support BC's social awareness and social responsibility school curriculum objectives.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 develop and pilot the new SPEAKup community engagement resource for children in support of their health, well-being and belonging. The SPEAKup toolkit facilitates the contributions of children as members of their communities who can make a positive difference. Children's "communities" are all around them (their classrooms, schools, sports teams, families, neighbourhoods). Children may not directly see themselves as "belonging to" these various communities or know that they can make a difference. Creating social actions with children involves understanding children's perspectives for action. Starting with small, short, and focused actions – at least for young children - these first attempts demonstrate their capacity to have an impact on their "community" and fosters empowerment and social responsibility. Providing opportunities for children to contribute to their community promotes believing that you can make a difference in helping others around you. SPEAKup will be developed with teachers to address the BC's Social awareness and Social Responsibly unique curriculum objective for: Building relationships, Contributing to community and caring for the environment, Resolving problem, and Valuing diversity.

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)

Lesson plans for the new SPEAKup program are based on popular children books that can be purchased, or often are free and read online by their authors. We focus on Canadian authors, but include authors from around the world. Both the WITS and SPEAKup programs incorporate books that include cultural material from Indigenous and Inuit cultures, and other ethnic minority groups groups (Syria, Korea, China; see "booklist" at www.witsprogams.com). In support of reconciliation, we have also worked for years with Indigenous communities to adapt WITS programs resources to use in clasrooms and in small Indigenous and rural communities. Books and lesson plans addressing inclusion of children with disabilities and from all sexual orientations are also included. These serve as the basis for opening safe , inclusive discussions about these topics (by discussing what is happening with the children in the books). The new SPEAKup resources will be adapted into French, using French books and lesson plans and translations of all resources (as are all WITS resources). Parent information pamphlets for supporting helping behaviors at home will be translated into several languages by UVIC students.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Many evidence-based resources are not available to inner city and rural BC due to high costs for travel training and supplies. In contrast, the WITS Programs resources in French and English were developed and evaluated primarily though federal grants from the Social Sciences and Humanities Research Council of Canada and the Canadian Institutes for Health Research and are distributed without cost or for very low cost to schools in every province in Canada (the programs were distributed formerly without cost in Victoria by the BC charity the ROCK SOLID FOUNDATION for over 20 years). The SPEAKup program, as the new community outreach and engagement component of the WITS programs, will also continue to provide resources online and support from UVIC staff and students - without charge to the users. Funding to develop and pilot these resources will leverage further support from research and other development grants to increase our reach to include all Victoria schools in order to maintain equal and open access to all of the WITS and SPEAKup resources for schools.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

In today's troubled world, many students feel overwhelmed by feelings of anxiety and helplessness to make changes. Dealing with climate change, the pandemic, racial injustice and widespread problems this generation of children shoulder concerns that are beyond their reach. Yet, there is much they CAN do to support their communities and to learn to care about others. Children love to help others and from an early age try to do things beyond their abilities. Every parent has had the experience of waiting for their toddler to "help". Yet often children's efforts to help are overlooked, and opportunities for their contributions to making their worlds a better place are lacking. How can schools encourage helping, support student's healthy relationships, and foster justice and social responsibility? In the new SPEAKup Program, we answer this question with scientific evidence-based resources that help educators and parents to support children's contributions to their peers, families, communities and society. When it comes to belonging, it is important to ensure that opportunities for social action are equitable across all diverse communities, especially underserved populations.

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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? 200.00

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? 200.00 **Please explain below.**
(1250 characters max – do not add extra pages)

The direct benefit of the program will include training for 8 teachers (4 English and 4 French) and their elementary school students (200 at about 25 children per class). The project activities will also engage UVIC students (n= 2) as research assistants in the development and piloting of resources. The toolkit from this SPEAKup project will be made available online for all Victoria area schools. We will present the findings widely through various knowledge mobilization avenues (e.g., through the Centre for Youth and Society) and expect uptake to be strong.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 16,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
teacher release time	$ 2,000.00	Teachers will be provided with an honorarium of $250 for their time in participating in the round-table discussion. The length of the discussion time will be 2 ½ hours. We are budgeting for 8 teachers to participate
class budgets for activities	$ 200.00	Each class will have a budget of $25 that will be dedicated towards their social action project - we are budgeting for 8 classrooms to participate
translation to french	$ 1,000.00	An undergraduate research assistant will translate lesson plan materials in French. UVIC RA rate of $20/hr - 10/week for 5 weeks
website creation	$ 8,000.00	A web developer will be contracted to assist in the design and build of the website used to house the lesson plans and materials that will be accessible to all schools and teachers.
Volunteer Victoria community outreach resources	$ 4,800.00	An undergraduate research assistant will work with Volunteer Victoria to compile a list of community partners who are committed to helping schools actualize their social action projects. UVIC RA rate of $20/hr - 15/week for 4 months
SPEAKUp books	$ 300.00	SPEAKUp children's booklist
UVic IN-KIND - Coordination of partnerships with schools and community (Dr. S.)	$ 10,000.00	Communication, coordination of focus groups
IN-KIND - Overall project coordination (Dr. L)	$ 10,000.00	Project coordination
A. Total Project or Program Expenses	$ 36,300.00	
Administration		
Knowledge mobilization mechanisms	$ 1,140.00	Public presentations of SPEAKUp (time, space)
B. Total Administrative Expenses	$ 1,140.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 37,440.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	3.04%	

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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	$ 16,000.00	Pending	City of Victoria - grants	250-385-5711
A. Total Government Funding	$ 16,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
UVic cash contributions for SPEAKup books	$ 300.00	Confirmed	Dr. Sukhawath	250-385-1986
UVic cash contributions for meeting space for knowledge mobilization	$ 500.00	Confirmed	Dr. Grouzet	250-472-5413
C. Total Matching Funds	$ 800.00			
In-Kind Contributions				
In-kind contribution applicant salaries	$ 20,000.00	Confirmed	Dr. Sukhawath	250-385-1986
In-kind UVic knowledge mobilization presentations	$ 640.00	Confirmed	Dr. Grouzet	250-472-5413
D. Total In-Kind Contributions	$ 20,640.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 37,440.00	Should equal Total Program Expenditures on page 4		

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 reduced funding, we will focus on developing the SPEAKUp online toolkit for teachers in French and English and use this accomplishment to leverage additional funding for piloting and evaluation of the resources.

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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)

$12,000 is needed to create the SPEAKU p toolkit and put it online for open access to all teachers and schools. This would cover the cost of piloting the toolkit for 8 teachers and 8 classrooms, adaptation of the toolkit to French, and website development to enable the toolkit to be accessible to all schools.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: July 1, 2022 To: June 30, 2023

Project or program location: University of Victoria

Project or program timeline and major milestones.

Date	Milestone
July - Sept 2022	Development of SPEAKUp toolkit and conduct teacher focus groups
Sept	Adaptation into French
Sept - Dec	Website development
Jan - April 2023	Pilot SPEAKUp in classrooms
May - June	Review of feedback from teachers regarding SPEAK toolkit and resources; evaluate measures of success and reporting to City of Victoria
July	Continuation of project: application to research grants to conduct large-scale evaluation of SPEAKUp

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 2 Total volunteer hours required: 200

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

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

Rachael Scarth
Signature

Rachael Scarth
Name

Associate VP Research Operations
Position

January 31, 2022
Date

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

Strategic Plan Grant Application Form

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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 Postal Code: _____

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 Certificate of Good Standing or 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: 3.00 Part Time: 48.00

How many volunteer staff at organization? 55.00 Total volunteer hours: 17,199.00

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 characters – do not add extra pages)

The pandemic has taken a disproportionate toll on VICCIR clients, who are for the most part members of a vulnerable and under-served population. The demand for our services has increased dramatically since March 2020 when we closed our offices to the public. Within 48 hours of the closure, 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. We continue to offer most counselling and other support online. In person services are limited to those who are not able to access our services online and are conducted according to Public Health 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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Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 40,000.00	All funding sources that are not restricted to
Other funding (pending)	$ 163,270.00	specific projects/expenditures cover the following:
Fees for service (pending)	$ 25,000.00	Rent, insurance, staff, marketing, contract services, client support
Community Gaming Grant (pending)	$ 25,000.00	training costs, telephone and internet, office supplies.
Community Counselling Grant	$ 125,000.00	Restricted to compensating counsellors & supervisors
Balance of 2021 grants and carry forward	$ 103,800.00	Restricted to specific projects
Donations, memberships	$ 31,000.00	
In kind services	$ 403,760.00	
Organization's Annual Budget	$ 916,830.00	

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. Results complied and compared.
Client satisfaction	Attendance rates, feedback from clients, testimonials
Support for service providers - counsellors, interpreters, staff	Regular supervision and training, debrief sessions, team meetings
Overall excellent level of service to clients	Results of formal external evaluation by Dr Catherine Costigan, University of Victoria
Greater understanding/orientation to mental health in the wider community	Tracking the number of online training sessions, workshops and consultations provided
Collaboration with partners working in the same field	Number of partnership agreements with like-minded organizations and collaboration results reported

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

2021 was an extremely difficult year for VICCIR clients and for our organization. The pandemic continues to highlight the inequities that were present in our society and exacerbated the difficulties faced by refugees and immigrants. Newcomers, especially from racialized populations, have suffered disproportionately in the areas of mental and physical health, employment, and discrimination. As a direct result of this, the number of individuals accessing VICCIR mental health counselling rose by 89% in the first 6 months of 2021. Given the crisis, we met the increased demand, and the effect on our funding was dramatic. By May 2021 we had spent 85% of total funding for 2021. We had no choice but to reduce expenditure and place limits on our services. One of the fundamental values that VICCIR has embodied is providing easy access to mental health counselling, so we did not stop taking clients, but we were forced to limit the number and create a waiting list. This had the desired effect on spending but was difficult and painful for VICCIR clients as well as staff. By once again supporting VICCIR's vital work with this funding, we will be able to make mental health counselling accessible to all.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 feedback received from the External Grant Review Committee for our 2021 application was extremely helpful and has changed how we approached this application. The feedback said: "the Committee felt the community benefit ... covered far more than the health, wellbeing and a welcoming city". This encouraged us to see the impact of VICCIR's work in a wider context. 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. We believe the long term results of counselling contribute directly to individual and community prosperity and especially economic inclusion. Individuals who have had an opportunity to receive mental health support do better in school, get the qualifications they want and are more successful in their chosen employment. By reducing the debilitating symptoms which affect our clients, they are able to thrive and as a result the City of Victoria also thrives.

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 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.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (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.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The program serves immigrants and refugees of all ages, genders, language groups, immigration status and income level. This is a community that has been disproportionately 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. You can imagine the 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 marginalized and underserved 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 that exist.

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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 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 40,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 46,200.00	
Contract services (clinical staff)	$ 150,000.00	
Clinical Counsellor	$ 39,000.00	
Director of Services	$ 95,000.00	
Social & Community Services Worker	$ 47,775.00	
Insurance	$ 4,000.00	
Zoom charges	$ 2,300.00	
In kind services	$ 403,760.00	
A. Total Project or Program Expenses	$ 788,035.00	
Administration		
Bank charges, interest, payroll fees	$ 2,850.00	
Telephone & internet	$ 2,700.00	
Office and cleaning	$ 3,200.00	
GST not recoverable	$ 2,000.00	
Office Manager	$ 61,620.00	
Administrative Assistant	$ 43,225.00	
Contract services (non clincal)	$ 13,200.00	
B. Total Administrative Expenses	$ 128,795.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 916,830.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	14.05%	

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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	$ 25,000.00	Pending		
Interim Federal Health Program (IFHP)	$ 5,000.00	Pending		
A. Total Government Funding	$ 195,000.00			
Corporate Sponsorships				
Green Shield Foundation	$ 50,000.00	Confirmed		
Balance of 2021 Grants (Foundation Funding)	$ 13,800.00	Confirmed		
Private donations	$ 30,000.00	Pending		
Client payments	$ 20,000.00	Pending		
B. Total Corporate Sponsorships	$ 113,800.00			
Matching Funds				
Honorariums & membership fees	$ 1,000.00	Pending		
Other 2022 funding	$ 203,270.00	Pending		
C. Total Matching Funds	$ 204,270.00			
In-Kind Contributions				
In kind services	$ 403,760.00	Confirmed		
D. Total In-Kind Contributions	$ 403,760.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 916,830.00	Should equal Total Program Expenditures on page 4		

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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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 increase the amount provided 2021 which was $16,000. 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 2022 To: June 30 2023

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 '22 - June 30 '23	Continuous recruitment and training of new counsellors and interpreters.
July 1 '22 - June 30 '23	Accepting more clients for mental health counselli
July 1 '22 - June 30 '23	Additional supervision and training of existing counsellors and interpreters.
July 1 '22 - June 30 '23	Recruitment and training of additional supervisors.
July 1 '22 - June 30 '23	Additional outreach, training and mental health orientation.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 55 Total volunteer hours required: 17199

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

Adrienne Carter
Signature

Director of Services
Position

Adrienne Carter
Name

January 28 2022
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

Check if Report is ☑ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Vancouver Island Counselling Centre for Immigrants and Refugees (VICCIR)

Mailing Address: #100-850 Blanshard Street Postal Code:

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: Mental Health Counselling

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 2022, so this is an interim report. The total program budget applied for was $40,000; the amount received $16,000. 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 $1600 per month. As can be seen in the financial information below, $11,200 was spent in 2021 and the remaining $4800 will be spent in 2022. The end date for the funding for this project remains on track for June 30 2022.

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 and has resulted in a huge increase in demand.

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 compl	Yes
Client satisfaction	Attendance rates, feedback from clients, testimonials	Yes
Support for service providers - counsellors, interpreters, staff	Regular supervision and training, debrief sessions, team meetings	Yes
Overall excellent level of service to clients	Results of formal external evaluation by Dr Catherine Costigan, UVic	Yes
Greater understanding/orientation to mental health in the wider community	Tracking the number of online training sessions, workshops and consultation	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? 1140

What percentage of Greater Victoria Residents benefitted from this project or program? 85%

How many volunteers have worked on this project or program? 27 What total hours did they work? 8604

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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		
Rent	43,620.00	
Contract services (counsellors, interpreters	128,000.00	
Social & Community Services Worker	40,421.00	
Clinical Counsellor	18,087.00	
Insurance	2,500.00	
Training	5,000.00	
Zoom expense	2,250.00	
In kind services	280,680.00	
A. Total Project or Program Expenses	$ 520,558.00	
Administration		
Bank charges & interest	2,000.00	
Telephone & internet	2,500.00	
Office supplies	1,500.00	
Office Manager	53,475.00	
Admin Assistant	20,000.00	
In kind services (admin)	10,400.00	
B. Total Administrative Expenses	$ 89,875.00	
Total Expenses (A+B)	$ 610,433.00	Must equal Funding Sources below

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	11,200.00	Confirmed		
Community Counselling Grant	125,000.00	Confirmed		
Community Gaming Grant	25,000.00	Confirmed		
A. Total Government Funding	$ 161,200.00			
Corporate Sponsorships				
Interim Federal Health Program (IFHP government)	5,000.00	Confirmed		
Emergency Community Support (govt)	35,000.00	Confirmed		
United Way SVI (Foundation Funding)	10,000.00	Confirmed		
B. Total Corporate Sponsorships	$ 50,000.00			

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Strategic Plan Grant Final Report

Matching Funds				
Private donations	40,000.00	Confirmed		
Client payments	20,000.00	Confirmed		
Honorariums	1,100.00	Confirmed		
C. Total Matching Funds	$ 61,100.00			
In-Kind Contributions				
Membership fees	400.00	Confirmed		
In kind services	291,080.00	Confirmed		
D. Total In-Kind Contributions	$ 291,480.00			
Waived Fees and Charges				
Edith Lando Foundation	5,000.00	Confirmed		
Victoria Foundation	30,000.00	Confirmed		
Other funding	11,663.00	Confirmed		
E. Total Waived Fees and Charges	$ 46,663.00			
Total Funding Sources (A+B+C+D+E)	$ 610,443.00	**Must equal Program**	**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: _____

- ☐ 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 — Director of Services

Signature — Position

Adrienne Carter — January 31 2022

Name — Date

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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Vancouver Island Local History Society (VILHS)

Mailing Address: 2616 Pleasant Street, V8T 4V3 Postal Code: _____

Contact Person: Kelly Black Email: Kelly@PointElliceHouse.com

Telephone: 250-380-6506 Website: PointElliceHouse.com

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S0069713

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 741473714RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

VILHS operates historic Point Ellice House (PEH). Our mission is to develop and support local history projects in Victoria that are inclusive, diverse, and representative of communities in the past and present. We believe PEH reflects the history of the City and is a site for encountering stories about the communities around us. We value the location of PEH within the Burnside Gorge area and believe in building relationships with neighbours/businesses to serve the future of the community.

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

VILHS has operated Point Ellice House since 2019. We have undertaken significant changes to the site, including heritage conservation, accessibility upgrades, feature exhibitions, updates to the historical narrative, and a restored South Garden. Our work has increased access to the historic site for residents and visitors. We have also held a number of events to benefit residents, including walking tours, free heritage events, and by-donation days to support the city's marginalized residents.

How many paid staff at organization? Full Time: 1.00 Part Time: 4.00

How many volunteer staff at organization? 21.00 Total volunteer hours: 1,120.00

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 characters – do not add extra pages)

The program is outdoors and involves the re-construction of a heritage greenhouse for year-round food production. Staff and volunteer participants in the program will use starts grown in the greenhouse to produce locally grown food for distribution in the community. At time of writing, both the Public Health Agency of Canada and BC Centre for Disease Control recommend outdoor gathering over indoor gathering, making this program one that aligns with current orders. As well, contractors involved in construction of the greenhouse will be required to prepare project-specific Covid-19 Plans as per WorkSafe BC requirements.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 15,487.50	Year Round Food Production at Point Ellice House
Province of BC	$ 80,000.00	Operational funding, collection management, historic garden management, staff wages
Rental Income	$ 15,000.00	Wages, maintenance, regular & special events programming, utilities
Admission & Special Events	$ 8,000.00	Wages, maintenance, regular & special events programming, utilities
Gift Shop	$ 1,200.00	Wages, maintenance, regular & special events programming, utilities
Donations & Sponsorship	$ 6,000.00	Wages, maintenance, regular & special events programming, utilities
Province of BC (Special Projects)	$ 80,000.00	Deferred maintenance, heritage conservation, emergency repairs
Organization's Annual Budget	$ 205,687.50	

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
To reconstruct a historic greenhouse to support year-round food production and urban food security	Vegetable starts produced on site; Food grown all year at the site;
	Media coverage, visitor/volunteer engagement and comments
	Increase in amount of produce delivered to partner 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: Greenhouse Reconstruction & Food Security at Point Ellice House

Who is your target audience? Residents of Victoria; Visitors to Point Ellice House; Clients of Victoria Cool Aid Society

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

This project will reconstruct a historic greenhouse at Point Ellice House Museum and Gardens. Our ongoing restoration of the historic South Garden, or Kitchen Garden, has resulted in a partnership with Victoria Cool Aid Society's Sandy Merriman House, an emergency shelter for women in Victoria. Since 2020, food grown in the South Garden is donated to the shelter, providing fresh fruit and vegetables to its clients. Through restoration of the historical use of this garden space, we are communicating to visitors and the public the ways that heritage sites can use the past to generate a shared connection in the present. The greenhouse will expand this urban food security program by allowing for year-round food production and providing an interpretive space for educational programming about urban food production/security, historical food growing techniques, and the conservation of heritage plants.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Increased local food security is a primary objective of the City's Strategic Plan, as is an increase in a sense of belonging and participation in civic life. This project directly contributes to these priorities by supporting local food production and by using a local history museum and gardens to generate a shared connection between past and present among community members. For example, reconstruction of the historic greenhouse will allow Point Ellice House to produce its own vegetable starts earlier in the year, thereby extending the growing season and increasing food production. Beneficiaries of this project include the visiting public, Point Ellice House volunteers, and the clients of Sandy Merriman House (SMH) Emergency Shelter for Women. Point Ellice House (PEH) is open to the public by donation and is made accessible to a diversity of peoples through staff/volunteer training and accessibility policies.

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 residents of Sandy Merriman House Emergency Shelter for Women are an under-served community in Victoria. Our ongoing program provides fresh fruit and vegetables to the residents who are impacted by poverty and food insecurity in Victoria and our project to build a greenhouse will further enhance this program.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Two of Council's stated values on equity are the primary focus of this project:
- Quality of Life - health, happiness and satisfaction
- Resilience and Prosperous Community - inclusion and access

By using our museum and gardens for urban food production and food security, and through our partnership with Sandy Merriman House, we are working to improve the quality of life for shelter residents by providing fresh and local food. Through this relationship and our garden volunteer program we are communicating to visitors and the public the ways that heritage sites can use the past to generate an inclusive and happy community in the present.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Persons impacted by poverty and fleeing gender-based violence will be supported by this program. Victoria's Official Community Plan notes that "the availability of nutritious, affordable food is critical to the health and well-being of citizens" (p. 119). Access to fresh food is made particularly difficult for those who experience poverty and this program will increase access to locally produced fruits and vegetables for this 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? 45.00

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? 3.00

How many will benefit from the project or program? 40.00 **Please explain below.**
(1250 characters max – do not add extra pages)

Sandy Merriman House provides services to between 20 and 35 people each day and they will be the direct beneficiaries of increased food production at Point Ellice House. In addition, Point Ellice House volunteers work alongside staff to gain knowledge and skills in site/BC history and heritage gardens, while also developing a sense of pride and connection with the house, Victoria's history, and our food security program and its recipients. Our volunteer program has between 6 and 10 participants from across the City and Capital Regional District each year.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 15,487.50
Must equal Total Funding Sources from City of Victoria on page 5

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		
Reconstruction of historic greenhouse	$ 30,975.00	Based on quote from Heritageworks Ltd. who will work with Point Ellice House to reconstruct the greenhouse based on historical research and heritage conservation best practices
A. Total Project or Program Expenses	$ 30,975.00	
Administration		
Executive Director	$ 1,400.00	40 hours at $35/h
Head Gardener	$ 675.00	25 hours at $27/h
B. Total Administrative Expenses	$ 2,075.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 33,050.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	6.28%	

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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	$ 15,487.50	Pending		
A. Total Government Funding	$ 15,487.50			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
Vancouver Island Local History Society (Point Ellice House)	$ 15,487.50	Confirmed	Kelly Black	250-380-6506
C. Total Matching Funds	$ 15,487.50			
In-Kind Contributions				
Administration	$ 2,075.00	Confirmed	Kelly Black	250-380-6506
D. Total In-Kind Contributions	$ 2,075.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 33,050.00	**Should equal Total Program Expenditures on page 4**		

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 the project may not proceed which would mean food production would not increase and therefore the reach of the program would remain static for the time being.

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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 for the project would be $15,000. We are contributing 50% of the costs associated with the project and at this time are unable to commit additional funds.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: 1 May 2022 To: 1 August 2022

Project or programlocation: Point Ellice House Museum & Gardens, 2616 Pleasant Street

Project or program timeline and major milestones.

Date	Milestone
1 May 2022	Contract Heritageworks Ltd. to undertake work on project
1 June 2022	Complete historical research of past greenhouse, consult archaeological and archival reports and finalize design of greenhouse
15 June 2022	Begin construction of greenhouse
1 August 2022	Complete greenhouse

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this projector program? 5 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

Kelly Black
Signature

Executive Director
Position

Kelly Black
Name

5 January 2022
Date

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

Strategic Plan Grant Application Form

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SECTION 1. CONTACT INFORMATION

Organization Name: Vancouver Island School of Art

Mailing Address: 302-733 Johnson St Postal Code: _____

Contact Person: Wendy Welch Email: wwelch@vancouverislandschoolart.com

Telephone: 250-889-7437 Website: vancouverislandschoolart.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: S0048166

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 863921433 RR 0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

The Vancouver Island School of Art (VISA) is a learning community dedicated to the advancement of art education through comprehensive programs and presentations for adults of all ages and all backgrounds. The focus of the courses and workshops offered by the school is on technique, personal expression and contemporary context.

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

VISA has been serving the Greater Victoria community since 2004 through art courses, workshops, drop-in sessions, public lectures, exhibitions and free art-making events, and by renting out spaces to community groups and artists. The programming has been open to adults of all ages with many free-of-charge offerings. VISA provides mentorship for UVIc MFA graduates and other artists by giving them the opportunity to teach at VISA and exhibit their work in the Slide Room Gallery (inside VISA).

How many paid staff at organization? Full Time: 2.00 Part Time: 1.00

How many volunteer staff at organization? 0 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 characters – do not add extra pages)

The program will take place in a large classroom space (approx 1500 sq ft) with each participant having their own 4ft table with 2ft separation between each person. The room safely accommodates 14 people and a facilitator. The room has two outdoor areas with wide patio doors for fresh air as well as an up-to-date air filtration system. There are very few people in the common areas of the building so it is safe within and outside of the classroom. There are also several washroom facilities including one inside the space and a womens and mens room with several stalls each just outside the school's facility.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 10,000.00	Saturday Afternoon Art Club Project
Tutiion	$ 250,000.00	Operational costs
Donatoins	$ 15,000.00	Operational costs
Grants	$ 5,000.00	Operational costs
Fundraising (events and art tours)	$ 0.00	Operatonal costs -due to Covid all regular fundraising initiatives have been temporarily suspended
Organization's Annual Budget	$ 280,000.00	

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 provide access to space to make art at no charge	Record repeat attendance by individual participants, feedback from participants through evaluation forms
To create a sense of community to people who are isolated and looking for a connection with others	Feedback from participants through evaluation forms
To provide an accessible community art space for the residents of downtown Victoria	Track where participants reside

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: Monday Afternoon Art Club

Who is your target audience? Marginalized individuals such as seniors, people on a fixed income, immigrants whose first language is not English, or people whose personality or state of mind does not work well with the structure of a formal weekly art course.

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

Monday Afternoon Art Club is a free-of-charge drop-in program open to all adults who want to make art in a community context. The project will provide direct benefit to those living in or near the downtown area of Victoria as well as surrounding area. There is no other organization offering visual arts programming in downtown core of the city. The grant is needed to cover the cost of the space (normally the space is used for revenue-generating art courses), the cost of a qualified facilitator, art supplies and promotion. VISA's revenue has been dramatically reduced by Covid-19 with the cancellation of all regular fundraising initiatives. VISA has always provided free programming to the community without any outside funding (i.e. grants), but the organization is no longer in the financial position to afford these vital free-of-charge community offerings.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 Monday Afternoon Art Club will increase a sense of belonging and participation in civic life among a variety of demographic groups including seniors, people with a low-income, immigrants whose first language is not English (art is a visual language) and people unable to fit into the structure of a regular ongoing course due to memory and/or other physical or psychological limitations. The program will increase the number of people who feel safe and part of the community, in particular because there is no other organization offering community visual art programming in the downtown core. The building is right across from parking and is very secure. The program meets the City's goal to "increase the availability of free recreation options". By focusing on art, the program will encourage cultural literacy; there is also an art gallery in the space (Slide Room Gallery) so participants will engage with the work of local Victoria artists. The program will provide citizens living in the downtown area with a way to become engaged with their own neighbourhood, as they participate in this centrally located, community-focussed atmosphere where adults of all ages are welcomed.

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 of particular benefit to seniors as it provides a sense of community and will alleviate the sense of isolation often experienced by people once they are no longer part of the work force. This is more important than ever with the current Covid-19 increasing the sense of isolation in the community. The program fits in with the City's plan to "create a Seniors Task Force and develop a Seniors Strategy" as 70% of the participants in programming at VISA are over 65. There are no senior centres in the downtown core of Victoria and VISA's main demographic are seniors. The program will also benefit people who are financially challenged or on a fixed income and cannot afford regular art courses. There are also people with psychological or memory issues who do not work well within the structure of a weekly formal course. The open-ended nature of this drop-in program, along with a qualified facilitator providing participants with one-on-one attention, would be ideal for people who do not work well with a rigid structure. Isolation is one of the biggest problems with adults of all ages; the Monday Afternoon Art Club will bring people together in a way that they can work on their own but also be part of a like-minded group.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

VISA's programming includes adults of all ages, with an emphasis on creating a space where both young adults and seniors can work together as opposed to age-specific offerings. The school makes an active effort to reach out to seniors' organizations to inform them about relevant programming. VISA has a long history of opening its doors to immigrants, especially new comers to the city. Often people who are learning to speak English, find making art in a communal space a good way to start, because art is a visual language. To-date VISA has had a diverse range immigrant students and will connect with the Victoria Immigrant and Refugee Centre to encourage participation specifically in this new program. The space is wheelchair accessible (including washroom) and equipped with elevator for those finding it hard to walk up stairs. There is a parking lot across the street.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The underserved population the program will benefit includes people with a fixed or limited income; seniors, immigrants new to Victoria; people who are memory impaired or are psychologically or physically unable to commit to a regular 12-week course; and residents living in the downtown area (there are no organizations in the downtown area that are offering community art courses). As part of the promotion component of the program, VISA will reach out to these members of the population via social media (Facebook, Instagram and Twitter) as well as through a monthly newsletter and advertising in Capital Daily and with The Zone and the Q radio stations. This wide-reaching promotion will expand the capacity of the above identified communities.

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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? 250.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 50.00

How many will benefit from the project or program? 300.00 Please explain below.
(1250 characters max – do not add extra pages)

The numbers above are based on 14 participants/week x 50 weeks (the figure takes into consideration both repeat and new participants). It is anticipated that the majority of participants will live in the Greater Victoria area, while some also come from the Western Communities, Saanich and Sidney. This demographic information is based on VISA's current student population.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 10,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 1,750.00	
Facilitator	$ 3,750.00	
Art Supplies	$ 1,000.00	
Promotion	$ 2,000.00	
A. Total Project or Program Expenses	$ 8,500.00	
Administration		
Staff	$ 1,500.00	
B. Total Administrative Expenses	$ 1,500.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 10,000.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	15.00%	

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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			
A. Total Government Funding	$ 10,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
		Pending		
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 10,000.00	**Should equal Total Program Expenditures on page 4**		

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 would be reduced in length with less funding. In the current proposal the program would run for one year (July 1, 2022-June 30, 2023). This timeline allows a time period of a few months (July-August), to get the program off the ground through promotion and word of mouth.

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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 funding for this program to occur is $5,000. To compensate for reduced funding, length of program would be shortened; as of now it is planned for a full year). With reduced funding, VISA would run the program from July 4, 2022 to Dec 19, 2022.

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 4, 2022 To: June 28, 2023

Project or program location: Vancouver Island School of Art, downtown victoria

Project or program timeline and major milestones.

Date	Milestone
July 4, 2022	First attendees
August 31, 2022	Have attained a regular group of 14 particpants each week
Sept 30, 2022	Evaluate program through feedback form
Jan 30, 2023	Invite guest art professional to oversee program for the afternoon and give feedback
June 28, 2023	Final evaluation, Open House

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: Capital Daily email newsletter

SECTION 11. DECLARATION

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

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

Signature

Executive Director
Position

Wendy Welch
Name

January 31, 2022
Date

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SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Innovation, Advanced Technology & Entrepreneurship Council (VIATEC)

Mailing Address: 777 Fort Street, Victoria BC V8W 1G9 Postal Code: _____

Contact Person: Michelle Gaetz, Dan Gunn Email: mgaetz@viatec.ca, dgunn@viatec.ca

Telephone: 250-483-3214 Website: www.viatec.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-27100

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

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

VIATEC's mission is to cultivate the most cohesive tech community in the world by providing resources to tackle shared opportunities and challenges while boosting a sense of belonging and shaping our region.

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

VIATEC has been supporting the community since 1989. We work closely with our members to offer a variety of events, programs and services. In addition, VIATEC serves as the front door of the local tech sector and as its spokesperson. To better support local innovators, we acquired our own building (Fort Tectoria) where we offer flexible and affordable office space to emerging local companies along with a gathering/event space for local entrepreneurs.

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

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 characters – do not add extra pages)

Our programs are mainly conducted online but for any face-face work required we have put in proper Covid protocols in place. The Fort Tectoria building has followed all current health orders, adding hand santizer stations throughout the building, flow markers in hallways & stairwells to limit flow in one direction and has a sanitiaton/cleaning protocol in place for common areas. All staff & tenants in the building must wear masks in all common areas at all times. Additonally, meeting rooms have been set at 50% capacity and have encouraged online or hybrid meetings when possible.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 20,000.00	Prosperity & Economic Development Activities/talent development
Memberships	$ 245,000.00	Operations
Services (job postings, rentals)	$ 87,000.00	Operations/talent development
Project income (program fees)	$ 73,000.00	Program expenses & execution
Events	$ 172,000.00	Event costs & execution
Facilities	$ 150,000.00	Building expenses/lease
Pacific Economic Development Canada (WD)	$ 400,000.00	VAP/Scale up BC Programming & operations
Innovate BC	$ 400,000.00	Scale up BC Program, leadership & talent development
Organization's Annual Budget	$ 1,547,000.00	

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
Regional and sector promotion	Media coverage, subscription numbers, google analytics & website traffic
Networking and connections	Community event participation, introductions made, collaborations/partnerships
Talent recruitment and acquisition	Recuruitment support, job post outreach, career fairs, partnerships, talent campaigns
Education and mentoring	VAP, Scale Up BC metrics; community workshops, courses & programming; leadership semiars & workshops

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: VIATEC Strategic Programming & Talent Acquisition

Who is your target audience? Greater Victoria companies, entrepreneurs, start ups, stakeholders & job seekers

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

VIATEC is committed to supporting, growing and integrating diversity, equity & inclusion in the tech sector & Greater Victoria. We continue to invest in promoting our city and economy, providing value to the City's continued support.
We are requesting support in 2022 to further increase this value with the listed focuses below while increasing awareness to our employment region with a highly-targeted talent campaign aimed at attracting specific, in-demand talent groups into our region. By spotlighting topics such as employers, industries, lifestyle benefits, relocation resources, and career-building services we plan to establish long-term relationships and awareness between candidates and employers to boost Greater Victoria's economic growth.

Continued focuses include;
1. Regional sector & promotion - serving as the primary promoter & source of information on the local tech sector
2. Education & mentoring - offering services through valuable training, advice & information through programs, workshops, courses & seminars
3. Networking & connections- offering networking & community building opportunities safely following BC Covid Heath guidelines

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

VIATEC's projects & initiatives align with the Citys Strategic Plan objective #4. Specifically, we focus on programming to support & foster a thriving & inclusive tech economy in Greater Victoria, aiming to spread the message that Victoria is a thriving hub of innovation & opportunities. One of our main areas of focus is to assist tech employers to find qualified workers, which continues to be a challenge for our members. In addition to providing a robust job board, we will be embarking on a highly-targeted campaign aimed at attracting specific, in-demand talent groups into our region by spotlighting topics such as employers, industries, lifestyle benefits, relocation resources, and career-building services. Lasty, our Fort Tectoria location provides office space, meeting and event venue space for local entrepreneurs, artists and collaborators of Greater 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)

We have both heard and directly observed the severe and increasing issues related to talent attraction within our local technology companies. In working with a wide variety of local community-based organizations, we also know of the strong desire for many people to gain a foothold in the technology industry, and grow and develop their skills and expertise in a technology company. We believe that there is an enormous opportunity that has not been adequately pursued in this area. This is a strategic undertaking for VIATEC in which all stakeholders benefit from successfully engaging underrepresented groups within our local technology companies.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

VIATEC is fundamentally aligned with the Declaration of Principles and Values identified in the 2019-2022 Strategic Plan. Perhaps it is best described by this section in the agreement we use with our partners;
"VIATEC is committed to promoting and integrating diversity, equity and inclusion (DEI) in the tech sector and Greater Victoria. We celebrate diversity and are committed to creating an inclusive environment for all individuals, members and employees. We are proud to partner with organizations who share and promote these values;
- Ensuring that all individuals are treated with dignity and respect,
- Actively work to prevent discrimination, harassment and bullying,
- Providing an environment that respects and protects human rights and personal dignity,
- Supporting all individuals, including those from underrepresented groups: women, Indigenous peoples, persons with disabilities, members of visible minorities, and the LGBTQIA
- Condemning discrimination based on race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The project is targeted at supporting the following underrepresented groups in the technology industry:
- Skilled immigrants and newcomers
- Women entrepreneurs, software developers and other technology company roles
- Indigenous entrepreneurs, software developers and other technology company roles
- Youth (less than 29 years of age) looking for a wide variety of opportunities in the technology community

VIATEC builds capacity by providing education, coaching, connections and networking. Given VIATEC' s history and role in Victoria, we are perfectly positioned to provide insight and advice, and provide a matchmaking function wherever possible.

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1 Centennial Square
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E grants@victoria.ca

Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 400

How many of those people live within the boundaries of the City of Victoria? 300

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? 150 **Please explain below.**
(1250 characters max – do not add extra pages)

It is difficult to predict how many will benefit from our programs & projects. With over 350 Greater Victoria employers as members, and hundreds of appicants to our VAP/SUV programs, the number of individuals impacted by our programs & projects is extensive. With our focus to assist employers to find qualifed workers by building targeted campaigns across Canada this number could increases significantly.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 20,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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 supplies	$ 37,550.00	
Rent/Property taxes/Strata	$ 244,250.00	
Utilities & Operating expenses	$ 62,800.00	
Insurance	$ 12,500.00	
Maintenance, computers, online tools	$ 55,000.00	
Marketing & events	$ 277,600.00	
Scale up BC programs	$ 609,800.00	
Other programs	$ 28,900.00	
A. Total Project or Program Expenses	$ 1,328,400.00	
Administration		
Wages & benefits	$ 218,600.00	
B. Total Administrative Expenses	$ 218,600.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 1,547,000.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	14.13%	

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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		
Pacific Economic Development Canada (WD)	$ 400,000.00	Confirmed	Michelle Gaetz	250-483-3214
Innovate BC	$ 400,000.00	Confirmed	Michelle Gaetz	
A. Total Government Funding	$ 820,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
Memberships	$ 245,000.00			
Services/Events	$ 259,000.00			
Programs/projects	$ 73,000.00			
Building rentals	$ 150,000.00			
C. Total Matching Funds	$ 727,000.00			
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)	$ 1,547,000.00	Should equal Total Program Expenditures on page 4		

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

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

If we receive partial or no funding we will continue to do whatever is feasible within our budget. It may mean that we scale down the scope of our talent acquisiton campaign plans, take part in few career fairs and consider saying 'no' to some sponsored Fort Tectoria venue space for members and the general community in Greater Victoria.

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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)

Similar to the answer above, any amount of funding will aid in reaching a broader reach for our targeted campaigns to assist Greater Victoria companies to find qualified workers to fill available jobs in our community. It will be the scope of reach that may be affected.

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, 2022 To: March 31, 2023

Project or programlocation: Greater Victoria

Project or program timeline and major milestones.

Date	Milestone
Ongoing	Talent acquisiton activites; compensation & talent study, career fairs, job promotion, targeted campaigns
Ongoing	Program execution: VAP/Scale up BC/SUV, Leadership Development
May 2022	Leadership Conference
Spring 2022	Discover Tectoria (Covid restriction dependent)
Winter 2022	VIATEC Technology Awards
Quarterly	Community events and programing at Fort Tectoria

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

DocuSigned by:
Dan Gunn
047C3A13B0FF429
Signature

CEO
Position

Dan Gunn
Name

1/28/2022
Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: VICTORIA ARTS COUNCIL

Mailing Address: PO BOX 8453 Stn Central Postal Code: V8W 3S1

Contact Person: Kegan McFadden Email: ed@vicartscouncil.ca

Telephone: 778-533-7123 Website: vicartscouncil.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: 8184

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 131162463 RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

To connect artists with audiences.Victoria Arts Council exists to support artists at all levels of their engagement for a wide audience. In working with our members, partners, and the community in general, the VAC is guided by the following principles; We strive for an organization that is: Sustainable, Inclusive, Accessible,Challenging, Community-Focused, Supportive, Responsive, and Empowering.

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

Established in 1968 as the Community Arts Council for Greater Victoria, the Victoria Arts Council directly supports more than 250 local artists annual through exhibitions, publications, and workshops. The VAC faciliates rotating community art showcases in 10 high traffic public venues such as the Airport and Libraries for an estimated audience of over 1 million people annually. We publish a quarterly magazine exploring various themes to promote local artists, and we host a mothly lecture series.

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

How many volunteer staff at organization? 50 Total volunteer hours: 1500

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 characters – do not add extra pages)

Since 2020 the VAC has been able to adjust our programs in response to the ongoing pandemic, following the Provincial Health Orders as guidelines. The installation of artwork in public places has not been interrupted and our community partners continue to help meet the VAC mandate. Delivery of our programs offered digitally, such as UNTIL magazine and Creative Mornings monthly lecture series are not affected 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.

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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	12000	[This Strategic Plan Grant Request, pending]: Communily Outreach
BC Arts Council	25000	Operational: staff, rent, artist fees,
CRD Arts and Culture	24000	Operational: staff, rent, artist fees,
BC Commuity Gaming	40500	Operational: staff, rent, artist fees,
Membership dues	10000	Operational: staff, rent, artist fees, promotion / outreach %
Fundraising	16000	Operational: staff, rent, artist fees, promotion, outreach %
Corporate Sponsorships	10000	Operational: staff, rent, artist fees, promotion, outreach %
Organization's Annual Budget	137500	

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
Facillitate visual art showcases in our satellite galleries	There are 10 satellites and we aim to add 4 more, showing 50 artists over the year
Produce 12 monthly lectures	These lectures are produced as part of the Creative
Publish 4 issues of our digital magazine	Working with guest editors and approximately 60 contibutors exploring different themes

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 OUTREACH

Who is your target audience? Artists/Cultural Practitioners who are Seniors; Youth; Indigenous, Black, and People of Color

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

The VAC facillitates three main community outreach initiatives: 1) Community Satellite Art Showcases: rotating exhibits at high traffic partnerships such as YYJ Airport, GVPL Libraries, McPherson Playhouse Mezzanine, the.Dock Centre for Social Impact, and Studio 531 Architects. 2) Creative Mornings Monthly Lecture Series: an hour long meet-and-greet where different lead speakers animate various themes informed by their own creative experiences, followed by lively discussion. These lectures are video recorded and made available/archived online. 3) UNTIL, a digital magazine published quartlerly with different themes and guest editors. Each issue promotes the work of approx. 15 local artists working across visual, literary, and performing art. Issue 10: On Disability saw the transition of our magazine to a stand alone website with full acessibility considerations in place. Across these platforms we directly serve 150 artists annually. The satellite spaces are a long-standing and growing program with new locations being added; the lecture series has been delivered since June 2021 with growing interest and need to connect creatives in a sustainable and safe way; the magazine began during the pandemic as way of connecting artists.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Art in public spaces, with various levels of in-person and online accesibility, is integral in a welcoming city. From the airport to the libraries, offices, and even street-level window spaces, our satellite galleries foreground art in daily life of this city. The artists we support ask challenging questions while also providing insight in navigating these trying times. The lectures and magazines allow us to reach those whose mobility would otherwise preclude their participation. These are professional opportunities, paying artists for their work while also broadening their reach in the community. The inclusion of so many artists is a strategy to build community and engage in a meaninful way across cultural and geographic demographics.

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 offers direct support and promotion to artists from under-served communities, including artists who identify as Indigenous, Black, and People of Colour; artists living with disabilities; seniors and other historically marginalized populations. We have focus on supporting BIPOC artists, as well as women, seniors and youth, to address systemic barriers of inclusion. We continue to work with community partners, such as the Intercultural Association, to ensure the artists we work with are supported in a culturally sensitive and meaningful way.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

1) Social Justice - remove systemic barriers: By making space for the promotion of art created by historically marginalized artists by foregoing entrance / membership fees when applicable. By providing a platform where art from these communities can be evaluated on its own terms and by members of the respective communities for promotion across the City. 2) Intersectionality - reflect multiple lived experiences: Our programs cater to a broad cross-section of Victoria, including seniors, BIPOC, LGBTQ, and youth artists, often in intersectional ways. 3) Quality of Life - health, happiness and satisfaction: The incorporation of art in various aspects of daily life in our city, from physical showcases to digital presentations make for a healtier, happier citizenry. 4) Resilience and Prosperous Community - inclusion and access: By paying artists in a professional way we lay the foundation for continued success. We have identified barriers to access and ensure their removal whenever possible (this includes fees, adjudication that reinforces Western perspectives of 'excellence' and even physical / digital accessibility.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Through Community Outreach Iniatives such as Satellite Galleries, Monthly Lectures, and our Magazine, we will directly support artists who identify as BIPOC, Seniors and Youth. By making space to promote art from these (overlapping/intersectional) communities we build capacity to embolden these artists towards further engagement as one opportunity leads to another [for example, BC Arts Council requires artists to have received professional compensation in order to apply for Funding Opportunties; many artists from marginalized communities receive their first professional opportunities through the VAC and go on to receive additional support from provincial and national funding bodies]. Further, by proving our ability to serve these populations we deepen the bonds towards future prolonged partnerships that will have important impact on our organization, the community, and 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? 1000000

How many of those people live within the boundaries of the City of Victoria? 50000

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 300000

How many will benefit from the project or program? 300 **Please explain below.**
(1250 characters max – do not add extra pages)

Across the 3 Community Outreach programs, annually:
Satellite Gallery Showcases (50 artists);
Creative Mornings lecture series (12 speakers and approx. 150 guests);
UNTIL magazine (80 contributors)
= 300 directly benefitting in addition to the nearly 2 million viewers (15,000 per library monthly + 1 million at airport + 2,500 monthly subscribers)

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $12000
Must equal Total Funding Sources from City of Victoria on page 5

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	22600	$15000 Satellite Galleries; $4,000 UNTIL
Promotion	2600	Monthly newsletter; Internet, Web maintenance;
Transportation	500	Modo membership
Staff	5000	Outreach Coordinator (percentage of salary)
A. Total Project or Program Expenses	30700	
Administration		
B. Total Administrative Expenses	0	
TOTAL PROGRAM EXPENDITURES (A+B)	30700	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	0	

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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	12000	Pending		
BC Arts Council	3000	Confirmed	Krista Patterso	236-478-2550
CRD Arts	3000	Confirmed	Chris Gilpin	250-360-3205
BC Gaming	3000	Confirmed	Community Ga	236-478-2550
A. Total Government Funding	21000			
Corporate Sponsorships				
YYJ Airport	1500	Pending	Anita Kardos	(250) 953-750
Studio 531	1500	Pending	Jesse Garlick	250 384 2131
the.Dock	1500	Pending	Community Ma	(250) 590-517
		Pending		
B. Total Corporate Sponsorships	4500			
Matching Funds				
C. Total Matching Funds	0			
In-Kind Contributions				
VAC	3000	Confirmed		
GVPL Libraries	1500	Confirmed	Maureen Sawa	250-940-4875
D. Total In-Kind Contributions	4500			
Waived Fees and Charges				
Free memberships for	700	Confirmed		
E. Total Waived Fees and Charges	700			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	30700	Should equal Total Program Expenditures on page 4		

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 the support from this Strategic Plan Grant, our Community Outreach programs will have to be funded from pooled revenue and not be as robust, resulting in less civic engagement. Futher, we will not be able to extend the level of artist fees or in-kind contributions stated above.

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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 are asking for $1,000 per month to off-set the costs related to the Community Outreach Program. This is the minimum level of funding is $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: 1 July 2022 To: 30 June 2023

Project or programlocation: Various locations throughout Victoria / CRD.

Project or program timeline and major milestones:

Date	Milestone
Monthly	CreativeMornings lectures with related promotional consideration
July - September	1st rotation of 10 community satellite galleries
September	UNTIL Magazine Issue 12: Soundscapes from Victoria
October - December	2nd rotation of 10 community satellite galleries
November	UNTIL Magazine Issue 13: The Art of Reconcilliation
January - March	3rd rotation of 10 community satellite galleries
February + June	UNTIL Issue 14 (New Traditions) and 15 (The Youth Issue)
April - June	4th rotation of 10 community satellite galleries

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 100 (min)

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 Site Banners/Placards for spee

SECTION 11. DECLARATION

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

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

Signature

Executive Director
Position

Kegan McFadden
Name

28 January 2022
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 Brain Injury Society

Mailing Address: Units C, D, & E - 830 Pembroke Street, Victoria Postal Code:

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 Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Whether it's caused by a concussion or a car accident, a tumor or trauma, a stroke or some other cause, brain injury can have a severe impact on a person's life. The Victoria Brain Injury Society (VBIS) is a local charity that has been providing support to brain injury survivors and their families 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: 4.00 Part Time: 6.00

How many volunteer staff at organization? 45.00 Total volunteer hours: 3,674.00

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 characters – do not add extra pages)

Our programs, including the peer support program, are offered virtually and in-person. Individual case management is also done over the phone, online, or in-person. If clients attend in-person they must wear a mask at all times and be physically distanced from others. There is a maximum number of people allowed in the office at any one time. Sanitation stations are positioned throughout the office and volunteers disinfect surfaces that may be touched regularly throughout the day.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 15,000.00	Peer Support Program
Brain Injury Alliance	$ 112,000.00	Program and Operations
Fundraising/Donations	$ 101,000.00	Program and Operations
Advertising/Memberships/Rental	$ 3,000.00	Program and Operations
Grants	$ 332,102.90	Program and Operations
Organization's Annual Budget	$ 563,102.90	

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

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

Objective	Measure of Success
Train 10 new peer supporters	10 new peer supporters trained
Provide peer support to over 400 people	400 brain injury survivors receiving peer support
Brain injury survivors feeling connected to their community	98% of individuals surveyed report feeling more connected to community as a result of peer support
Brain injury survivors health improves	80 % of survivors surveyed report improved health outcomes as a result of peer support

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: Peer Support

Who is your target audience? Brain injury survivors

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

Many brain injury survivors have tremendous skills and talents. The Peer Support program embraces this, and uses group support led by volunteer brain injury survivors who truly understand the trials and challenges of living with a brain injury. A peer supporter is available to anyone who wishes to drop in. Mentorship and group support, tips and advice for living with brain injury, suggestions of community resources and compensatory strategies and the provision of a safe space are all provided to brain injury survivors.

This funding would allow us to train 10 new peer supporters who would then join our team of 6 current peer supporters. This will allow the team to provide support to approximately 35 individual brain injury survivors who attend drop in support 78 times each month. Peer support training is a ten week course that provides skills in active listening, conflict resolution, community resources etc. After completing this course peer supporters would be mentored and supported in their role by being paired with more experienced peer supporters and regular check-ins with the Program Facilitator.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

Increase sense of belonging and participation in civic life among all demographic groups - Peer support enhances the quality of life for both peer supporter & individuals they then support. Many of our peer supporters have gone on to find paid work & employment after gaining skills & confidence through peer support. The connections that peer support makes possible increases the sense of social belonging for individuals
Increase in number of people who feel safe and part of the community - Both peer supporters & individuals accessing peer support are often marginalized within society; many have experienced homelessness & are living in poverty without family support & employment. Peer support provides a safe, non-judgmental space in which individuals discuss health & well-being. The drop-in nature of peer support particularly lends itself to an easy point of access for those who are leading chaotic lives - there are no appointments to schedule or difficulties navigating complex referral mechanisms. Individuals partaking in the peer support group interact with others who are in a similar situation and feel less alone.

How 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 Peer Support program allows individuals who have an acquired brain injury to work through their challenges in a supportive and safe environment with mentors that understand what they are going through. This is an essential part of rehabilitation for brain injury survivors, helping individuals who have acquired a brain injury deal with the challenges associated with their injury. 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.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Quality of Life – health, happiness and satisfaction
Our vision statement is "To empower people with acquired brain injuries to maximize their quality of life." We have been providing programs and support for brain injury survivors since 1983, with a track record of successful and meaningful outcomes.

The Peer Support program, in tandem with other programs offered by VBIS, provides a social network for brain injury survivors. 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 of 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.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Individuals with disabilities
Brain injury is often referred to as the "invisible disability", as many survivors do not show any visible effects, but do have problems with: short term memory, fatigue or energy crash, balance and coordination, concentration, slowed thinking and processing, communication, decision making, problem solving, impatience and impulsivity, to name only a few. Brain injury is a complex issue that affects not only survivors but also family members and the greater community, since brain injury places enormous strains on relationships, and people with brain injury are at greater risk of homelessness, drug and alcohol addiction, and crimes related to impulsivity (source: www.bcbraininjuryassociation.com).
One way to curb the devastating repercussions of brain injury is through group learning and sharing coping strategies. Through the peer support program, survivors can explore the different difficulties brain injury can cause and possible strategies for navigating these challenges. It allows survivors to connect with other survivors, enabling them to feel accepted, share experiences, develop friendships and form strong supportive networks.

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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? 400.00

How many of those people live within the boundaries of the City of Victoria? 360.00

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? 2,000.00 Please explain below.
(1250 characters max – do not add extra pages)

Victoria Brain Injury Society serves survivors from in the Capital Regional District, including Sooke, Sidney, and the Gulf Islands. We work with anyone who has experienced a brain injury, age 18 or older, as well as their friends and family members. It is estimated that approximately 4% of people in the Capital Regional District are living with a brain injury that's over 15,000 people living with a brain injury. We serve approximately 800 clients each year. The Peer Support program provides a social network for brain injury survivors. Peer support ultimately supports not just survivors, 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.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 15,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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 for program facilitator and support	$ 29,426.11	ED to manage & evaluate the program; volunteer coordinator to coordinate peer supporters; administrative coordinator for support
Peer support volunteers	$ 19,500.00	in-kind
Peer Support manuals	$ 303.82	
Room for peer support delivery including property taxes	$ 7,899.31	
Bus tickets	$ 109.38	for peer supporters who cannot afford transportation costs to the centre
Healthy snacks	$ 689.56	
Advertising and promotion	$ 607.64	
A. Total Project or Program Expenses	$ 58,535.82	
Administration		
Phone	$ 607.64	
Insurance	$ 455.73	
Office and general supplies	$ 972.23	
Client computer support	$ 3,159.72	for virtual peer support sessions
Repairs and maintenance	$ 546.88	
B. Total Administrative Expenses	$ 5,742.20	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 64,278.02	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	8.93%	

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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		
Brain Injury Alliance	$ 12,200.00	Confirmed		
Island Health Brain Injury Program	$ 11,500.00	Confirmed		
VBIS - fundraised revenue	$ 6,078.02	Confirmed		
A. Total Government Funding	$ 44,778.02			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Peer support volunteers	$ 19,500.00	Confirmed		
D. Total In-Kind Contributions	$ 19,500.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 64,278.02	Should equal Total Program Expenditures on page 4		

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

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

We will reduce the amount of training and support provided to peer supporters by reducing the number of new trainees we take on.

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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 will scale our program dependent upon funding received.

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 2022 To: June 30, 2023

Project or programlocation: 830 Pembroke Street, Unit C

Project or program timeline and major milestones.

Date	Milestone
August 2022	Advertise and recruit to peer support training, prepare training materials
Sept - Nov 2022	Provide 10 weeks of training to peer supporters
Dec 2022	Graduation ceremony for new peer supporters
Dec 2022	Evaluate the peer support training program and revise for future use
Jan-June 2023	Mentor and support new peer supporters in providing support to brain injury survivors
June 2023	Evaluation

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

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

Executive Director
Position

Pam Prewett
Name

January 2022
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 Brain Injury Society

Mailing Address: Units C, D, & E - 830 Pembroke Street, Victoria, BC V8T 1H9

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: Coping Strategies

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 2022. 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, and a welcoming city - The Coping Strategies program provides a social network for brain injury survivors. The program ultimately supports not just the survivor, but also their support systems such as family, friends, and the wider 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
80 brain injury survivors complete the program	2 X 20 survivors per 24-week program	
Coping strategies help improve people's health	90% of people surveyed report increased health outcomes as a result of program	Yes
Coping strategies help increase sense of belonging and participation in civic life	90% of people surveyed report improved satisfaction with daily functioning	Yes
Coping strategies increase feelings of social support	80% of people surveyed report more social 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 coping skills and confidence

How many have benefitted from the projector program? 200

What percentage of Greater Victoria Residents benefitted from this project or program? 75.00%

How many volunteers have worked on this projector program? 10.00 What total hours did they work? 240.00

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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 & benefits	$24,530.48	
Rent	$4,235.29	
Program support and development	$336	Professional development
Facilities	$809	
Special events	$83	
Advertising and promotion	$191.60	
Dues and fees	$83	
Participant binders	$554.62	
A. Total Project or Program Expenses	$ 24,530.48	
Administration		
Computer and IT support	$1815.13	
Phone	$302.52	
Insurance	$201.68	
B. Total Administrative Expenses	$ 2,319.33	
Total Expenses (A+B)	$ 26,849.81	

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	$3,238	Confirmed		
Brain Injury Alliance	$15,000	Confirmed	Carol Paetkau	604-557-1913
VBIS Fundraising	$8,611.81	Confirmed	Pam Prewett	250-590-6344
A. Total Government Funding	$ 26,849.81			
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)	$ 26,849.81			

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.

Pam Prewett — Digitally signed by Pam Prewett Date: 2022.01.12 15:23:59 -08'00'

Signature

Executive Director

Position

Pam Prewett

Name

January 12, 2022

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: Victoria Coalition for Survivors of Torture

Mailing Address: 1230 Victoria Avenue, Victoria BC V8S 4P2 Postal Code: _____

Contact Person: Kenneth Agar-Newman Email: ken.agarnew@gmail.com

Telephone: 250 889 0334 Website: www.vcst.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: S0031464

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 88863 4342 RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Building a community of support for survivors of political violence and torture; Through our community partnerships, our goal is to support survivors overcome the legacy of oppression and live with dignity. We celebrate diversity. Our organization does not duplicate the efforts of other agencies, rather we seek to build our own contributions and amplify and enhance their successes.

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

Over the last several years, with our partners, MOSIAC and the Multi-Agency Partnership, we developed a documentary film titled "After Arrival". The trailer is linked following: https://www.vcst.ca/2021/04/after-arrival-trailer/ . The Film was shown on-line last June to coincide with Pride Month and we plan to show it again this year. We have also developed workshops in Victoria for settlement workers, nurses and doctors, lawyers and the public since 1992.

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

How many volunteer staff at organization? 10.00 Total volunteer hours: 140.00

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 characters – do not add extra pages)

We have followed the current health orders to the letter. Our regular meetings are done virtually. We have operated virtually since the COVID pandemic began using zoom and this practice is embedded in the Project. The VCST will continue using these safety measures as per the current health orders as they evolve.

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 is it used in your organization's annual budget. **Also include all pending grant requests.**

Funding Sources	$ Amount	Use
City of Victoria	$ 5,000.00	Wages of part-time coordinator - 200 hours ($25.00). Victoria Component.
BC Gaming Grant Request	$ 15,000.00	Community Outreach project - Vancouver Island and Lower Mainland
Fund raising (VanCity)	$ 1,505.24	Design, Ethics review, and data analysis
Organization's Annual Budget	$ 21,505.24	

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 initiate collaboration among settlement agencies	These Agencies will commit to participate and engage
To meet with Agencies and survivors to share best practices	Complilation of best practices and lessons learned from these participants
To share best practices and experiences of survivors	Two Webinars and one Public Webinar to amplify the voices of survivors (w permission)
To improve capacity and efficiency of agencies	Agencies will report improvement in delivery of service.
To improve the capacity and sense of belonging of survivors	Torture survivors will report (interview) improvements in their ability to receive help.
To inform the public to the resilience of newcomers	The Public will report (social Media) insight into the experiences of newcomers.

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: Victoria welcomes the refugees among us.

Who is your target audience? Professionals, volunteers, survivors of torture and their families, and the public.

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

Access to health, training, orientation, and community services for survivors of torture and their families in our community has been greatly affected by the pandemic. Torture survivors have specific challenges related to the experience of torture that is often hidden due to shame, avoidance of medical practitioners, and cultural and linguistic related lack of comprehension. In general, service providers have tried to accommodate restrictions during the pandemic by offering services online, but the communication and technological barriers this form of service provision brings, have affected torture survivors among the immigrant and refugee population in a particular way, making problematic access to trauma-informed care. At the same time service providers transition to on-line services many find that their workload expands but their human resource capacity stay the same. This creates a mismatch that can decrease the depth of service.Since its foundation in 1992, the VCST has been working closely with ICA, VIRCS, VICCIR, the Anglican Refugee Sponsorship Program and others and we want to bring them together to identify and share best practices. Finally there is an enormous need to counteract public negativity for refugees.

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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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

There is a tendency for Agencies to work in isolation from other Agencies. Some organizations perceive that they are in competition for funding with each other. This competitive culture is not helpful for clients. Redundancy, due to a lack of inter-agency communication can also wasteful. This project will increase the capacity of agencies serving immigrants and refugees to improve collaboration and better coordinate service provision for survivors of torture and their families. With the public component, improving community relations, rendering the opportunity for public insight into the lives of refugees, and sharing best practices, the initiative will help torture survivors and their families have a better sense of welcoming, belonging and participation in the community.

For more information about newcomers, please refer to the Refugee Hub from the Immigrant Services Society of BC in partnership with the BC Government, which can be found at: https://bcrefugeehub.ca/thebigpicture/.

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 experience working with the Victoria community since 1992. During this time we have networked with Agencies and the public in Greater Victoria and the Lower Mainland, and the rest of Canada. We considered the impact of torture survivors and their families from this experience in our community and through our wider contacts. Our organization has been composed of members of the four Agencies, health workers, as well as torture survivors. From this vantage point, we observe the direct impact of our underserved refugees.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Our organization is centred on the principle of welcoming the diversity of torture survivors and their families in our community and fostering with them a spirit of inclusion and equity in everything we do. Three of our board members are immigrants or refugees/survivors of torture and political violence, three are health professionals; one is a mental health counsellor. Our mandate - to increase public awareness about the presence of survivors of torture and political violence in our community, relies on maintaining a respectful and cordial relationship with all community service agencies. Through our partnerships, our goal is to support survivors overcome the legacy of oppression and live with dignity. By encouraging and supporting service agencies to cooperate, partner, and build community among immigrant and refugee settlement agencies, social service agencies, health community, and the wider community, the well-being and integration of survivors of torture and political violence in our community will be improved.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

This program will directly impact survivors of torture and their families who are living in our community. They are people from all countries that through their history had gone through war, oppression, and political violence, forcing their most marginalized population to flee. The UN defines capacity building as the process of developing and strengthening the skills, instincts, abilities, processes and resources that organizations need to survive, adapt and thrive in a fast-changing world. (https://www.un.org/en/academic-impact/capacity-building). Capacity building will be improved by encouraging agencies serving immigrants and refugees to work together and share best practices and lessons learned during the Covid19 pandemic, coordinating access to trauma-informed mental health services and medical services for the entire family, within a friendly and collaborative environment. This effort will improve the opportunities for torture survivors and their families to build the necessary capacity to overcome the sequelae of torture and learn to integrate successfully in our community. Capacity building among survivors and their families will be facilitated by amplifying their voices, with their permission.

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E grants@victoria.ca

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? _____

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 6,500.00

How many will benefit from the project or program? 6,500.00 **Please explain below.**
(1250 characters max – do not add extra pages)

We currently do not have the capacity to determine the demographics of torture survivors and their families because torture is not information that victims publicize. Currently worldwide, most refugees come from the Syrian Arab Republic as well as four other countries: Ethiopia, Sudan, Afghanistan, and Venezuela. Some experts project that every refugee is traumatized. From 2018 to the end of 2020 Canada targeted 137,350 refugees for resettlement. The 2016 census shows that 20% of Victoria ' s population is composed of immigrants or refugees. Many of these people face significant social, economic and language/comprehension barriers in order to integrate into Canadian society. For more information, please refer to the Refugee Hub from the Immigrant Services Society of BC in partnership with the BC Government, which can be found at; https://bcrefugeehub.ca/thebigpicture/.
We plan to approach torture survivors and their families by publicizing this initiative among the Agencies so that if they give us permission, we can contact them and obtain their experiences. We would be aiming the initiative at primarily four immigrant and refugee Agencies (6500 refugees), Island Health in Victoria, torture survivors and the public.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 5,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Professional Zoom Account	$ 120.00	
Live stream and remastering	$ 4,000.00	Local Victoria Company
Honoraria, survey, panel	$ 2,400.00	Stakeholder participants
web-site uploads configuration and fees	$ 500.00	
Admin phone publicity printing pop-up displays	$ 1,035.24	Displays in Malls, University, etc.
Office space and equipment	$ 494.76	Donated for use (in-kind)
A. Total Project or Program Expenses	$ 8,550.00	
Administration		
Victoria component of Project wage	$ 5,000.00	Wage for part-time coordinator 200 hrs x $25.00
Wider Project wages - Vancouver Island and Lower Mainland	$ 8,450.00	Wage for part-time coordinator 338 x $25.00
Volunteers from the stakeholders	$ 5,000.00	Donated time - 200 hours
B. Total Administrative Expenses	$ 18,450.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 27,000.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	68.33%	

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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	$ 5,000.00	Pending		
Gaming Grant (pending)	$ 15,000.00	Pending	1-800-663-7867	
A. Total Government Funding	$ 20,000.00			
Corporate Sponsorships				
Vancity - not yet applied for	$ 1,505.24	Pending		
B. Total Corporate Sponsorships	$ 1,505.24			
Matching Funds				
	$ 0.00			
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Volunteers from Agency stakeholders	$ 5,000.00	Pending	donation	
Office utilization from Agency stakeholders	$ 494.76	Pending	donation	
D. Total In-Kind Contributions	$ 5,494.76			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 27,000.00	Should equal Total Program Expenditures on page 4		

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

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

There will be a lack of depth in our ability to explore the four main agencies in Victoria. (The Vancouver Island and Lower Mainland piece of the project, Gaming Grant Portion, has not been focused on in the document.)

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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 applied for a Gaming Grant for a Vancouver Island, with the participation of two agenices on the Lower Mainland, Gaps in Services and Best Practices Project. No funding by the City of Victoria will mean a lack of depth for the Victoria component of this wider project. If we don't receive a Gaming Grant, Funding by Victoria City will mean the Victoria piece will go ahead on its own.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: August 1 2022 To: June 30 2023

Project or programlocation: Victoria BC as part of a wider Vancouver Island area project.

Project or program timeline and major milestones.

Date	Milestone
August 1 2022	All relevant sevice agencies and organizations informed and at least four express committment to participate
September 1 2022	A collective working group is convened to revise the objectvies workplan and deliverables
December 1 2022	Three monthly meetings are completed and a list of best practctices and lessons learned from agencies compliled
February 15 2023	Three monthly Zoom webinars to share best practices in Greater Victoria area are designed and drafted
April 1 2023	The first Zoom webinar delivered and evaluated. Recommendations documented and plan drafted
May 1 2023	Mid-term project evaluation completed. Second Zoom Webinar delivered. Next steps identified
June 1 2023	Final Zoom Public Webinar delivered and evaluated. Next steps identified
June 30 2023	Final project evaluation completed. Recommendations documented . Final report completed. Celebration !

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 200 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: Video recording of events, Direct communication

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

Treasurer
Position

Kenneth Agar-Newman
Name

28 January 2022
Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Community Health Co-operative

Mailing Address: Unit #2 380 Cook St. Victoria, BC V8V3X7 Postal Code: _____

Contact Person: Abi Michel Email: abi.michel.4@gmail.com

Telephone: 360-704-8522 Website: victoriahealthcooperative.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: CP0002052

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

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

The Victoria Community Health Co-operative is a primarily volunteer-run, not-for-profit co-op that has organized health services and wellness programs in Victoria for the past 15 years. We are guided by an understanding of the social determinants of health and a commitment to improving the health of our community.

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

The Victoria Community Health Co-operative was established in 2007. Since then, we have offered a range of services and programs that keep our community healthy and reduce the need for medical intervention. We have had ongoing success providing health education and social connection through our Wellbeing program. As we adapt to meet community needs, our work has expanded to include Registered Nurse services and COVID-19 community support.

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

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 characters – do not add extra pages)

The Wellbeing Program currently takes place over Zoom video conferencing. When permitted by B.C. health orders, we will return to offering the Wellbeing Program in-person and maintain a Zoom option for those who prefer virtual gatherings. All provincial guidelines are enforced for in-person activities and we provide PPE and hand sanitizer.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 5,327.00	To engage more of the greater Victoria community in the Wellbeing program
B.C. Association of Community Health Centres	$ 354,394.00	To promote the Community Health Centre vision of health and wellbeing
Government of Canada	$ 12,920.00	To provide quality paid work experience to youth
Member-Owner Annual Dues	$ 5,250.00	To fund health and wellness programs
Donations	$ 1,000.00	To fund minor operating expenses
Organization's Annual Budget	$ 378,891.00	

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
Health Education	The list of health education topics covered at Wellbeing Sessions
Social Connection	The number of Wellbeing Sessions conducted
Community Outreach	The number of community participants at Wellbeing 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: Wellbeing Program

Who is your target audience? Isolated community members and those seeking health education

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

This grant would cover the organizational and administrative costs of the Victoria Community Health Co-operative's Wellbeing Program from July 2022 to June 2023. For the past 2 years, the Wellbeing Program has proven to be an efficacious way to provide Victoria residents with social connection and health education. Funding assistance would allow the Victoria Community Health Co-operative to conduct further community outreach and increase the number of people served by the Wellbeing 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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 Wellbeing Program will support "Health, Well-Being and a Welcoming City" by bringing community members together to discuss health topics with health professionals and wellness practitioners. Each Wellbeing Session begins with a 3-5 presentation on health and wellness. Examples of presentation topics include: fall prevention, gardening for mental health, LGBTQ+ health equity, and how to prepare a long term care plan. Presentations are followed by questions and the most valuable part of the session: group discussion. Group discussion provides social connection, social support, and a sense of community - all integral to community 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)

To ensure our Wellbeing Program is accessible to under-served communities, Wellbeing Sessions are open to all with computer access and free of cost. The program has capacity to aid under-served communities because it improves the accessibility of two social determinants of health: social connection and health literacy. In the future, we hope to offer public computers for community members who do not have internet connection or access to a computer.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

The Wellbeing Program is open to everyone regardless of their sexual orientation, gender identity, and gender expression; sex; age; ability; race; ethnicity; culture; religion; language; education; income; or geography. Further, the Victoria Community Health Co-operative prioritizes equity and diversity in our advocacy work and governance practices.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The Wellbeing Program directly impacts women, seniors, isolated community members, and people in need of accessible, non-clinical health education. We build capacity for underserved populations by having leadership that is primarily women, seniors, and students. Survey data collected in 2020 indicates that 65% of the people we serve are 60+ years old and 68% of the people we serve are women.

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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? 40.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 5.00

How many will benefit from the project or program? 150.00 **Please explain below.**
(1250 characters max – do not add extra pages)

Since beginning in April 2020, the Zoom-delivered Wellbeing Program consists of bi-monthly Wellbeing Sessions with 5-18 participants.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 5,327.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 2,552.00	$22/hour
Community Outreach Supplies	$ 750.00	
James Bay Beacon Subscription	$ 573.00	
Constant Contact Subscription	$ 324.00	
Zoom Subscription	$ 180.00	
In-Kind Contributions	$ 10,000.00	Volunteer Hours and Program Donations
A. Total Project or Program Expenses	$ 14,379.00	
Administration		
Sage Accounting Software	$ 174.00	
Microsoft Licenses	$ 774.00	
B. Total Administrative Expenses	$ 948.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 15,327.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	6.19%	

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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	$ 5,327.00		Abi Michel	360-704-8522
A. Total Government Funding	$ 5,327.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Volunteer Hours	$ 8,000.00	Pending	Abi Michel	360-704-8522
Program Donations	$ 2,000.00	Pending	Abi Michel	360-704-8522
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)	$ 15,327.00	Should equal Total Program Expenditures on page 4		

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, the scope of Wellbeing Program may change (i.e., fewer people reached and less Wellbeing Sessions). We commit to offering the Wellbeing Program as long as it is possible to do so, but our existing capacity to deliver the program is dependent on donations and in-kind contributions.

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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 for the Wellbeing Program to occur is $678 per year. This amount is needed to purchase Zoom, Constant Contact, and Sage accounting software.

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, 2022 To: June 30, 2023

Project or program location: Unit #2, 380 Cook St.

Project or program timeline and major milestones.

Date	Milestone
January 1, 2023	Hosted 12 or more Wellbeing Sessions
June 30, 2023	Hosted 12 or more Wellbeing Sessions

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 600

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

Abi Michel
Signature

Abi Michel
Name

Health and Wellness Coordinator
Position

February 25, 2022
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 Postal Code:

Contact Person: Terri Mvhr Email: mvhr@vcm.bc.ca

Telephone: 250-386- 5311 Website: 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: 108172255RR0001

**Must provide Certificate of Good Standing or 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 excellence in music education and the enjoyment of music through 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:

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 characters – 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; 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.

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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	$ 9,500.00	
Charlton L Smith Foundation	$ 4,000.00	Pending
Victoria Conservatory of Music	$ 3,054.00	Confirmed
Organization's Annual Budget	$ 16,554.00	

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 acces to music education in 5 communities	Classes scheduled to serve in centres with limited resources are well attended
Provide custom-delivered music classes	Children from different backgrounds and ethnicities engage positively
Provide parents with tools to assist their children	Involving parents creates a postive experience based on their interaction in the classroom
Provide the children with a postive experience	Positive feedback from the centre staff and from parents and children
Stimulate children's interest in music and learning	up to 90% of children attend 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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (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 afforable as possible and accessible to everyone'.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (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.

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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? 50.00

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 based on the 2021 program. There is a huge need and willingness from the community to take part in music therapy programs, (which also helps 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 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 9,500.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 12,075.00	Music Instructors: 175 hours @ $69/hour
Mileage	$ 500.00	Instructor Travel to Centres
Musical Instruments & Props	$ 375.00	Any neeeded replacement instruments and education materials
Evaluations	$ 1,104.00	Music Instructors: 15 hours @ $69/hour
A. Total Project or Program Expenses	$ 14,054.00	
Administration		
Program Director	$ 2,500.00	Allocation of Directors Salary - Operating
B. Total Administrative Expenses	$ 2,500.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 16,554.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	15.10%	

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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	$ 9,500.00	Pending		
A. Total Government Funding	$ 9,500.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
Charlton Smith	$ 4,000.00	Pending		
Victoria Conservatoruy of Music	$ 3,054.00	Confirmed		
C. Total Matching Funds	$ 7,054.00			
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)	$ 16,554.00	Should equal Total Program Expenditures on page 4		

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 2021 and received $2,850. This was a marked decrease from the previous $6,500 in 2020 During Covid our fundraising income has fallen significantly directly impacting our Operations.However, we are committed to deliver this program or a reduced program as the community has deomonstrated how much it is needed and valued.

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 2022 To: June 2023

Project or programlocation: FIve community centres serving marginalized communities in Greater Victoria.

Project or program timeline and major milestones.

Date	Milestone
August 2022	Connecting with community organizations and formalizing partnerships and models for class delivery
September 2022	Ensure age and culturally appropriate music activities meet organixzation and family needs
Sept 2022 - Dec 2022	Delivery of music classes and assessment of progross
Dec 2022	Making any necessary adjustments to the delivery of the program
Jan to Feb 2023	Delivery of program. ongoing assessment and feedback from the centres
March to May 2023	Delivery and assessment
June 2023	Evaluations and Reporting completed

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? None 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: Music Programs

SECTION 11. DECLARATION

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

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

Signature

CEO
Position

Jane Butler McGregor
Name

January 2022
Date

CITY OF VICTORIA
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

Check if Report is ☑ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Conservatory of Music

Mailing Address: 900 Johnson Street V8V3N4 Postal Code:

Contact Person: Jane Butler McGregor Email: butlermcgregor@vcm.bc.ca

Telephone: 250-386-5311 Website: www.vcm.bc.ca.

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Getting Started - ECMEO

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 timeline follows the school year September 2021 to June 2022 and we have just completed the first term of the school year. The completion date will be June 30, 2022. Due to the pandemic, scheduling of music classes has been a challenge and there were two original centres that were unable to run the program. However, we have successfully engaged two additional sites and are providing music classes in six centres. We have funding to continue with all six until end of March and then will have to reduce down to 3 sites for April to June 2022.

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

The first term of the program achieved our aims and objectives in the community by providing access to early childhood music classes to marginalized children under the age of 5 attending preschools and early childhood centers. These objectives are aligned with the Strategic Plan Objective: Health, Well-Being and a Welcoming City. Music provides an essential forum for children of different cultures to have positive social interactions and a pathway to learning and expression.

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 5 centres	Classes scheduled in centers with limited resources	Yes
Provide custom-delivered music classes to marginalized children	Children with differing backgrounds and ethnicities engaged in music classe	Yes
Provide parents with tools to assist with child development	Parental participation in music classes	Yes
Provide children with positive experiences as they learn new skills	Feedback from community center staff and class reports	Yes
Stimulate children's interest in music	80 to 90% of children attend classes on a regular basis.	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Children under the age of 5 in daycares & preschools

What positive impacts were felt by your target audience? Inclusiveness, learning, enjoyment, community.

How many have benefitted from the project or program? 300

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 Delivery	7,760.25	14 weeks of classes Sep-Dec 2021 (Jan-Jun2022 to occur)
Mileage	685.50	14 weeks of classes Sep-Dec 2021 (Jan-Jun2022 to occur)
Musical Instruments, Props	0.00	Expenses to occur Jan-Jun2022
Evaluations	0.00	Expenses to occur Jan-Jun2022
A. Total Project or Program Expenses	$ 8,445.75	
Administration		
Program Director	1,000.00	Sep-Dec2021 allocation of Department Head salary for program coordination
B. Total Administrative Expenses	$ 1,000.00	
Total Expenses (A+B)	$ 9,445.75	Must equal Funding Sources below

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	1,029.00	Confirmed		
A. Total Government Funding	$ 1,029.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			

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Strategic Plan Grant Final Report

Matching Funds				
Victoria Foundation Grant	7,416.75	Confirmed	Sandra Richardson	250-381-5532
Victoria Conservatory of Music	1,000.00	Confirmed	Chris Kask, CFO	250-386-5311
C. Total Matching Funds	$ 8,416.75			
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)	$ 9,445.75	**Must equal Program**	**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: _____

- ☐ 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
Signature	Position
Jane Butler McGregor	26/01/2022
Name	Date

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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Disability Resource Centre

Mailing Address: 817A Fort Street, Victoria BC Postal Code: V8W 1H6

Contact Person: Wendy Cox Email: director@drcvictoria.com

Telephone: 250-595-0044 ext. 107 Website: www.drcvictoria.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: S0025864

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 89274 6165 RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

The VDRC is a cross-disability, grassroots, not-for-profit organization run by and for persons with disabilities. Programs are available to everyone without regard to ability, age, ethnicity, gender, religion, income, sexual orientation or other basis for marginalization or disadvantage. The VDRC works closely with people who have a disability and with other community organizations to find and remove barriers that prevent full participation in life.

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

The VDRC has been providing services to the Greater Victoria area for 31 years and serves about 10,000 people a year. The services provided are based on the needs of the community. Semi-annual community consultations are used to identify the gaps in services in our community then the VDRC works to fill those gaps.

How many paid staff at organization? Full Time: 2.00 Part Time: 6.00

How many volunteer staff at organization? 32.00 Total volunteer hours: 3,600.00

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 characters – do not add extra pages)

The VDRC has a Communicable Disease Plan that follows all COVID health and safety protocols as per the PHO. Workstations have been spaced apart and there are barriers in place to prevent transmission. Masks must be work in the office, there are hand sanitizing stations at both entrances, workstations are sanitized after each use, staff and volunteers have been directed to stay home if they do not feel well.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 12,000.00	Volunteer Skills Development Program
BC Gaming	$ 72,000.00	Program funding (2021-2022 $72,000 & 2022-2023 $88,000)
Donations	$ 60,000.00	Capital Costs
Parking Permit Sales	$ 159,000.00	Daily operations, rent and administration
Rent from tenants	$ 4,500.00	Daily operations, rent
Other grants	$ 10,000.00	Program funding (Nov 1, 2021 - Oct 31, 2022)
Organization's Annual Budget	$ 317,500.00	

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
Participants' community engagement increases	# of participants who volunteer, attend community events, provide mentorship to peers, etc.
Participants' feelings of empowerment increase	# of participants who demonstrate increase in confidence, clear communication, initiative, etc.
Participants' experience increased social inclusion	# of participants reporting participation in social outings, team or group events, workshops, etc.
Participants learn skills that increase their job readiness	# of participants that demonstrate achievement in volunteer position skill requirements
Participants become gainfully employed	# of participants who obtain and maintain employment

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: Volunteer Skills Development Program

Who is your target audience? Persons living with disabilities 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)

This is an ongoing program that has been running for 31 years. People with disabilities are involved at all levels in the organization, including the recruitment and training of volunteers. Although there is no requirement that a person must have a disability in order to volunteer with the VDRC, almost all volunteers do have a disability. The experience of volunteering promotes leadership, addresses life skills training, strengthens self-esteem and enables persons with disabilities to experience a more independent lifestyle. In many cases, it provides individuals with the knowledge, skills, experience and confidence to become employed, ultimately participating to a greater degree in the life of the community. This grant is required in order to meet the needs of additional program participants, as demand for the program increases, and to provide additional one-on-one training.

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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).

- ☑ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Increasing people's employability skills and experiences, to gain and maintain employment, will increase the number of employable people in the community, therefore, the community will have access to more qualified workers. People with disabilities who are employed are more likely able to afford safe and secure housing, healthier food options, work appropriate clothing, etc., all of which will assist with maintaining employment. Those who are employed are also less likely to live below the poverty line and likely to rely on food banks.
Volunteering can have a positive effect on people's mental health and sense of belonging. It can help depression and help improve mood and reduce stress and anxiety. Volunteers can make new friends, increase their self-confidence and increase their social and relationship 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)

Unemployment rates for persons with disabilities is higher than the rates for those who do not have a disability. The barriers that job seekers with disabilities face are unique. Participants of this program will discover their own balance between work life and personal life to ensure they are looking after their health, which leads to maintaining employment. This program has been operating, changing, and growing for 31 years to adapt to the need of volunteers and the community. As the use of technology in the workplace has increased, this program has introduced training on such technology found in offices such as: multi-use copiers, computers, debit machines, multi-line phone systems, various computer software, as well as assistive technology to accommodate those who face barriers to various technologies. Volunteers also learn how to work with a diverse population of customers and will be better able to provide meaningful and inclusive customer support in the workplace.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Quality of Life – Those who volunteer at the VDRC are gaining and strengthening skills that will make them more employable, therefore they will contribute to society and have a great sense of belonging. This, in alignment with being to afford better housing, healthier food options, and more, will increase people's health, happiness and satisfaction.
Intersectionality – Persons with disabilities are underrepresented, and present, in most groups and cultures.: Indigenous, LGBTQS+, Visible Minorities, and more. Disability does not discriminate regardless of ability, age, ethnicity, gender, religion, income, sexual orientation or other basis for marginalization or disadvantage.
Resilience and Prosperous Community – Workplaces and the community will become more inclusive and accessible once they start hiring persons with disabilities. Employers and coworkers will become more receptive to learning about the barriers that exist to persons with disabilities and will strive to remove those barriers for future employees and customers.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Persons with disabilities are directly impacted by this program.
Volunteers are also trained, supervised and supported by their peers and work alongside volunteers who also have lived experience.
The Volunteer Skills Development Program has the following impact:
- Reduces social isolation that persons with disabilities often face dues to physical barriers and societal misconceptions.
- Reduces feelings of aloneness when facing barriers in the community.
- Enables persons with lived experiences to share and learn from one another.
- Increases the ability to navigate life with their disability and become better integrated into the community.
- Helps overcome shyness and social insecurity and be able to participate in larger peer groups.

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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? 40.00

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? 0.00

How many will benefit from the project or program? 500.00 **Please explain below.**
(1250 characters max – do not add extra pages)

500 people will benefit from this program.
40 persons with disabilities will benefit directly from this program, as described throughout this application.
100 family members and friends of persons with disabilities will benefit as the need for their support and assistance will decrease when the individual is employed and has better mental health due to being with peers and giving back to society.
360 employers, coworkers and community members will benefit from working with, and alongside, persons with disabilities as workplaces and the community become more diverse and inclusive.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 12,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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 - Salaries	$ 35,880.00	Volunteer Coordinator ($16/hr x 37.5/wk x 52 wks) + MERCS
Human Resources - Salaries	$ 4,056.00	Program Support ($26/hr x 3hr/wk x 52 wks)
Volunteer labour	$ 26,500.00	Volunteer Coordinator $20/hr x 8.5 hrs x 50 wks + Team Leads x 6
Program Materials	$ 300.00	Training booklets; certificates; easel; laptop; markers; files; folders
Rent	$ 3,600.00	$300/month x 12 months
A. Total Project or Program Expenses	$ 70,336.00	
Administration		
Accounting/Bookkeeping	$ 150.00	
Insurance	$ 200.00	Staff and volunteer liability insurance
Licence & Membership	$ 200.00	Remote access software, video conference soft
Utilities	$ 540.00	$45/month x 52 months
Phone & Copier	$ 350.00	
Advertising	$ 450.00	
B. Total Administrative Expenses	$ 1,890.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 72,226.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	2.62%	

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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	$ 12,000.00	Pending		
BC Gaming	$ 20,000.00	Confirmed		
VDRC - Own Source Cash	$ 5,726.00	Confirmed	Wendy Cox	250-595-0044
Island Savings - Community Endowment Development	$ 8,000.00	Pending		
A. Total Government Funding	$ 45,726.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Volunteer contributions	$ 26,500.00	Confirmed	Wendy Cox	250-595-0044
D. Total In-Kind Contributions	$ 26,500.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 72,226.00	Should equal Total Program Expenditures on page 4		

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)

Demand for the services this program provides is increasing as more people with disabilities look to enter the workforce in Victoria due to economic hardship and the high cost of living, but they find barriers to doing so. As such, the VDRC will expand the program regardless of receiving municipal funding. The organization will continue to seek other sources of funding while also looking for more volunteer support.

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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 $25,000. However, this means that the Coordinator will have reduced hours. This would result in less supervision being provided to volunteers to ensure they are meeting their skills goals as the coordinator would be spending the majority of their time recruiting, interviewing and doing orientation and training. The program would then rely on volunteers to provide ongoing supervision to ensure people are meeting their learning 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: July 3, 2022 To: June 28, 2023

Project or program location: 817A Fort Street, Victoria BC

Project or program timeline and major milestones.

Date	Milestone
July 2022-June 2023	Program promotion, recruitment, interviews, assessments, pre-program surveys
July 2022-June 2023	Participant orientation, placements and training
July 2022-June 2023	Participants work within their volunteer positions, participate in on-going skills training sessions
July 2022-June 2023	Participants meet with coordinator for one-on-one coaching and mentorship
July 2022-June 2023	Participants who leave the program will complete post-program surveys
July 2022-June 2023	Surveys collated, evaluations performed
September 30, 2023	Final report submitted

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

W. Cox

Signature

Executive Director

Position

Wendy Cox

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: Victoria Immigrant and Refugee Centre Society

Mailing Address: 1004 North Park Street Postal Code:

Contact Person: Karen Hira Email: karen@vircs.bc.ca

Telephone: 250-361-9433 Website: www.vircs.bc.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name:

Mailing Address:

Telephone: Email:

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: 89256 8783 RR 0001

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: S/24281

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

VIRCS is a non-profit organization founded in 1989 by three former refugees. VIRCS serves an average of 3000 newcomers (immigrants, refugees, and new Canadian citizens) annually via settlement, resettlement, and adaption services. VIRCS's mission is to assist in the settlement and adjustment of newcomers in Canada, and to provide services designed to increase participation in Canadian society by assisting the newcomer to overcome barriers.

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

VIRCS was founded in 1989 by three former refugees as a result of two generous organizations. VIRCS has become a pillar in the community, employing over 30 staff across ten programs, launching Canada's first trauma-informed daycare in partnership with Family Services of Greater Victoria, and acting as the provincial hub for the Resilience BC Anti-Racism network. The demand for settlement and anti-racism services continues to grow and VIRCS's innovative programming continues to meet the need.

How many paid staff at organization? Full Time: 25.00 Part Time: 6.00

How many volunteer staff at organization? 50.00 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 characters – do not add extra pages)

All VIRCS staff are double vaccinated (proof of vaccination required) and follow all organizational Communicable Disease policies which have been developed in line with the current orders (and are updated as required). VIRCS staff and clients also follow-strict mask and sanitation protocols. While we have resumed some small in-person groups programming, we ensure all safety precautions are in place. We also support the translation of COVID and vaccine-related information for clients to ensure they are able to access the most up to date information. We also provide space for individuals to access technology infrastructure. We provide online, hybrid, and in-person 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.

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E grants@victoria.ca

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	$ 17,500.00	Previous funding supported Welcome Gardens program; current funding to support Community Bridging program
Federal governments (Current)	$ 1,177,460.00	Funds our VIPP and P2PTE program, supports Admin
Provincial Governments (current & pending)	$ 523,508.00	Funds the Resilience BC Hub, BC Settlement and Integration Services program & portion of Admin, youth and ESL program prograp
Foundations and Societies(current and pending)	$ 188,467.00	Funds portion of our Enable, Newcomer Womens, and Welcome Gardens program
Fundraising (Current)	$ 32,000.00	Supports admin and general operating expenses
Training and Service charges (current & pending)	$ 33,300.00	Supports ESL program, admin, and general operating expenses
Private grants, donations, and interest (current)	$ 6,469.00	Supports admin and general operating expenses
Organization's Annual Budget	$ 1,978,704.00	

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 sense of belonging and participation in civic life; deepening understanding and welcoming of diversity	# of volunteers recruited and placed, # of volunteer hours, # new clients recruited
Increase in number of people who feel safe and part of the community	# of volunteers recruited and placed, # of volunteer hours
Increase in people accessing nature, increase in availability of recreation options	# of quality relationships made with organizations, schools, businesses, etc. in the community; total # outreach hours; outreach materials developed
Increased awareness of VIRCS and other community programs, supports	# monthly newsletters produced, # of newsletter subscribers

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 Bridging Program

Who is your target audience? Newcomers, Black, People of Color (adults, youth, children, seniors, families)

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

VIRCS has been forced to turn its focus inward in order to adjust to the demands of Covid-19, and relationships among community partners and volunteers have suffered. Community partnerships and volunteers are critical to ensuring that clients' multiple needs, from health to housing, from education to employment, are met. Re-establishing connections with community partners is an essential task that program staff are not able to devote the necessary time and attention to because they are already busy providing clients services in addition with the previous, new demands on them. Covid-19 has also significantly impaired our ability to connect with new clients. Community outreach and connection is central to how we attract and serve newcomer clients, but we have been increasingly challenged to reach those potential clients as the result of Covid-19 and accompanying social restrictions.

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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).

- ☐ Affordable Housing
- ☐ Prosperity and Economic Inclusion
- ☐ Climate Leadership and Environmental Stewardship
- ☐ Reconciliation and Indigenous Relations
- ☐ Strong, Liveable Neighbourhoods
- ☑ Health, Well-Being and a Welcoming City
- ☐ Sustainable Transportation

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.

- ☐ Affordable Housing
- ☐ Prosperity and Economic Inclusion
- ☐ Climate Leadership and Environmental Stewardship
- ☐ Reconciliation and Indigenous Relations
- ☐ Strong, Liveable Neighbourhoods
- ☐ Health, Well-Being and a Welcoming City
- ☐ Sustainable Transportation

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)

Increased sense of belonging and participation in civic life; increase in people accessing nature; increase in availability of recreation options: Developing and sustaining partnerships with community organizations, employers, schools, academic institutions, recreation centres,etc. support program staff to provide increased free/low-cost opportunities for clients to connect to their community, establish relationships with peers to strengthen their sense of belonging, and evaluate programs and supports for effectiveness and efficiencies.
Deepening understanding and welcoming of diversity: Developing community connections and offering increased volunteer opportunities supports a deeper understanding and welcoming of diversity. We seek to develop opportunities to bring diverse groups of people together that may otherwise not cross paths. This supports understanding of diverse cultures, worldviews, and experiences while fostering friendships and mentorship opportunities.
Increase in number of people who feel safe and part of the community. Community outreach is essential to our ability to recruit and retain new clients. Without this clients are increased risk of isolation and of falling through the cracks. We would like to start developing a monthly electronic and paper newsletter that clients can subscribe to to outline program updates, services and supports offered by community organizations, resources, highlight successes stories, etc. so clients can stay connected to what is going on and what is available.

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)

VIRCS's service provision is centered on the needs of newcomers in our community. Our service provision is client-centered, so everything we do is formed by expressed clients needs. We have had to increase services since COVID based on the disproportionate impact of the pandemic on the newcomer population and on communities of color.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

As a BIPOC led and client-driven organization focused on responding to the settlement needs of newcomers, we mirror many of council's values on equity (1-11) from program planning, development, implementation, and evaluation. Community collaboration and cooperation is essential for our organization to increase equity and reduce barriers in service provision.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

As mentioned, our organization services newcomers (children, youth, families, individuals, seniors, women, men, LGBTQ+) living in Victoria and the surrounding area. This population is directly impacted by this program, as they will be connected to services, programs, and community organizations that support their settlement journey, reduce isolation, and increase access to nature/recreation/employment/education/etc. This program builds capacity of the larger community by developing and sustaining mutually beneficial relationships between organizations across sectors to collaboratively respond to the needs of newcomers.

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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? 125.00

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)

Beneficiaries of the program will be community organizations as well as individual clients and their families and the wider community. As partnerships are re-established with community organizations, VIRCS will be able to support clients to access services from and in collaboration with community partners (from recreation and food security to employment and education). Volunteer positions will support VIRCS to address gaps in service delivery and foster understanding and empathy between diverse demographics. Further, as newcomers become more involved in their community - their sense of safety and belonging will increase.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 10,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Direct Program Wages	$ 41,634.00	Program Liaison position ($23/hour x 30hrs/wk x 52 wks = $35,880 + MERCS) = $41, 634
A. Total Project or Program Expenses	$ 41,634.00	
Administration		
Administration	$ 4,163.40	IT, Accounting support; office space, utilities
		IT: 2hrs/week of IT support, troubleshooting, software updates @ $25/hr
		Accounting: 2hrs/week for budget support, payroll, financial reporting @ 32/hr
		Office Space: $125/month
		Utilities: internet and telephone @ $10/month
		Total expense: $7548.00 (16%); total requested: $4163.40
B. Total Administrative Expenses	$ 4,163.40	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 45,797.40	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	9.09%	

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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		
Community Gaming and Enforcement Branch	$ 20,817.00	Pending		
A. Total Government Funding	$ 30,817.00			
Corporate Sponsorships				
VIRCS Fundraising	$ 14,980.40	Confirmed	Karen Hira	250-884-5394
B. Total Corporate Sponsorships	$ 14,980.40			
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)	$ 45,797.40	Should equal Total Program Expenditures on page 4		

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)

Reduced client referrals, weakened sense of belonging/safety, reduced capacity and resources for outreach, inability to address service delivery gaps

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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)

Half of the program funds will allow us to support at least a part-time position in this role. Any less than part-time hours will be insufficient to carry out the responsibilities of the position.

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, 2022 To: June 30, 2023

Project or program location: 1004 North Park Street

Project or program timeline and major milestones.

Date	Milestone
July 2022	Secure funding & post job description
July 2022	Conduct Interviews / Hiring
August 2022	Develop outreach materials (for clients and organizations)
August 2021 to June 2023	Recruit, vet, and place volunteers
August 2021 to June 2023	Conduct outreach
August 2021 to June 2023	Promote VIRCS on variety of platforms
August 2021 to June 20	Refer clients to community organizations with established relationships
July 2023	Final report to funder

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 30 Total volunteer hours required: 1500

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
- X ☐ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

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

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

Signature

Executive Director
Position

Karen Hira
Name

December 15, 2021
Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Literacy Connection Society

Mailing Address: A10 830 Pembroke St. Victoria, BC V8T 1H9 Postal Code: _____

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 Certificate of Good Standing or 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: 2.00 Part Time: 2.00

How many volunteer staff at organization? 77.00 Total volunteer hours: 9,240

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 characters - do not add extra pages)

All of our present programming is online. When VLC returns to in-person sessions this year, current PHO guidelines will be followed. Including, but not limited to plexiglass screens between people, sanitizer in each office, mandatory masks, etc.
Even after in-person is restarted we will continue to offer remote options for those learners and tutors that wish it.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 7,500.00	Adult literacy
Min. of Adv. Education (received)	$ 30,000.00	Adult literacy
Times Colonist (pending)	$ 25,000.00	Child, youth and adult literacy
Prov. Employees CSF (confirmed)	$ 20,000.00	Child, youth and adult literacy
Victoria Foundation Recovery Grant (received)	$ 30,000.00	Child, youth and adult literacy
Corporate and Individual Donations	$ 50,000.00	Child, youth and adult literacy
Other grants	$ 44,250.00	Child, youth and adult literacy
Other income	$ 48,200.00	Child, youth and adult literacy
Organization's Annual Budget	$ 254,950.00	

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 number of adult learners and their literacy levels	50 learners to complete one year of literacy support
Increase number and literacy level of English Language Learners	30 learners to have completed one year of English Language support
Increase number & level of Computer & Digital Literacy Learners	45 learners to have completed the group class and/or 1:1 tutoring
PenPal Club - intergenerational connections	75 new PenPal matches made
Financial literacy progra	Program developed

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: Adult Literacy Support

Who is your target audience? Adults in need of varying degrees and types of literacy support

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 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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (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.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Adults who have been disadvantaged during their education, either physically, psychologically or socially; who are not connected to the internet and wish to be included in modern society and have access to important resources and social connections; who wish to improve their education but need that extra support outside regular instruction; who have experienced illness that has made learning, and perhaps even life, a struggle. Patient tutoring and the appropriate learning tools adapted to the

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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 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $7,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Training, learning materials,	2,000.00	
Coordination	40,000.00	
Volunteer recruitment	500.00	
Advertisement/marketing	1,000.00	
Program development	5,000.00	
Stationery, printing, stamps	2,000.00	
Office and educational space	13,200.00	
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	$4,110.0	
TOTAL PROGRAM EXPENDITURES (A+B)	$67,810.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	6,06%	

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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	$7,000,00	Pending		
Ministry of Advanced Education	$29,200.00	Pending		
PECSF	$20,000.00	Pending		
Donation	$7,000.00	Confirmed		
A. Total Government Funding	$63,200.00			
Corporate Sponsorships				
Times Colonist Literacy Fund	$4,610.00	Pending		
B. Total Corporate Sponsorships	$4,610.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Decoda loan library				
GVPL learning spaces				
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 4		

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 we receive, the more people we can assist.

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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 – 80 BC and extra English)

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 2022 To: June 2022

Project or program location: Online, VLC office, public libraries when PHO permits

Project or program timeline and major milestones:

Date	Milestone
July 2022	Develop financial literacy program
August 2022	60 local seniors to write letters to youth
September 2022	60 local youth to receive letters from seniors
September 2022	Resumet traditional adult literacy, english language and computer progs.
October 2022	Commence financial literacy programming
January 2023	Cycle repeats for next semester
June 2023	Summer Break

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 77 Total volunteer hours required: 9,240

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 by-laws.
- 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 — Executive Director

Signature — Position

Christine Bossi — Jan 28, 2022

Name — Date

CITY OF VICTORIA

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

Check if Report is ☐ Interim or ☒ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Literacy Connection Society

Mailing Address: A10 830 Pembroke St, V8T1 Postal Code:

Contact Person: Christine Bossi Email: ed@victorialiteracyconnec

Telephone: 250-385-0014 Website: victorialiteracyconnectio

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? Dec 31, 2021

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

We continued to focus on digital learning, so we were not able to include the anticipated financial literacy program. We hope to include this in next year's activities.
Despite a successful digital literacy program, our more traditional literacy learners are not equipped to follow online learning. Efforts are being made to attain computer hardware to support these learners.
We have also noticed online fatigue among some volunteers, who would prefer to meet face-to-face. With our new office/learning space, we hope to remedy this fatigue shortly, covid health orders willing.

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

SECTION 3. PROJECT OR PROGRAM KEY OBJECTIVE REPORTING

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

Objective	Measure of Success	Success – Y / N
General adult literacy	40 learners have completed one year of literacy support	No
Basic English Conversation	24 learners have completed one year	Yes
Develop financial literacy program	One financial literacy course - 3 learning levels	No
Increase financial literacy	40 learners have completed the course	No
Increase digital literacy	40 learners have completed the course	Yes
Inter-generational pen pal club	60 seniors exchange letters with 60 children/youth	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Adults with need for literacy support, traditional, language or digital

What positive impacts were felt by your target audience? self-confidence, improved ability to manage in our comm

How many have benefitted from the project or program? 117 adults

What percentage of Greater Victoria Residents benefitted from this project or program? 98%

How many volunteers have worked on this project or program? 77 What total hours did they work? 9,240

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Strategic Plan Grant Final Report

SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

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

EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Office and educational space	13,200.00	
Training, learning materials, subscriptions	$2,294.00	
Coordination	$40,000.00	
Volunteer recruitment	$605.92	
Advertisement/marketing	$503.23	
Program development	$5,200.00	
Stationery, printing, stamps	$356.00	
A. Total Project or Program Expenses	**$62,159.15**	
Administration		
Bank fees and insurance	$1,458.35	
Licenses, dues and memberships	$416.00	
Payroll, EI and CPP fees	$499.00	
B. Total Administrative Expenses	**$2,373.35**	
Total Expenses (A+B)	**$64,532.50**	Must equal Funding Sources below

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	$3,900.00	Confirmed		
Ministry of Advanced Education	$29,200.00	Confirmed		
New Horizons	$25,000.00	Confirmed		
A. Total Government Funding	**$48,100.00**			
Corporate Sponsorships				
PECSF	$16,432.50	Confirmed		
B. Total Corporate Sponsorships	**$16,432.50**			

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Matching Funds				
C. Total Matching Funds	**$ 0.00**			
In-Kind Contributions				
Decoda loan library				
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)	**$64,532.50**	**Must equal Program**	**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 _____

- ☐ 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 — Executive Director

Signature — Position

Christine Bossi — Jan 25, 2022

Name — Date

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Strategic Plan Grant Application Form

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SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Multicultural Society

Mailing Address: 1415 Broad Street, Victoria, BC Postal Code: V8W 2B1

Contact Person: Chandler McMurray-Ives Email: chandler@victoriaeventcentre.ca

Telephone: 250-354-3570 Website: www.victoriaeventcentre.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-45837

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

**Must provide Certificate of Good Standing or 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 Multicultural Society (VMS) is to promote arts, multiculturalism and inclusion in Victoria and the surrounding area. The organization operates the Victoria Event Centre (VEC), a performing arts venue dedicated to supporting diverse arts and cultural events, and filling important gaps in the local arts community. By working to create a safer space informed in part by inclusive accessibility, we endeavour to provide programming that is welcoming and inclusive to all.

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

Since opening the VEC in 2003, the VMS has provided an affordable, flexible, accommodating, multi-purpose venue where arts groups, cultural organizations and non-profit communities have held a wide variety of events. In 2021 we opened the Dandy Lion Cafe in the VEC and for several months offered complimentary services (including food, beverages, access to computers/printers) to low income residents, artists, BIPOC, LGBTQIA2S+ communities, and others disproportionately affected by the pandemic.

How many paid staff at organization? Full Time: 5 Part Time: 12

How many volunteer staff at organization? N/A 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 characters – do not add extra pages)

If current regulations remain in place, our program will be effected by the section of the PHO order pertaining to indoor events at venues, including performances and workshops. We will operate at no more than 50% of our regular capacity (which is 250 people) and will require all participants to provide proof of vaccination and to wear a mask. The VEC is a large space, which will allow us to place each participant at their own table (spaced six feet apart) if required.
Over the past two years we have had to be very flexible and adapt regularly to changing public health regulations. We learned how to communicate health and safety mandates, condition renters and patrons with new rules, and positively enforce compliance with these regulations.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$18,220	
Grants (Province of BC, CRD)	$68,230	
Fundraising	$37,050	
Bar sales	$56,810	
Ticket sales	$66,690	
Organization's Annual Budget	$247,000	

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
Offer monthly artist-driven workshops	-number of workshops completed and number of artists involved
Offer weekly support sessions for artists	-number of hours of support given and number of artists involved
Provide paid performance opportunites	-number of free daytime performances and amount paid to artists
Situate the VEC as a hub for the arts	-increased profile in Victoria as more than just an events venue
Increase professional capacity of local artists	-positive feedback and success stories from post-program survey
Support a robust and thriving arts community	-local performing artists feel supported and remain in Victoria

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: Career and Artistic Development Programming for Performing Artists

Who is your target audience? Emerging performing artists from diverse and marginalized backgrounds

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

This project will consist of six artist-driven workshops for performers, along with five months of weekly drop-in business support for performing artists. There will also be a series of free daytime performances by artists taking part in the program, which will be paid gigs for the performers. The workshops will focus on skills development and community engagement and rather than being charged to attend, participating artists will be paid to learn. The drop-in sessions will involve hands-on, individualized support for artists related to key aspects of the industry, including grant writing, business planning and publicity. The series of free performances will provide valuable income and exposure to emerging artists who are enrolled in the program, and will also be will play a key role in our expansion to daytime programming.
This grant will be vital in helping us transform the VEC into an arts hub that supports and nurtures the Victoria arts community. Performance art is crucial to the vibrancy of Victoria, but is often viewed as a hobby (which must be supported by other paid work) rather than a job. Failure to support artists and treat art as legitimate work creates an environment where artistic endeavours are only for the wealthy.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 measurable outcome "People who work in Victoria can afford to live in Victoria", and the following two ongoing actions: "Support arts, culture and innovation venues and spaces" and "Advocate for adequate income and supports to ensure everyone has access to a decent quality of life". In order for Victoria to maintain its artistic vibrancy, it is vital that artists are supported in their development and are paid enough to be able to afford the rising cost of rent and other living expenses in the region. Performing artists have had their livelihoods impacted by the pandemic due to canceled shows, exacerbating the problem and causing some artists to leave the city. The artistic and career development opportunities provided by this project will assist artists in earning more from their profession. This project will also help the VEC, one of the few remaining affordable, mid-sized performance venues in Victoria, to remain viable by developing our daytime programming, including free performances by artists that are participating in the program. The project is clearly in line with one of the seven operational priorities articulated in the strategic plan: "Nurturing and supporting arts, culture and creativity".

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 project is designed with accessibility in mind and our intent is to offer valuable opportunities for artists from underserved communities, including LGBTQIA2S+, BIPOC and youth artists. Financial accessibility is key for many of these folks and we are addressing this by paying artists to participate in the workshops rather than charging them to do so. Paying artists to perform at the series of daytime events, but not charging and admission fee, also increases accessibility. Racialized and queer folks, as well as youth, are often excluded from art spaces and we have worked hard to make the VEC a space that is safe and welcoming to everyone. These efforts have included establishing gender neutral washrooms, posting signage for consent rules, and creating a Safer Spaces policy, as well as an extensive and constantly evolving inclusion policy. We acknowledge that physical accessibility is an area where the VEC is still lacking, despite years of efforts to make our second-storey venue accessible. We are drawing near to the end of long process aimed at once again having a functioning elevator, and hope that it will be complete by the time the project begins, but if not we will do our best to provide other temporary solutions.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

All four of the values on equity are important to our organization and have influenced the development of this project. We believe strongly in social justice and have designed this program to address some of the systemic barriers that prevent queer, racialized and youth artists from accessing career development services, not only making our programming free but going even further by paying artists to take part. Intersectionality also informs our work, and we do our best to bring together folks with multiple lived experiences to increase the richness and vibrancy of the art that we support. We know that the arts are a vital component of quality of life and that, especially because of the social isolation that many people have experienced during the pandemic, access to live, in-person arts events (including the free performances that will be part of this project) can play a key role in helping people stay connected and healthy. We are passionate about supporting resilience in the artistic community and envision a Victoria in which all people, including artists, thrive and prosper. Our efforts to increase inclusion and improve access to the arts through this project reflect this passion.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

We intend for the project to impact LGBTQIA2S+, BIPOC and youth artists (who will participate in the workshops, drop-in sessions and daytime performances), as well artist and business development leaders from these communities who we will hire to facilitate the programming, and those who attend the free performances. The main goal of the project is to build capacity within the Victoria arts community, with a particular focus on artists from the underserved communities identified above. The artistic and career development opportunities will help these folks not only become better performance artists, but will assist them in building complimentary skill sets such are business planning, grant writing and publicity. We feel that paying artists to participate is an important part of making this programming accessible to them (since most artist have other jobs that they will have to take time off from to attend), but our hope is that we will help them build the capacity to make a proper living off of their art. We believe that when folks from various communities (including those who have been systemically excluded from the arts in Victoria) see themselves better reflected on stage, they will be more inspired to participate in the arts.

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How many people participate in or take advantage of the program for which you are seeking funding? 580

How many of those people live within the boundaries of the City of Victoria? 470

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 110

How many will benefit from the project or program? 5,000 Please explain below.
(1250 characters max – do not add extra pages)

We anticipate that 180 people will participate in the workshops and drop-in support sessions, with a further 400 people attending the free daytime performances that will take place bi-weekly over the course of the project. The indirect reach of the project is expected to be over 5,000 people, the bulk of whom will benefit from direct exposure to the art that is made possible by increased capacity in the artists that take part in our project. Our goal is for this project to be a catalyst for our efforts to turn the VEC into an arts hub that can effectively and sustainably support and nurture a thriving community of arts performers, which will have untold benefits on countless more residents of Victoria.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ 17,120
Must equal Total Funding Sources from City of Victoria on page 5

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-driven workshops (planning and facilitation)	$4,800	Payment to workshop facilitators (6 workshops x $800)
Drop-in support sessions (facilitation)	$4,000	Payment to industry mentors (20 sessions x $200)
Honoraria for artists attending workshops	$6,000	To improve access to workshops (10 artists x 6 workshops x $100)
Artist fees for free daytime performances	$2,500	
Technical staff for free daytime performances	$1,000	
Marketing and advertising	$1,000	
A. Total Project or Program Expenses	$19,300	
Administration		
Coordination of workshops	$810	30 hours @ $27/hour
Coordination of weekly drop-in support sessions	$1,250	50 hours @ $25/hour
Coordination of bi-weekly performances	$810	30 hours @ $27/hour
Social media, marketing, design	$660	30 hours @ $22/hour
B. Total Administrative Expenses	$3,530	
TOTAL PROGRAM EXPENDITURES (A+B)	$22,830	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	15.46%	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	$17,120			
Creative BC - Live Music Presentation	$5,000			
A. Total Government Funding	$22,120 0			
Corporate Sponsorships				
B. Total Corporate Sponsorships	0			
Matching Funds				
BC Touring Council	$710			
C. Total Matching Funds	$710			
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)	$22,830 0	Should equal Total Program Expenditures on page 4		

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 only receive partial funding for this project, we will scale back the programming accordingly, offering a smaller number of workshops and fewer weeks of support sessions. We may also be unable to pay artists to participate, which will make the program much less accessible to folks from underserved communities. We are committed to still offering the program free of charge and to paying the artists who take part in the daytime performances.

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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 needed in order for this project to go ahead is $9,000. This will allow us to provide 4 workshops (down from our intended number of 6) and 18 weekly support sessions (rather than the 24 we hope to offer). At this level of funding, we will be unable to offer honoraria to the artists who attend the workshops. This will have a negative impact on the accessibility of the project, making it far less likely that artists from underserved communities will be able to attend.

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 2022 To: April 2023

Project or program location: Victoria Event Centre

Project or program timeline and major milestones.

Date	Milestone
September 17, 2022	-weekly business support sessions for artists begin (break from Dec. 17 to Jan. 17)
September 2022	-monthly artist-driven workshop series begins (break in December)
November 2022	-bi-weekly free performances by artists participating in program begin
March 17, 2023	-weekly business support sessions end
March 2023	-monthly artist-driven workshop series and free performances end
April 2023	-program evaluation and celebration with participating artists and facilitators

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 2-3 Total volunteer hours required: 10-20

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: verbally at project events

SECTION 11. DECLARATION

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

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

Signature

Executive Director
Position

Chandler McMurray-Ives
Name

January 31, 2022
Date

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SECTION 1. CONTACT INFORMATION

Organization Name: Victoira Rainbow Kitchen Society

Mailing Address: 500 Admirals Rd. Victoria, V9A2N4 Postal Code:

Contact Person: Patrick Johnstone Email: directorrainbowkitchen@gmail.com

Telephone: 250-384-2069 Website: rainbowkitchen.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-56502

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 814504650RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Offering barrierless access to food, by providing individual and bulk donations as well as nutritious in-house weekday meals. 2021 saw strategic enhancement of Hot Breakfast offerings, also sustaining increased demand on Hot Lunch. Our Food Sharing begins with the 'Rainbow Market' allowing Guests to collect goods they are in need of, additionally our bulk donations assist multiple like minded organizations and two local schools, by providing consistent support to their food security

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

Supporting the C R D for over 17 years now, Rainbow Kitchen in 2021 provided over 140,000 meal equivalents to our community and beyond. A 2021 survey of our Guests revealed an increase to 33% (3% over 2020) arriving from the City of Victoria each weekday. Rainbow Kitchen assists in supporting needs for food security in the C R D. Able to welcome all members of the family, including infants & children, as well as seniors, a safe and welcoming space to access free food and meals

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

How many volunteer staff at organization? 200.00 Total volunteer hours: 30,000.00

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 characters – do not add extra pages)

In constant recognition of the most recent Provincial Health mandates, Rainbow Kitchen continues to adapt, ensuring the needs of our communities' most vulnerable continue to receive the support they require. Maintaining a To-Go style for all meal services has allowed not a single day of service to be missed. Staff ensure everyone remains masked as well as sanitizing their hands with each admittance. The creation of separate or barraceded work areas ensure those who wish to attend feel safe and able to participate. Rainbow Kitchen continues to implement scheduled sanitizings of all work areas and high traffic touch points multiple times each weekday, as well as collecting tracing information and rigorous glove and hand washing practices

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 15,000.00	Food & To-Go Service Material Costs
Township of Esquimalt	$ 15,000.00	Food & Equipment
Donations & School Meal Program Grants	$ 230,000.00	Labour, School Meal Program Material
United Way Southern Vancouver Island	$ 30,000.00	Food Costs, Vehical Requirments
Community Gaming Grant	$ 45,000.00	Rent
Fundraisers	$ 15,000.00	Program Equiptment & Repairs
Federal Funding	$ 50,000.00	Food, To-Go Materials, Supplies & Maintenance
Victoria Foundation & PECSF	$ 50,000.00	Utilities, School Meal Program Food, Insurances
Organization's Annual Budget	$ 450,000.00	

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
Remain the social enterprise fundamentally need for [illegible]	Not missing a single day of service
Continue to meet the growing need	Maintaining output to accomidate over 100% increase to essential services
Maintain/Increase Food Access	Hot Breakfast & Lunch, Hampers, School Meals, Community Prepared Meals
Maintain/Increase Access to other services	Staff training, referral resource development, mobile health unit bi-weekly visits
Community Collaboration	How many program partners are participating in Food Security Programs, adding new Community Partners
Promote Food Literacy	Increasing media coverage and local knowledge about access to [illegible]

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: In-House Hot Meals & Food Sharing Programs

Who is your target audience? Anyone experiencing Food Insecurity in the CRD and beyond

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

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E [redacted]

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):

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

[redacted]

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)

[redacted]

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

[redacted]

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

[redacted]

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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? 4,000.00

How many of those people live within the boundaries of the City of Victoria? 1,500.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 2,500.00

How many will benefit from the project or program? 4,000.00 Please explain below.
(1263 characters max)

[redacted] is estimated to impact between 4000-4500 individuals each year.
Weekday Meals see a rotation of individuals who arrive in person and through Food Sharing Programs we assist as community and beyond. Rainbow Action team coordinates organizations to provide estimated impact of FEERS, Living Edge, SPFS, etc.) 2021's expansion of our Food Sharing now includes Vista Vision transitional housing, the Victoria Native Friendship Centre, our launch and expansion of the School Meal Program and our [redacted] as a "meals on wheels" style delivery service with the James Bay New Horizons Society as an extra-sweet touch to meal community. [redacted] fully understanding the true impact that Hamilton Kitchen provides, anticipating significantly higher numbers as we [redacted] to provide this. Many of these will only be supported by our additional meals and hamper offerings.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $9,900.

Total project or program amount requested $ 15,000.00
Must equal Total Funding Requested from Grant Victoria [redacted]

Prepare a detailed breakdown of all budget expenses and funding sources below – [redacted]

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Kitchen Equipment (Fridges, freezers) & Supplies	$ 17,000.00	Consistent & current two school program needs
In-House Program Food Requirments	$ 85,000.00	Breakfast, Lunch, Prepared meals for Food Sharing
School Food Requirments	$ 30,000.00	two school's meal program needs
Take Out Materials, PPE, Janitorial Requirments	$ 20,000.00	
Waste Expenditure (Industrial, Recycling/Garbage)	$ 10,000.00	
Training, Meetings, Honorariums	$ 4,000.00	
Community Garden, Facility Costs & Utilities	$ 10,000.00	
Repair & Maintenance	$ 15,000.00	
Staffing	$ 133,000.00	
Rent	$ 50,000.00	
A. Total Project or Program Expenses	$ 381,000.00	
Administration		
Executive Director	$ 65,000.00	
Remaining Admin Costs	$ 4,000.00	
B. Total Administrative Expenses	$ 69,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 450,000.00	Should equal Total Program Funding Sources on page 5
[redacted] **Total percentage of administrative costs**	15.33%	

[redacted]

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E [redacted]

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		
Township of Esquimalt	$ 15,000.00	Pending		
Community Gaming Grant	$ 45,000.00	Pending		
[redacted]	$ 20,000.00	Confirmed		
A. Total Government Funding	$ 95,000.00			
Corporate Sponsorships				
Red Barn Markets	$ 6,000.00	Confirmed		
United Way Southern Vancouver Island	$ 45,000.00	Pending		
Victoria Foundation	$ 30,000.00	Pending		
Honda Foundation	$ 20,000.00	Pending		
B. Total Corporate Sponsorships	$ 101,000.00			
Matching Funds				
The Root Cellar Village Green Grocer	$ 11,000.00	Confirmed	Susie Mathews	250-447-9495
C. Total Matching Funds	$ 11,000.00			
In-Kind Contributions				
ColdStar Solutions	$ 100,000.00	Confirmed		
B&C Foods	$ 20,000.00	Pending		
Root Cellar, Mitchells Farm, Red Barn	$ 80,000.00	Confirmed		
Urban Grocer, Mother Natures Market	$ 20,000.00	Pending		
D. Total In-Kind Contributions	$ 220,000.00			
Waived Fees and Charges				
Third Party Findraisers	$ 23,000.00	Pending		
E. Total Waived Fees and Charges	$ 23,000.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 450,000.00	Should equal Total Program Expenditures on page 4		

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 – [illegible])

Board of Directors & Staff regularly review financial position and though it would be a tough decision, Rainbow Kitchen if unable to achieve fundraising goals would make strategic decisions to limit, decrease or discontinue programs.

Rainbow Kitchen relies on the generosity of individuals, foundations and all levels of government granting opportunities. As the cost of living and goods grow ever higher, continued support from the City of Victoria would be greatly appreciated again in 2022.

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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.)

100% of funding from the City of Victoria would be used to purchase food goods & meal supplies, a minimum of $10,000, would make an impact on the amount of need we are feeding each weekday. Rainbow Kitchen spent aprox. $25,000 on just food goods in 2020, and as our services see higher demand than ever before, in 2021 we have so far spent approx. $52,000 of food purchases to meet the growing need.

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, 2022 To June 30, 2023

Project or program location: Rainbow Kitchen - 500 Admirals Rd, Victoria, B.C., V9A 2N4

Project or program timeline and major milestones:

Date	Milestone
July 1 2022 - June 30 2023	Continue Essential Meal Programs, Hot Breakfast & Lunch, Hampers (4 Seating Portion collecting)
August 1 2022	Review and onboard additional Community Partners into Food Skating Program within (1-3 or previous completion)
Sept 1 2022	Re-start School Meal Program with both currently enrolled schools
Oct & Dec 2022	Provide special Holiday Meals to the community - Food & essential hygiene items (similar to 2020)
Jan 2023	Annual anonymous Guest survey & Program review
Mar 2023	Review School Meal Program to consider including additional schools
May 2023	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 contravention of any City bylaw.
- The organization is not in contravention of any provincial or federal legislation.
- The grant application meets all the eligibility requirements of the City's Grant Policy.

Executive Director
Position

Patrick Joshintone
Name

Jan 27th 2022
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

Check if Report is ☐ Interim ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: Victoira Rainbow Kitchen Soicety

Mailing Address: 500 Admirals Rd, Victoira Postal Code: V9A 2N4

Contact Person: Patrick Johnstone Email: directorrainbowkitchen@gmail.com

Telephone: 250-384-2069 Website: rainbowkitchen.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Hot Meals & Food Sharing

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)

Rainbow Kitchen is an ongoing program and continues to support food security at the second largest "Soup/Community Kitchen" in the CRD, the only space that is safe and welcoming enough to be able to include young families, youth and children into our weekday services. Providing over 140,000 meals during 2021 Rainbow Kitchen remains dedicated to serving the growing needs of our community and through community food sharing we are able to assist isolated communities as far as Port Renfrew each week. An anonymous annual survey of our Guests indicated in early 2021 that 33% of our Guests arrive each weekday from Downtown Victoria (3% increase over 2020).

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

Rainbow kitchen continues to experience an increase in demand of over 100% since the start of Covid-19. Dedicated to supporting the strength, success and livability of the neighborhood we reside in by not missing a single day of service. Assisting with the health and well-being of our community by being a barrierless, free access to daily meals and hampers each weekday, as well as allocating additional goods to Community Partners helping assist those who may not be able to attend directly

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 Food Access	Enhance Hot Breakfast, Number of Meals, amout of food donated	Yes
Increase Access to other Community Services	Continue to offer support outside of Food Security	Yes
Community Collaboration	Maintain/Adding new community partners to Food Sharing Programs	Yes
Food Literacy	Increasing information and access to knowledge of goods	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Assisting anyone experiencing Food Insecurities in the CRD and beyond

What positive impacts were felt by your target audience? Barrierless access to meald & healthy food each weekday

How many have benefitted from this project or program? 4000+

What percentage of Greater Victoria Residents benefitted from this project or program? 5%

How many volunteers have worked on this project or program? 210 What total hours did they work? 30000

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E [illegible]

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		
Kitchen Equipment (fridges, freezers) & Supplies	15,000.00	
In-House Meals - Food Goods	90,000.00	
School Meal Program - Food Goods	30,000.00	
To-Go Materials, PPE, Janitorial Supplies	17,000.00	
Vehical Expences, Insurances, Recycle, Garbage	10,000.00	
Training, Meetings, Honorariums	4,000.00	
Community Garden, Facility Costs & Utilities	8,000.00	
Repair & Maintenance	13,000.00	
Staffing	130,000.00	
Rent	45,000.00	
A. Total Project or Program Expenses	$ 352,000.00	
Administration		
Executive Director	60,000.00	
Remaining Admin Costs	8,000.00	
B. Total Administrative Expenses	$ 68,000.00	
Total Expenses (A+B)	$ 430,000.00	Must equal Funding Sources below

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	5,400.00			
Township of Esquimalt	7,500.00			
Community Gaming Grant & PECSF	60,000.00			
A. Total Government Funding	$ 72,900.00			
Corporate Sponsorships				
United Way Southern Vancouver Island	35,000.00			
Victoria Foundation	35,000.00			
Family Foundations Letter Campaign	35,000.00			
B. Total Corporate Sponsorships	$ 105,000.00			

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Strategic Plan Grant
Final Report

Matching Funds				
The Root Cellar Holiday Till Campaign	14,000.00			
C. Total Matching Funds	$ 14,000.00			
In-Kind Contributions				
ColdStar Solutions, B&C Foods	125,000.00			
Root Cellar, Mitchells Farm, Red Barn	80,000.00			
Urban Grocer	10,000.00			
D. Total In-Kind Contributions	$ 215,000.00			
Waived Fees and Charges				
Third Party Fundraisers	23,100.00			
E. Total Waived Fees and Charges	$ 23,100.00			
Total Funding Sources (A+B+C+D+E)	$ 430,000.00	**Must equal Program**	**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: _____

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

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

SECTION 7. DECLARATION

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

Signature

Executive Director
Position

Patrick Johnstone
Name

Jna 26th 2022
Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: The Victoria Sexual Assault Centre

Mailing Address: 201-3060 Cedar Hill Rd V8T 3J5 Postal Code: _____

Contact Person: Lane Foster Email: lanef@vsac.ca

Telephone: 250-383-5545 Ext. 125 Website: www.vsac.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-18942

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 10822 0054 RR0001

**Must provide Certificate of Good Standing or 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? 33.00 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 characters – 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.

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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	$ 40,000.00	clinic
Provincial Govt. Contracts-PSSG	$ 729,170.00	client services, counselling, victims services
Government Grants	$ 582,951.00	Access line, prevention, eduation, clinic
Foundations and Community Grants	$ 264,066.00	prevention, education, clinic
Fundraising and Earned Revenue	$ 449,546.00	discretionary
Organization's Annual Budget	$ 2,065,733.00	

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 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
Services are COVID safe and diverts survivors from hospitals where possible	Increase in survivors choosing to access Sexaul 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:

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: Sexual Assault Clinic: Supporting Survivors, Healing Communities

Who is your target audience? Marginalized genders (Cisgender, Transgender, NonBinary) who've experienced sexual violence and intersecting forms of oppression (ie: Indigenous, street-involved, disabled, refugee/newcomer, youth 13+, Black, student, 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 provides 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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 (Indigenous and Black 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.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Social Justice: COVID has exacerbated violence & barriers to receiving support at hospitals and police stations, and the clinic breaks down systemic barriers to access by providing a safe, accessible location for survivors.
Quality of Life: clinic provides coordinated medical/emotional justice care to survivors, especially those most marginalized and targeted for gender-based violence.
Resilience and Prosperous community: 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.
Intersectionality: We are a safe space for the LGBTQI2S 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.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The clinic serves survivors of all genders and those most targeted for violence including girls, women, Trans people, sex workers, street-involved, racialized people, indigenous and Black communities.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? 681.00

How many of those people live within the boundaries of the City of Victoria? 331.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 578.00

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- 92
Direct people accessing crisis counselling and Victim Services– 580
Clients who go on to access groups - 105
Total VSAC clients = 789

Ripple out in community = Approx. 5000 - 5250
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 in as well unless reporting. Friends, family and loved ones of survivors also benefit from support at the clinic and access to trials support.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 40,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 242,668.00	Program Coordinator (0.4 FTE), Volunteer Coordinator (4 FTE), Crisis Support Worker (1 FTE), Junior Support Worker (.6 FTE), Inclusion Coordinator (2 FTE), Administrative Assistant (.6 FTE)
Lease plus utilities, alarm system, janitorial services	$ 39,000.00	lease (36,500), alarm system (500), janitorial services (2000)
Internet, IT and Support, Telephone pager cell	$ 12,600.00	Internet, It support (9000) Telephone pager cell (3600)
Postage and Courier	$ 1,000.00	
Promotion and publication, program supplies	$ 4,000.00	promotion/publication (2000) program supplies (2000)
Travel	$ 2,000.00	taxi fare for survivors to get to/from the clinic
Outreach, community enegagement, partner development	$ 4,000.00	
Volunteer Training, recognition, supports	$ 4,000.00	
Evaluation and Reporting	$ 3,000.00	
A. Total Project or Program Expenses	$ 312,268.00	
Administration		
Oversight finance and accounting	$ 16,856.00	5 hours a week
Management	$ 13,420.00	4 hours per week
Audit	$ 2,000.00	
Insurance	$ 3,500.00	
B. Total Administrative Expenses	$ 35,776.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 348,044.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	10.28%	

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

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	$ 40,000.00	Pending		
View Royal	$ 5,000.00	Pending		
Gaming	$ 65,000.00	Pending		
Province of BC	$ 197,144.00	Confirmed		
A. Total Government Funding	$ 307,144.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
Zonta	$ 5,900.00	Confirmed	Lorraine Mark	250-739-396
Harbourside Rotary	$ 10,000.00	Pending	Maureen Dun	maduncan45
C. Total Matching Funds	$ 15,900.00			
In-Kind Contributions				
VSAC contribution and Fundraising Events	$ 25,000.00	Pending		
D. Total In-Kind Contributions	$ 25,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 348,044.00	Should equal Total Program Expenditures on page 4		

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.

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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)

$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 2022 To: June 30 2023

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 2022 - June 2023	Maintain Clinic Coordinator, Crisis & Justice worker hours to provide emergency sexual assault response services and enhance crisis and justice support & outreach
July 2022 - June 2023	Maintain hours for reception to ensure a welcoming environment for survivors
January 2023 - May 2023	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 2023, June 2023, August 2023	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? 33 Total volunteer hours required: 6700

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

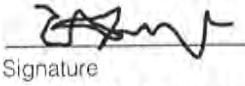
All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ 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

Executive Director

Position

Elijah Zimmerman

Name

Jan. 31 2022

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: Victoia Sexual Assault Centre

Mailing Address: 201 - 3060 Cedar Hill Road Victoria BC

Contact Person: Elijah Zimmerman Email: ElijahZ@vsac.ca

Telephone: 250 - 383-5545 Website: www.vsac.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 periosd between July 1 2021 - December 2021. The project will be completed June 30 2022.

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
Provide crisis support, medical care, access to justice to recent survivors	Increase number of survivors who access the clinic for services	Yes
Reduce wait times for recent survivors to access crisis support	Crisis support is provided within 3-5 day for recent survivors	Yes
Enhance partnerships and outreach	apprx. 1 per month - workshops/meetings/conversations with other orgs	Yes
Survivors feel welcomed prior to receiving crisis support	Reception and Access Line staff maintain positive presence	Yes
Sexual Assault Response Volunteers receive comprehensive training	Post-training formal assessments indicate volunteers are prepared to provide crisis support to diverse survivors	No
Services are COVID safe and diverts survivors from hospitals where possible	Increase in survivors choosing to access Sexaul Assault Response Services at the clinic vs. hospital	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Marginalized genders (Cisgender, Transgender, Nonbinary) who've experienced sexual violence and intersecting forms of oppression (ie. Indigenous, street-involved, disabled, refugee/newcomer, youth 13+, Black, student, 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 projector program? 5000

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

How many volunteers have worked on this projector program? 33.00 What total hours did they work? 3,350.00

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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 Salaries (July -Dec)	117182	ec Wages- Program Coord (4 FTE); Volunt Coord (4 FTE) Crisis Support (1 FTE) Justice Support (6FTE) Inclusion Coord (2 FTE) Admin Assistant (
Lease plus utilities, Janitorial Services, Alarm System	19236	
Internet, IT support, Telephone Pager cell	6300	
Promotion and Publications, Program Supplies	2750	
Postage and Courier	500	
Travel	1316	taxi cab to/from clinic for survivors
Outreach, partner development, community engagement	2000	
Volunteer Traning, recognition, supports	805	
Evaluation and reporting	1500	
A. Total Project or Program Expenses	$ 151,589.00	
Administration		
Oversight finance and accounting	8125	5hrs per week
Management	6500	4 hrs per week
Audit	1000	
Insurance	1750	
B. Total Administrative Expenses	$ 17,375.00	
Total Expenses (A+B)	$ 168,964.00	

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	7467	Confirmed		
City of Langford, Oak Bay, View Royal, Esquimalt, Saanich	2500	Confirmed		
Gaming and Province of BC	131072	Confirmed		
A. Total Government Funding	$ 141,039.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			

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Strategic Plan Grant Final Report

Matching Funds				
Zonta	2950	Confirmed	Lorraine Mark	250-739-3968
Harbourside Rotary	5000	Confirmed	Maureen Dun	maduncan45@
C. Total Matching Funds	$ 7,950.00			
In-Kind Contributions				
VSAC Contribution fundraising events	19975	Confirmed		
D. Total In-Kind Contributions	$ 19,975.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 168,964.00			

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

Elijah Zimmerman

Name

Jan. 31, 2022

Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Supply Creative Reuse Society (DBA SUPPLY Victoria)

Mailing Address: 1280 Balmoral Rd, Unit 1, Victoria, BC Postal Code: V8T1B5

Contact Person: Ashley Howe Email: ashley@supplyvictoria.ca

Telephone: 778-700-7233 Website: www.supplyvictoria.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: S0070248

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

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

SUPPLY Victoria diverts materials from the landfill and puts them into the hands of artists, students, teachers, and nonprofit organizations. By redistributing used art supplies and offering creative reuse education, SUPPLY creates a more sustainable, creative, and inclusive Victoria.

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

Since 2018, SUPPLY has been able to divert over two thousand pounds of materials from the landfill, provided hands-on, zero waste education to over 500 students, and provided material support to dozens of nonprofit organizations. More Victorians have access to free art supplies than ever; Through partnerships with the AGGV and Intrepid Theatre, SUPPLY distributed over 100 free art activity kits in 2021. A pop-up launching in February 2022 will provide free materials to hundreds of Victorians.

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

How many volunteer staff at organization? 17 Total volunteer hours: 40

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 characters – do not add extra pages)

SUPPLY responded to the pandemic with agility, resilience, and creativity: by offering online workshops, distanced learning, and video content. Despite restrictions, SUPPLY has experienced steady growth and continues to meet the community's needs in safe and healthy ways. SUPPLY has experienced great success activating Victorians through outdoor programming, physically distanced workshops, take-home kits, and now seeks this funding to expand its COVID-19 safe offerings. In the space, masks will be required, contract tracing will be kept through the membership booking system, and all contact points will be sterilized. Kits will be available for no-contact pick-up or 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.

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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	51602	Program costs
Vancity EnviroFund	10000	Unrestricted (operating & capital)
BCAC Arts Infrastructure Grant	24983	Capital improvements (flooring, paint, millwork)
Earned income + sponsors	21830	Unrestricted (operating & capital)
In-kind	9896	Memberships + office space
CRD Waste Reduction Grant	3000	Unrestricted (operating & capital)
Organization's Annual Budget	121311	

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
Divert reusable materials from the landfill	Keep 1,000 pounds out of waste stream for community reuse
Provide access to low-cost art supplies	Inventory for 300+ members
Educate about reuse	Offer hands-on creative reuse workshops to 200 students
Support teachers	Free memberships to 25+ teachers, 80%+ report improved capacity
Support equity-deserving artists & groups	Offer 12+ free memberships, 80%+ report improved capacity or output
Inspire meaningful climate action	75% students report greater understanding of CO2 reduction solutions
Inspire sustainability through art	Offer 280 kits to community, host 2 Reuse Artist Fairs
Enhance artists & organizations work	Provide low-cost rental space & exhibition equip. to 30+

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: SUPPLY Victoria Creative Reuse Centre

Who is your target audience? Artists, students, teachers, and nonprofits with art programs

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

The Creative Reuse Centre project and its ancillary programs will expand SUPPLY's mission-based work to divert materials from the landfill to inspire sustainability, creativity, and inclusion through:
- Membership access to inventory of salvaged art supplies (free memberships for teachers and equity deserving artists & groups)
- Take-home creative reuse kits
- Short term rental space — for artists and art groups to host events, exhibit, and document work (free bursaries to underserved communities)
- Creative reuse workshops for youth & adults• Reuse Artist Fairs — accepting works made with at least 80% reclaimed materials

Artists and students struggle to afford materials to make work; Teachers often pay for their classroom art supplies out of their own pockets; Most nonprofits operate on small art program budgets to offer art therapy to the populations they serve; SUPPLY leverages Victoria's reusable waste to solve these problems. With added financial and emotional stress due to the ongoing pandemic, now more than ever, people need access to affordable art-making supplies for self-expression and opportunities to connect with one another in meaningful ways that help lessen our environmental footprint and promote climate action.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☑ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 speed the adoption of the City's Climate Leadership & Zero Waste Victoria plans by inspiring climate action in fun and meaningful ways. SUPPLY accomplishes this work by diverting materials from the waste stream, making them available to the community, and teaching them how to integrate sustainable thinking into the creative process. SUPPLY's Creative Reuse Centre will provide materials and programming that will extend the City's Climate Leadership & Environmental Stewardship outreach and help build citizen's understanding of Zero Waste Victoria with a focus on waste avoidance, reduction and reuse.

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 our city, Canada, and around the world, climate change 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." By promoting reuse, SUPPLY helps fight climate change, inspires sustainability, and protects vulnerable populations including newcomer, immigrant, unhoused, low-income, and 2SLGBTQQIA+ communities as well as people living with disabilities.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

The development of this new project has been centered on many of the Council's principles and values but "welcoming diversity and fostering a spirit of inclusion and equity in everything we do" particularly resonates with the organization. SUPPLY Victoria is led by Executive Director Ashley Howe who has a passion for creating positive change for her community, using her natural leadership skills to model respect for others and encouraging that behaviour in everyone around her. She has received professional diversity, equity, and inclusion training, worked to uplift disenfranchised groups throughout her career, and is committed to the development of her and her organizations' knowledge (through readings, videos, and workshop/event attendance).

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

SUPPLY directly serves artists, students, teachers, and nonprofits (and the populations they serve) that need access to more affordable art supplies. Through hands-on creative reuse education, SUPPLY empowers youth and adults with inspiration on how to upcycle waste into art and to think more creatively about our waste.

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How many people participate in or take advantage of the program for which you are seeking funding? 600

How many of those people live within the boundaries of the City of Victoria? 90

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? 600 **Please explain below.**
(1250 characters max – do not add extra pages)

Over twenty-five teachers have filled out a form on SUPPLY's website requesting material support for their classrooms. This project will provide access to materials to over 300 members. Working with the Victoria Tool Library (who has over 240 members), both organizations will offer discounts to the others members in order to create a hub where makers have the tools, materials, and space to create work. SUPPLY projects the sale of over 280 art kits available for pick-up or bike courier delivery and will provide hands-on creative reuse education to over 200 students. The Centre will also offer access to flexible and affordable rental space to over thirty artists, groups, and organizations plus an additional twelve free rentals through monthly bursaries.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $51602
Must equal Total Funding Sources from City of Victoria on page 5

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		
Facilitation	25200	84 hrs/mo x $25/hr - kits, teaching, planning, curation
Supplies	1800	art hanging, tables, backdrops, camera, lighting, projectr
Program space	32520	$2,710 x 12 months
Transportation	650	Modo car share
Shipping costs	807	U-pak & mailer boxes
Website	666	GoDaddy hosting + Squarespace
Artist fees	1468	$468 mural artists fee + 1,000 designer fee
Promo/marketing/web	10150	Used.ca in-kind + 1,000 printing + 300
Memberships + fees	9267	VV + CWMA + VAC + Square + Used.ca +
Capital expenses	24983	contractor fees: flooring, paint, millwork, land
A. Total Project or Program Expenses	107511	
Administration		
Accounting	630	Ryan Hoult $40/mo + $150 CRA fee
Insurance	650	Megson Fitzpatrick ($325 paid by grant)
Admin staff	6000	20 hrs/mo x $25/hr - comms, admin, marktn
Utilities	2200	
Office supplies	1250	$1,000 fixtures and shelving
Payroll taxes	1000	
Medical/dental	900	
Volunteers	360	Appreciation $30/mo
Office rental	810	TheDock desk space
B. Total Administrative Expenses	13800	
TOTAL PROGRAM EXPENDITURES (A+B)	121311	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	0.11375720256	

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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	51602			
BC Arts Council - Arts	24983	Pending	Sarah Todd	236-478-2528
CRD Waste Reduction Grant	3000	Pending	CRD	infoline@crd.b
A. Total Government Funding	79585			
Corporate Sponsorships				
Vancity	10000	Pending	Krista Loewen	604-795-1437
Membership corporate	3000	Pending	Ashley Howe	778-700-7233
B. Total Corporate Sponsorships	13000			
Matching Funds				
C. Total Matching Funds				
In-Kind Contributions				
Office bursary	810		Colin Richards	manager@the
Memberships (VAC, CWMA,	9086		Various	Available upo
Earned income	15330	Pending	Ashley Howe	778-700-7233
Workshops	3500	Pending	" "	" "
D. Total In-Kind Contributions	28726			
Waived Fees and Charges				
E. Total Waived Fees and Charges				
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	121311	Should equal Total Program Expenditures on page 4		

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, SUPPLY will seek pay as you grow social financing through Scale Collaborative's Thrive Impact Fund and/or business loans through Vancity. Full funding through the Strategic Plan Grant will allow SUPPLY to launch this project debt-free.

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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 for this project is $26,602. With this grant support from the City, SUPPLY will seek social financing for $25,000 through Scale's Thrive Impact Fund which provides "patient and flexible financing to early revenue and growing nonprofits." In this way, SUPPLY will be able to build financial self-sufficiency into their organization through this project during a critical growth period that will allow them to strengthen Victoria's creative community.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: July 1, 2022 To: June 31, 2023

Project or programlocation: Victoria Arts Hub at 780 Blanshard Ave

Project or program timeline and major milestones.

Date	Milestone
July 1, 2022	Membership & rental space launches
August 5, 2022	Reuse Artist Fair
November 25, 2022	Reuse Artist Fair
June 31, 2023	Project ends
July 15, 2023	Final report submitted

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20+ Total volunteer hours required: 200

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

SECTION 11. DECLARATION

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

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

Signature

Executive Director
Position

Ashley Howe
Name

January 29, 2022
Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Women's Transition House

Mailing Address: #100-3060 Cedar Hill Road Victoria, BC V8T 3J5 Postal Code:

Contact Person: Susan Howard Email: susanh@vwth.bc.ca

Telephone: 250-592-2927 Website: https://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: 10817 3501 RR0001

**Must provide Certificate of Good Standing or 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 (VWTH) 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. We believe that each woman has the right to choose the direction of her life according to her own values and needs; each woman and child has the right to a safe, respectful environment; and each woman and child has the right to confidential service

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

Since 1975, VWTH has provided emergency shelter, counselling and support to women of all ages, with and without children, fleeing intimate partner violence (IPV). We offer counselling and support programs for women with specialized programs for older women and for children who witness abuse: 24-Hour Crisis Line, Family Law Advocacy, Housing & Outreach, older women's programs, support for children who witness abuse. VWTH operates from 2 shelters, police & community office and 2 courthouses.

How many paid staff at organization? Full Time: 32.00 Part Time: 45.00

How many volunteer staff at organization? 92.00 Total volunteer hours: 888.00

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 characters – do not add extra pages)

All clients, residents and staff continue to wear masks, sanitize hands upon entering the Shelter, office or other VWTH site locations, utilize plexiglass barriers in shared spaces and physically distance when in small groups. Services with a digital counselling option remain available and daily health checks for clients, staff and residents continue. Staff are also dedicated to a single VWTH site location with minimal overlap at multiple sites. Reduced capacity at both shelter locations continue and office staff work from home and at the office in rotation, minimizing contact with other staff members.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 40,000.00	VWTH Housing and Outreach Program
BC Housing	$ 1,595,299.00	Emergency Shelter, Older Women Safe Home, Homelessness Prevention Programs
Ministry of Justice PSSG	$ 898,337.00	Victim Services/RDVU/STV Counseling/Children Who Witness Abuse Counseling;Older Women Outreach
Ministry of Children and Family Development	$ 40,887.00	Children Who Witness Abuse Programs
Grants	$ 453,650.00	VWTH Programs, Services & Operations
Donations and Bequests	$ 1,140,300.00	VWTH Programs, Services & Operations
Fundraising Special Events	$ 25,000.00	VWTH Programs, Services & Operations
Other and Investment Income	$ 141,453.00	VWTH Programs, Services & Operations
Organization's Annual Budget	$ 4,334,926.00	

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	# of clients who accessed this support service over 12-months
To increase women's access to affordable housing	# of clients who secured affordable housing over 12-months
To increase women's access to affordable counselling	# of clients who attended Drop In Support Group for counselling/support over 12-months
To increase women's access to community services and resources	# of clients who were referred to other resources over 12-months

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: Victoria Women's Transition House Housing and Outreach Program

Who is your target audience? Women survivors of intimate partner violence (IPV) and abuse who are financially vulnerable

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

This Program responds to an increasing gap in services for women survivors of intimate partner violence and abuse, offering specialized support and assistance to find housing – a gap made worse by the COVID-19 pandemic. Clients are women exiting the VWTH Emergency Shelter and women from other VWTH programs. Due to expanded need, our Housing and Outreach Program needs further investment and a dedicated housing support worker to collaborate with existing counselling staff to further support clients. These clients are vulnerable to a high risk of homelessness or of returning to an abusive relationship because they have nowhere to live and very limited resources, an issue amplified if the women have children. This Program 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 then rebuild their lives. This grant will assist clients with advocating with housing providers, applying for housing wait-lists and financial assistance, finding intermediate housing solutions, referring clients to counselling and legal services, and identifying other resources. Access to the VWTH Drop-In Support Group is also available - free, weekly, psycho-educational counselling.

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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).

- ☑ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Many IPV survivors exiting our shelter, especially those with children, are forced to choose between homelessness or returning to the abusive partner. Children who experience homelessness are more vulnerable to housing instability as adults. Each year, VWTH sees an increased need for support services including housing advocacy, counselling and access to health and wellness resources for women and their children. These services are crucial for preventing homelessness and breaking the cycle of abuse.

This program provides financially vulnerable women in immediate need with critical long-term supports, housing advocacy and a support network, allowing them to focus their efforts on healing from abuse and achieving independence. The Program offers a stable foundation from which one of Victoria's most marginalized groups can experience enhanced quality of life and security. By helping women access housing, counselling and resources, this Program works to ending chronic homelessness, support economic independence, and build a vibrant and accessible community. 2021 Vital Signs report shows that the cost of living, housing, and homelessness are the region's top 3 issues in Greater Victoria today, issues also faced by clients of VWTH.

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 VWTH programs and services are developed and, if necessary, expanded responding to client need. Client feedback, statistical analysis by program and input from front line workers help to inform VWTH programs and services. Throughout the pandemic, demand for VWTH services, including the Housing and Outreach Program, have greatly increased. We've opened a second Shelter location and moved counselling programs to a digital platform. Then, when Provincial protocols were lifted, some counselling services remained on-line while additional services resumed in-person. We now have more clients that ever before. First-hand accounts from clients and staff tell us that our Housing and Outreach Program needed further investment and a dedicated Housing Support Worker to collaborate with existing counselling staff to further support clients. These clients no longer come to VWTH exclusively from the Shelter but may also be accessing services from other programs including the VWTH Safe Homes, Spousal Assault, Stopping the Violence and the Older Women's Transitional Housing Program. VWTH research also shows that Housing and Outreach clients benefit greatly from unlimited access to a Drop In Support Group, providing on-going weekly support.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (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 for one of Victoria's most marginalized groups, women and children survivors of IPV can experience an enhanced quality of life and security with increased health, happiness and satisfaction.

Our Program has proven measureable, practical, achievable and transparent. More importantly, the Program is successful. Hundreds of women and children have broken the cycle of abuse and transitioned into safe and sustainable housing, with support from the Housing and Outreach Program.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The populations served by the Program include women of all ages, with and without children, impacted by intimate partner violence and abuse. IPV does not discriminate. It includes women, and individuals who identify as women, from across our community of all cultural backgrounds, abilities and demographics. The impacts of IPV can be devastating and long-lasting.
For women and their children affected by intimate partner violence and abuse, this Program offers 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. The Program helps women navigate and remove barriers to safe, affordable housing, adding 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 physical development. The housing advocacy and long-term supports provided through this Program help to break the cycle of chronic homelessness and violence while empowering women and their children to experience an enhanced quality of life.

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How many people participate in or take advantage of the program for which you are seeking funding? 542.00

How many of those people live within the boundaries of the City of Victoria? 406.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 136.00

How many will benefit from the project or program? 542.00 Please explain below.
(1250 characters max – do not add extra pages)

Victoria Women's Transition House continues to operate an expanded shelter program (with a second shelter) to addressed increased need for emergency shelter and support services for women and their children fleeing intimate partner violence and abuse. We anticipate that community need for all our progams including the Housing and Outreach Program will continue.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 40,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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 Salary and Benefits	$ 73,014.00	
Direct Program Management Support	$ 8,514.00	
Program Expense	$ 2,580.00	
Evaluation and Reporting	$ 1,794.00	
A. Total Project or Program Expenses	$ 85,902.00	
Administration		
Management and Support Salaries and Benefits	$ 8,896.00	
Facilities, IT and Communications	$ 6,870.00	
Printing and Photocopying	$ 655.00	
Office and Related	$ 691.00	
B. Total Administrative Expenses	$ 17,112.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 103,014.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	16.61%	

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Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - Include pending requests				
City of Victoria	$ 40,000.00	Pending		
Women's Shelters Canada	$ 14,805.00	Confirmed		
A. Total Government Funding	$ 54,805.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
VWTH Fundraising and Grants	$ 48,209.00	Pending		
C. Total Matching Funds	$ 48,209.00			
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)	$ 103,014.00	Should equal Total Program Expenditures on page 4		

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 to run the program are fixed. However, if awarded only partial funding, we would consider shortening the scope of the Program in order to offer this much needed service to at-risk women and their children.

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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 minimal level of funding from the City of Victoria for this Program to occur is about $25,000. With this level of funding, we could provide shortened or partial 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, 2022 To: June 30, 2023

Project or programlocation: VWTH Shelter, VWTH Secondary Shelter, VWTH Community Office, VWTH Third Stage Housing for older women survivors of intimate partner violence

Project or program timeline and major milestones.

Date	Milestone
July 2022-June 2023	Ongoing screening of new clients
July 2022-June 2023	Ongoing advocacy work with housing providers and property managers
July 2022-June 2023	On-Going weekly Drop In Support Group services
July 2022-June 2023	Ongoing referral of clients for additinoal community services
July 2022-June 2023	Ongoing counselling, advocacy and education
January 2023	Interim Evaluation and Report to the City of Victoria
June 16-30, 2023	Final Evalation
September 2023	Report to the City of Victoria

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? Six special guests for drop in support group Total volunteer hours required: 16 hrs/Each of the 6 guests to make 5 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: _____

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 & Communications Director
Position

January 31, 2022
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 Women's Transition House Society

Mailing Address: 100-3060 Cedar Hill Road, Victoria B.C., V8T 3J5

Contact Person: Susan Howard Email: susanh@vwth.bc.ca

Telephone: 250-592-2927 Website: 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 program runs July 1, 2021- June 30, 2022. This is an Interim Report.

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

Yes, the VWTH Housing and Outreach Program aligns closely with the primary Affordable Housing Strategic Plan Objective selected in our application. 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. The overall program helps to reduce housing barriers for domestic abuse survivors and provides key supports and resources for them to find success in the 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	The number of clients who accessed our outreach services throughout the 12-month program period	Yes
To increase women's access to affordable housing	The number of clients who secured affordable housing following their stay at the Shelter	Yes
To increase women's access to affordable counselling	The number of clients who received drop-in counselling and support	Yes
To increase women's access to community resources and services	The number of clients who accessed our outreach services and were referred to other resources	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Financially vulnerable women who are impacted by domestic violence and abuse

What positive impacts were felt by your target audience? At-risk women in immediate need were able to find safe & stable housing as well as long-term support services

How many have benefitted from the project or program? 276

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

How many volunteers have worked on this project or program? 2.00 What total hours did they work? 6.00

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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		
Counsellor's Salary and Benefits	29830	From Application Budget: $55,434.00
Direct Program Management Support	3419	From Application Budget: $6,705.00
Program expense including client support and meetings	1175	From Application Budget: $2,500.00
Evaluation and reporting	781	From Application Budget: $1,625.00
A. Total Project or Program Expenses	$ 35,205.00	$66,264.00
Administration		
Management and Support Salaries and Benefits	3461	From Application Budget: $6,532.00
Facilities, IT and Communications	2417	From Application Budget: $4,800.00
Printing and Photocopying	306	From Application Budget: $610.00
Office and Related	320	From Application Budget: $635.00
B. Total Administrative Expenses	$ 6,504.00	$12,577.00
Total Expenses (A+B)	$ 41,709.00	$78,841.00

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria - $27,920 confirmed grant	13960	Confirmed		
A. Total Government Funding	$ 13,960.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			

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Strategic Plan Grant
~~Final Report~~

Matching Funds				
VWTH Fundraising - $38,841 in application budget	27749	Confirmed		
C. Total Matching Funds	$ 27,749.00			
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)	$ 41,709.00			

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 E-News

☐ 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.

Susan K.E. Howard Digitally signed by Susan K.E. Howard Date: 2022.02.03 13:34:08 -08'00'

Signature

Development & Communications Director

Position

Susan K.E. Howard

Name

February 3, 2022

Date

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

Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: The Victoria Youth Empowerment Society

Mailing Address: 533 Yates St Postal Code:

Contact Person: Cammie Salter Email: office_manager@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 Certificate of Good Standing or 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 2020-2021, YES assisted over 1200 individual youth and families.

How many paid staff at organization? Full Time: 27.00 Part Time: 38.00

How many volunteer staff at organization? 10.00 Total volunteer hours: 100.00

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 characters – 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.

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

Funding Sources	$ Amount	Use
City of Victoria	$ 13,000.00	Alliance Club (Pending)
Ministry of Children and Families	$ 1,360,512.00	KEYS, Outreach, Life Skills, SIL, Alliance Club, YFSS
Island Health	$ 752,802.00	Specialized Youth Detox
Donations/Membership/Fundraising etc	$ 75,000.00	Program and General Expenses
Rental Income	$ 75,000.00	Programs and General Expenses
Other grants	$ 39,500.00	Summer Opportunities, various programs
Organization's Annual Budget	$ 2,315,814.00	

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 services
Improve ease of access to mental health services	# connected to mental health and addiction services
Increase safety of youth	# of youth that are referred and or connected to housing/police services
Help with immediate basic needs including meals, shower, laundry, clothes	# assisted with meals, laundry, clothes, ect
Provide opportunities to access rec and healthy social activities	# of youth pariticipating in social acitivties, # of youth connected to rec
Increased employment/skill readiness	# of youth helped with job readiness, resumes, clothing ect.
Increased sense of belonging	# of youth who access program, # of youth visists to Alliance Club

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 2020-2021 fiscal year, 766 ind. youth accessed the Club for a total of 6951 visits and 5751 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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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 1223 referrals the previous year to support youth connecting to services. Outcomes from the previous year include 75 youth being supported to meet their educational/employment goals/ 700 youth having their primary health needs addressed/ 200 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)

The Club 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 LGBTS+ youth), and supporting youth with connections to other programs when they have additional needs. In 2020-2021, youth visited the Alliance Club over 6900 times; 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.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

The Alliance Club is centered on all four value statements on equity. By providing services focused on removing barriers and supporting vulnerable youth to imporve the quality of their lives and be included within their comunities. YES serves an intersection of youth, who regarless of lived experience, are able to access services. 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.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

As stated above, the Alliance Club provided over 1200 referrals/connections to youth during the 2020-2021 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 2020/21: Assisted over 260 youth towork towards transitioning to live independently. Helped over 150 youth to secure or maintain their housing. Supported 200 youth to meet their employment/education goals. Mediated/reunified 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 800 youth.

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How many people participate in or take advantage of the program for which you are seeking funding? 766.00

How many of those people live within the boundaries of the City of Victoria? 460.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 306.00

How many will benefit from the project or program? 1,000.00 Please explain below.
(1250 characters max – do not add extra pages)

In 2020-2021, the Club supported 766 individual youth. These youth often have family members who also benefit from the support the Club provides.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 13,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 120,000.00	
Repair and Maintenance	$ 6,000.00	
Telephone/Cellular/Fax/Internet Expenses/Utilities	$ 12,000.00	
Food Purchases	$ 18,000.00	
Rent (includes kitchen, laundry, showers, storage ect)	$ 25,000.00	
Office Supplies(postage, service contract, lease expenses)	$ 2,000.00	
Program Supplies	$ 10,500.00	
Miscellanous	$ 3,000.00	
Parking/Mileage	$ 3,000.00	
A. Total Project or Program Expenses	$ 199,500.00	
Administration		
Administration	$ 12,000.00	
Insurance Expenses	$ 4,000.00	
Professional Fees	$ 2,250.00	
Memebership/Dues	$ 650.00	
B. Total Administrative Expenses	$ 18,900.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 218,400.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	8.65%	

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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			
MCFD	$ 124,000.00			
A. Total Government Funding	$ 137,000.00			
Corporate Sponsorships				
Fundraising	$ 81,400.00			
B. Total Corporate Sponsorships	$ 81,400.00			
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)	$ 218,400.00	**Should equal Total Program Expenditures on page 4**		

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 750 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 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 continues to anticipate decreases in donations/fundraising dollars.

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, 2022 To: June 30th, 2023

Project or programlocation: 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: 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

Executive Director
Position

Pat Griffin
Name

January 26, 2022
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

Check if Report is ☑ Interim or ☐ Final

SECTION 1. CONTACT INFORMATION

Organization Name: The Victoria Youth Empowerment Society
Mailing Address: 533 Yates St Postal Code:
Contact Person: Cammie Salter Email: office_manager@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?: Project is ongoing
- ☐ No If no, provide reason for being incomplete, the remaining milestones and expected completion date (1000 characters)

The Alliance Club is an onoing 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 spotive lifestyle.

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

Yes, 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).

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 in access to primary health services	Over 500 youth had their primary health needs addressed.	Yes
Improved ease of access to mental health and addiction services	Over 400 youth had impoved ease of access to mental health/addict. services	Yes
Increased youth safety	Over 150 referrals/coonections were made to housing and police services	Yes
Helped with basic needs including food security	Over 4000 meals/snacks and youth accessed basic need services over 700 time	Yes
Provided opportunities to access rec/social/community programs	Over 100 connections were made for youth to healthy rec/community programs	Yes
Increased employment readiness and essential skill developement	80 youth were supported to meet their employment goals	Yes
Increased sense of belonging	500 individual youth accessed the club over 4000 times	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Vulnerable, homeless marganalized youth
What positive impacts were felt by your target audience? Connections to community, education/employment, basic needs met, a safe place
How many have benefitted from the project or program? 650 youth and families
What percentage of Greater Victoria Residents benefitted from this project or program? 95%
How many volunteers have worked on this project or program? 10 What total hours did they work? 100

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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		
Staff Wages and Benefits	113,000.00	
Repair and Maintenance	10,000.00	
Telephone/Cell Phones/Fax/Internet/utilities	9,000.00	
Food Purchases	14,000.00	
Rent (includes kitchen,laundry, showers, storage, ect)	25,020.00	
Office Supplies (postage, service contract, lease expenses)	1,500.00	
Program Supplies and Equiptment	9,000.00	
Misc and Staff Training	500.00	
Parking/Mileage	500.00	
A. Total Project or Program Expenses	$ 182,520.00	
Administration		
Administration	12,000.00	
Insurance Expenses	3,500.00	
Professional Fees	2,000.00	
Membership/Dues	500.00	
B. Total Administrative Expenses	$ 18,000.00	
Total Expenses (A+B)	$ 200,520.00	**Must equal Funding Sources below**

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
MCFD	140,000.00	Confirmed		
City of Victoria	9,750.00	Confirmed		
A. Total Government Funding	$ 149,750.00			
Corporate Sponsorships				
Grants (Victoria Foundation, St John Divine)	34,500.00	Confirmed		
Fundraising	16,270.00	Confirmed		
B. Total Corporate Sponsorships	$ 50,770.00			

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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)	$ 200,520.00	**Must equal Program**	**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: _____

- ☐ 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

Name

Jan 26, 2022

Date

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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: VOICES IN MOTION CHORAL SOCIETY

Mailing Address: 626 BLANSHARD ST VICTORIA Postal Code: V8W 3G6

Contact Person: Barb McLean Email: barbar@telus.net or info@voicesinmotionchoirs.org

Telephone: 604-685-1838 Website: www.voicesinmotionchoirs.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: S0071985

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 76981 4930 RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Voices in Motion is an intergenerational choir for adult with dementia, their caregivers, students, friends and students. Our mandate is to provided a non-pharmacological intervention for people with dementia that contributes to towards their happiness and feeling of contribution as well as to educate our community so that together we can work towards becoming a dementia friendly society.

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

Voices in Motion (ViM) began as research project at the University of Victoria discovering that social singing is a super-stimulus, drawing upon emotional and procedural brain systems unaffected by dementia, which permits those with the disease to participate fully in a choral experience

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

How many volunteer staff at organization? 65.00 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 characters – do not add extra pages)

We follow health guidelines. All of our singers wear masks. Sanitation stations are provided. Every singer must be vaccinated. Reminders of protocol sent out every week via email. We also provide a on-line alternative for those who need to stay at home or who are in long term and need to isolate for various reasons.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 10,500.00	To run our complete dementia friendly choir program
Concert Tickets	$ 5,500.00	To run our complete dementia friendly choir program
Gaming Grant(received)	$ 15,000.00	To run our complete dementia friendly choir program
Choir Registrations	$ 8,000.00	To run our complete dementia friendly choir profram
Private Donations	$ 12,500.00	To run our complete dementia friendly choir program
Corporate Donations	$ 12,500.00	To run our complete dementia friendly choir program
Choir rehearsal Locations- in0kind	$ 6,000.00	To run our complete dementia friendly choir program
Organization's Annual Budget	$ 70,000.00	

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
Weekly Rehearsal	Winter and Spring Concerts
Growth of Choirs	Registrations numbers

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: Dementia friendly choir program for adults, caregivers, students and volunteers

Who is your target audience? People with dementia, caregivers, students, seniors and volunteers

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

Our year long program includes a weekly rehearsal of our choristers at 3 different locations and one on-line rehearsal. A key to our program is keeping our choristers singing through our rehearsal tracks that people with dementia and their caregivers work through at home. Extra social activities connect us together and the inclusion of young people is a key factor in creating a dementia friendly culture. The culmination of the experience is the two concerts where each choir showcase their work and helps to break down the stigma of dementia for those who 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).

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☑ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Three persons per day around the world are diagnosed with dementia. Many seniors are retiring to Victoria. We will continue to experience high rates of dementia in our neighborhoods. There is no cure. Creating a dementia friendly community begins with providing high quality programs for those with dementia and their families but also for volunteers to come together and support people in a difficult journey. As indicated in our introduction, Singing together has extremely high health benefits for anyone, not only those with dementia. Voices in Motion provide not only a wonderful caring community but a place to count on every week to be connected together with our new found friends. People with dementia need to be able to live life to the fullest, knowing that the disease is progressive and ViM is a community that gives these folks another opportunity to connect and be part of something bigger. Victoria should be a city that welcomes and cares about people with dementia and their families.

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 high rates of dementia as result of an aging demographic and the lack of community programs for people with dementia and their caregivers, we provide a safe place for people to land and to become known. Many caregivers consider the choir as a time of respite and one of the only activities they can share in together. Other programs are only for people with dementia. Important, but doing something together when so much has been taken away as a result of the progressive disease is significant.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

No one is excluded from our choir. All are welcome. Our intergenerational components invites students into the choir. We do not turn any one away because of financial constraints. Seniors who are lonely have chosen to become a volunteer and choir member. You can sing in our choir, even if you have never song before in a choir. We've had many people who have never sung in a choir before join us and they have discovered a deep love of singing together.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

Programs for persons with dementia and their families is very limited. Because dementia is still stigmatized, a misunderstanding of what people with dementia can participate in has forced people to stay at home, often isolating from the community they were previously involved in. This further adds to the many stresses that accompany a very difficult journey. Day programs are limited in numbers and depending upon the progression of the disease, they do not always welcome people with dementia. Voices in Motion turns no one away. All are welcome to be part of a caring community of people who are on a similar journey to their own. We turn no one away because of financial constraints and the registration fees are subsiadized by our sponsors and grants. Many who come to Voices in Motion have never participated in a choir before and together with a caregiver/care partner experiences something together that is healthy, meaningful and scienfically researched to be effective in reducing stress and reduce cognitive decline.

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How many people participate in or take advantage of the program for which you are seeking funding? 120.00

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? 10.00

How many will benefit from the project or program? 120.00 **Please explain below.**
(1250 characters max – do not add extra pages)

We have 3 in-person choirs and one on-line choir. The number above is for our in-person choirs, although many more attend virtually. These are present registration numbers but we expect at the end of COVID our choirs to grow. These choirs impact people with dementia and their caregivers, high school students and friends. (volunteers). Not only do the choristers benefit from their involvement, but the entire family unit because of the impact of music. Many caregivers have said that the residual effects of a choir rehearsal and singing together during the week, using the rehearsal tracks is one of the best ways to mitigate tough and difficult days. Our concerts benefit the entire community because people come and listen and learn about dementia and our touched deeply by how these folks with dementia still live life and contribute in a significant way to the rest of society who come and hear their wonderful music.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 14,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
ACCOMPANIST and Guests Peformers	$ 2,220.00	
Concert Programs and advertisement	$ 1,000.00	
Facility rentals	$ 1,800.00	
Music arrangements and Scores	$ 1,000.00	
Promotonal, Marketing & Social Media	$ 1,780.00	
Licensing and insurance fees	$ 200.00	
Website Updates	$ 500.00	
Choir Recruiting Initatives	$ 900.00	
High School Promotions	$ 1,000.00	
Offices Expenses	$ 1,200.00	
A. Total Project or Program Expenses	$ 11,600.00	
Administration		
of Choral Conductor and Artistic Director Salary	$ 1,400.00	
A dminstrators Salary	$ 1,000.00	
B. Total Administrative Expenses	$ 2,400.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 14,000.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	17.14%	

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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		
Corporate Sponsors	$ 3,500.00	Pending		
A. Total Government Funding	$ 14,000.00			
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)	$ 14,000.00	Should equal Total Program Expenditures on page 4		

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 still run the program as best we can although the number of choirs might need to be cut back. This could potentially impact maximum size of choir and thus put a limit on number of choristers. We are at the present at 70% capacity and our retention rate is very high.

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E grants@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 pages)

$14,000. 4 Choirs, 4 rehearsal locations, artistic director and admin person. Accompanist. Rental for concerts. Marketing and promotions. Music arrangements. Website and social media advertising.

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 2022 To: June 2023

Project or programlocation: Variety of Locations because of choir venues

Project or program timeline and major milestones

Date	Milestone
December 2022	Weekly rehearsals beginning in September and 4 holiday concerts in December
May 2023	Weekly rehearsals beginning in January and 4 holiday concerts in May

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 65 Total volunteer hours required: 3,900 hrs

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: Choir Programns

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

Barb McLean
Signature

Chair
Position

Barb McLean
Name

January 30,2022
Date

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Victoria, BC V8W 1P6
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Strategic Plan Grant Application Form

Save application to your computer before completing

SECTION 1. CONTACT INFORMATION

Organization Name: Wear2Start Society

Mailing Address: 216-733 Johnson St. Victoria, BC Postal Code: V8W 3C7

Contact Person: Tracy Lubick Email: ProgramManager@wear2start.com

Telephone: 250.886.1601 Website: www.wear2start.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: S0043668

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 863294013 RR0001

**Must provide Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

Wear2Start reduces barriers to success by providing self-identified women with appropriate and professional clothing, shoes, accessories, personal-care items and complimentary haircuts that will assist them as they take their next steps.

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

Since our inception in 2001, Wear2Start (W2S) has provided business casual clothing and supportive guidance that has instilled confidence and empowered over 4,500 self-identified women in the Greater Victoria area. W2S accepts self-referrals from individuals or direct referrals from social service agencies, community organizations, and employment programs for any women-identified clients for whom our services will fill a genuine need.

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

How many volunteer staff at organization? 12.00 Total volunteer hours: 4,600.00

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 characters – do not add extra pages)

W2S requires all Board, staff and volunteers to be fully vaccinated. W2S is compliant with all current health and safety protocols including: masking, physical distancing, plexiglass barriers, use of hand sanitizer, and completion of sanitization of all surfaces before, during and after appointments in the boutique. Clients, staff and volunteers are required to be free of symptoms before being allowed on the premises.

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 is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	$ Amount	Use
City of Victoria	$ 20,000.00	PT Program Manager (pending)
Rotary Club Victoria-Harbourside	$ 15,000.00	PT Volunteer Program Coordinator (pending)
Zonta Club	$ 8,500.00	Rent (pending)
Peninsula Co-op	$ 3,000.00	Bra Program (confirmed)
Sara Spencer Foundation	$ 2,000.00	Shoes that Fit Program (confirmed)
Fundraised donations	$ 14,590.00	Individual and corporate donations (partially pending)
Hair salons	$ 4,200.00	Haircuts (In-kind)
Organization's Annual Budget	$ 67,290.00	

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
Provision of business casual clothing to self-identified	Client receives various items of clothing, dependent on sizes available,
women	needs of the client & preferences. To include: pants, shirts, skirts, dresses,
	sweathers, shoes, outdoor coat, handbag, accessories, and personal-care toiletries.
Provision of complimentary haircuts to self-identified	Client receives complimentary haircut, if requested.
women	
Improve mental health and sense of wellbeing	Client reports improved feelings of confidence and emotional wellbeing
Improve opportunities for personal and economic	Client and referring agency report improved personal situation of client and access to
growth	employment, housing and other 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: Wear2Start's Wardrobe Program

Who is your target audience? Self-identified women ages 18 and over

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

Wear2Start's Wardrobe Program provides self-identified women with a personalized, 1-hour appointment in our downtown boutique where our volunteer Boutique Consultants support the client by providing guidance in the selection of a few mix-and-match outfits that may include: clothing, shoes, a coat and a handbag. In addition, clients may receive a complimentary haircut from volunteers at our partner salons. Clients are either self-referred or referred by social service agencies and employment programs in the Greater Victoria area. The service is free of charge to the client and either subsidized through referral programs or through fundraised dollars. W2S relies on donations of clothing and other items to support our services. Grant funding will allow W2S to continue to employ a part-time Program Manager who is integral to the overall delivery of services and future sustainability of the organization. In addition to program management and ensuring the wellbeing of clients and volunteers, responsibilities include: building and enhancing business, donor and community partnerships; securing ongoing and sustainable funding; and ensuring our services reach those who need us.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☐ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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)

Wear2Start's Wardrobe Program supports the City of Victoria's Strategic Plan objective: Health, Well-Being and a Welcoming City by improving self-identified women's mental health and sense of belonging and participation in civic life. Many of our clients have some form of trauma or violence in their history and most live at the edge of poverty and have low self-esteem and low self-confidence. Services are provided to women who are challenged with mental health issues, physical disabilities, addictions, lack of affordable and appropriate housing, and unemployment. W2S empowers our clients by giving them a "hand up" as opposed to a "hand out", assisting them in recognizing and building on their strengths, honoring their resiliency, and instilling hope the stepping stones to a positive future. In addition, women from marginalized groups, including newcomers and immigrants, have an increased sense of safety and belonging that allows them to increase their engagement in the community and become active and contributing members.

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 was initiated in 2001 recognizing that women historically have encountered gender-based inequities in terms of access to benefits and opportunities. When these basic principles are already present as barriers, the impact increases exponentially when women are further marginalized due to sexual orientation, race, age, physical ability, gender identity, language and/or immigration status. Further, in response to barriers to accessing our services that were identified during strategic planning in 2018, Wear2Start removed the requirement for clients to be involved in an employment program and now accepts referrals on behalf of any self-identified woman for whom our services will fill a genuine need. This may include someone fleeing an abusive relationship, needing to meet with a potential landlord, attending a job interview, volunteering, going to court, starting a practicum, recovering from the impact of trauma, etc. This allows us to help with any one of a myriad of situations that have meant losing access to appropriate clothing.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

Our inclusive definition of "self-identified women" means we welcome trans people, women, genderqueer women, and non-binary people who identify as female, women, non-binary, or gender non-conforming. Services are provided regardless of ethnic origin and race, abilities, socio-economic status, religion, citizenship, and sexual orientation. W2S recognizes the importance of fostering diversity and inclusion and viewing our services through an intersectional lens. We seek out opportunities for growth and learning, recognizing that we have made small inroads in some areas and have much work to do in others. We have invited discussion with gender diverse and culturally diverse communities regarding our messaging to potential clients as well as the types of clothing that we carry in the boutique. Volunteer Victoria workshops are an especially rich resource of information and we have accessed consultative resources to assist us in creating more inclusive spaces and practices.

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

The pandemic has had a disproportionate impact on women especially indigenous women, recent immigrants, and other marginalized populations. As a result of job loss, reduced access to affordable housing, and increased mental health and wellness, this part of the population is experiencing a greater drop in standard of living, leading to home- and food-insecurity for them and their families. Our services assist clients with preparing for challenges, such as retaining and maintaining employment, meeting potential landlords, attaining and sustaining healthy functionality in their daily lives, etc. Clients tell us they leave our boutique feeling newly empowered to take on their challenges with a sense of hope for the future.

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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? 70.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 30.00

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

The Wear2Start boutique is located in the City of Victoria and serves clients who reside in the Capital Regional District from Sooke to Sidney. There are no other similar services available in those areas. This number does not reflect the secondary beneficiaries from this program - self-identified women who are responsible for the delivery of our services as volunteers. These individuals range from women wanting to gain work experience and employability skills in order to enhance their resumes and increase their access to employment in the future, to currently employed and/or retired women who wish to share their knowledge and expertise with others while also enhancing their own opportunities for social engagement and inclusion.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 20,000.00
Must equal Total Funding Sources from City of Victoria on page 5

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	$ 40,000.00	PT Program Manager & PT Coordinator
Rent	$ 11,500.00	
Cuts4Confidence (haircuts)	$ 4,200.00	Haircuts for clients (70x$60) (In-kind)
Bras and shoes	$ 5,000.00	Bras and shoes for hard-to-fit clients
Telephone, internet, utilities, Zoom, website	$ 2,140.00	
Insurance	$ 1,660.00	
Memberships	$ 660.00	Victoria Chamber, Volunteer Victoria
Boutique repairs & maintenance	$ 620.00	
Strategic planning	$ 250.00	
A. Total Project or Program Expenses	$ 66,030.00	
Administration		
Office supplies	$ 1,260.00	
B. Total Administrative Expenses	$ 1,260.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 67,290.00	Should equal Total Program Funding Sources on page 5
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	1.87%	

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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				
Peninsula Co-op	$ 3,000.00	Confirmed	Lindsay Gaudette	250.544.2950
B. Total Corporate Sponsorships	$ 3,000.00			
Matching Funds				
Zonta Club	$ 8,500.00	Pending	Lorraine Mark	250.739.3968
Sara Spencer Foundation	$ 2,000.00	Confirmed	Gail Simpson	sspencer@e
Rotary Club Victoria-Harbourside	$ 15,000.00	Pending	Shannon Baill	250.893.0373
Fundraised donations	$ 14,590.00	Pending		
C. Total Matching Funds	$ 40,090.00			
In-Kind Contributions				
Partner hair salons	$ 4,200.00	Confirmed		
D. Total In-Kind Contributions	$ 4,200.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	$ 67,290.00	Should equal Total Program Expenditures on page 4		

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 part-time Program Manager and part-time Volunteer Program Coordinator are contracted employees whose work hours are contingent upon funding. If full funding is not received from the City of Victoria, additional funding will continue to be pursued through grant writing and donor solicitation. Work hours will be reduced resulting in reduced outreach, program development and oversight, and reduced cultivation of individual and business donors, community partnerships and referral resources.

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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 was run by volunteers for the first 18 years which required all Board members to be active in the delivery of services. There was no formal infrastructure in place, no volunteer management, no relationship building with social service organizations, donors or community partners. At the brink of closing due to all of those factors and others, it was no longer a viable model to work from. A minimum of $15,000 from the City would allow some of these things to remain in place.

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, 2022 To: June 30, 2023

Project or program location: Victoria, BC

Project or program timeline and major milestones:

Date	Milestone
Oct 1, 2022	25 self-identified women have received wardrobe services, 12 have received haircuts
January 1, 2022	50 self-identified women have received wardrobe services, 24 have received haircuts
April 1, 2022	75 self-identified women have received wardrobe services, 36 have received haircuts
July 1, 2022	100 self-identified women have received wardrobe services, 48 have received haircuts

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 17 Total volunteer hours required: 4700

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 Chamber e-news

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

A Ringstad
Signature

Board President
Position

Alessandra Ringstad
Name

January 30, 2022
Date

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1 Centennial Square
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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 Postal Code: V8W 1Y5

Contact Person: Pamela Charron Email: pam@workersolidarity.ca

Telephone: (604) 676-0607 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: NA

Mailing Address: NA

Telephone: NA Email: NA

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 Certificate of Good Standing or CRA Canadian Registered Charities Details Page showing charity status as registered*

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

The Worker Solidarity Network (WSN) is a women-led, feminist labour support non-profit; our mandate is to engage vulnerable, gender-marginalized and racialized workers, predominantly women, across multiple low-wage service based sectors such as retail, restaurant, hospitality and the gig economy by promoting solidarity and educating workers on their rights to undo systemic barriers to decent and dignified work.

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

WSN 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 withheld wages, provided support to hundreds of low-wage 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: 6.00 Part Time: 0.00

How many volunteer staff at organization? 10.00 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 characters – do not add extra pages)

Throughout the changing conditions of the COVID-19 pandemic, WSN has strived to adhere to, and surpass, Provincial Health Orders in all activities; we have grown adept at navigating shifting requirements to meet the safety needs of staff, volunteers, and participants. All of our organizing meetings take place either online or in outdoor locations with physical distancing and appropriate PPEs; 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. All staff and volunteers have access to a wide range of PPE and an evolving list of best practices and recommendations as issued by the 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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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	$ 19,300.00	CKYR campaign (pending)
VanCity Credit Union	$ 70,000.00	Precarious Work Project:
UFCW	$ 125,000.00	Operating Costs
BCGEU	$ 7,500.00	Program Costs
Canadian Women's Foundation	$ 69,375.00	Gender Based Violence Advocacy Program
Vancouver Foundation	$ 100,000.00	Multi-year Systems Change Grant: Provincial
Donations	$ 1,524.00	Solidarity Fund
Organization's Annual Budget	$ 392,699.00	

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
Creation of a Climate Know Your Rights campaign	Resource creation, engagement with 200 workers in the Capital Region.
Connecting with workers affected by climate events	Engage 100 workers to educate their co-workers in CKYR
Public education on key climate impacts for workers.	Social media campaign with 5,000 online impressions and 800 digital engagements.
CKYR workshops	0 workshops with focused CKYR materials, delivered to 40 participants.
Updated theory of change incorporating climate	Worker survey; realighment of Strategic Plan

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: Solidarity Stewards: Climate Know Your Rights (CKYR) Project

Who is your target audience? Precarious workers with an emphasis on gender-marginalized, and racialized workers.

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

WSN has identified a growing need to address climate crisis challenges for the low-wage, front-line workers we engage. As the capital region experiences more frequent weather events associated with the climate crisis, such as extreme heat, smoke from forest fires, flooding resulting from the "atmospheric rivers" and more frequent snow and ice storms, workers face new and emerging challenges to their health and livelihood. "Gig Economy" bicycle delivery workers inhale smoke during the summer as they bring meals and supplies to COV residents; migrant farmworkers risk harm working in extreme heat without adequate cooling sites and breaks; low-paid restaurant workers contend with intensified heat in kitchens and air-quality on patios. WSN will support these workers through our Solidarity Stewards programming, conducting a Climate-based Know Your Rights (CKYR) campaign educating workers on existing workplace protections and how they address Climate-related crises. By developing climate specific educational resources, conducting outreach and hosting workshops, we will equip precarious workers with the tools they need to maintain their health and livelihoods in this emerging "new normal" of climate crisis.

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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).

- ☐ Affordable Housing (2.75)
- ☑ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☑ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

- ☐ Affordable Housing (2.75)
- ☐ Prosperity and Economic Inclusion (5.00)
- ☑ Climate Leadership and Environmental Stewardship (4.00)
- ☐ Reconciliation and Indigenous Relations (3.50)
- ☐ Strong, Liveable Neighbourhoods (3.50)
- ☐ Health, Well-Being and a Welcoming City (4.75)
- ☐ Sustainable Transportation (4.50)

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

Our proposed Climate Know Your Rights (CKYR) campaign would expand our existing Solidarity Stewards Program (SSP) and contribute to making the City of Victoria a climate leader. Climate impacts are distributed inequitably, and are always felt most harshly by those experiencing financial precarity who are least able to afford action to mitigate the effects; as an example, migrant farmworkers cannot simply "turn up the AC" when dealing with an extreme weather event—they must continue to work outdoors, facing sunstroke and other associated health challenges, or risk losing their jobs and livelihood. As extreme weather events become a more common experience due to climate change, we anticipate emerging crises and challenges that will disproportionately affect women and racialized workers in low-income, precarious employment. Our CKYR will set a precedent in Victoria for Climate Leadership, economic inclusion, and 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)

The Worker Solidarity Network operates as a network of front line workers, support structures, and educators to provide key support for addressing workplace complaints. WSN has extensive experience listening to the needs of precarious and vulnerable 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. We have established anonymized feedback mechanisms and inclusivity-indicators across our SSP and at all levels of our organization. In 2020 we expanded our services to support grocery store workers, identifying this workforce 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. The CKYR campaign is the result of such consultation and active research by WSN.

Which of the Council's stated *values on equity* have been centered in the development of the program, and how has your organization done that? (1250 characters max – do not add extra pages)

WSN centres the City of Victoria' s values on equity by collaborating with workers to co-determine their unique situation and address systemic barriers that lead to negative outcomes affecting them. 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, and language barriers face increased risk of workplace exploitation, especially during moments of upheaval like the COVID-19 crisis. 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 visibilizing these issues so that they can be addressed with systemic change. By meeting the emerging need for climate-based worker support head-on, WSN will mitigate the impacts of climate events for workers in Victoria

Please identify which underserved population are directly impacted by this proposed program, and how this program builds capacity within those identified communities? (1250 characters max – do not add extra pages)

WSN focuses on supporting and engaging workers in precarious sectors including retail, service, the gig economy and farmworkers; labour precarity most prominently affects those facing intersecting systemic discriminations, so this focus results in WSN working with women, 2SLGBTQIA, and racialized workers working in positions predicated on unpredictable shift- and on-call work, uncertain income, and little security. SSP is designed from the ground up to centre precarious workers' voices. SSP connects with workers who come to WSN with issues from their job site, providing them with educational resources and direct support/. They lead this process from start to finish; WSN supports them with practical knowledge about labour law, communications strategies, and other proven methods for navigating worker complaint processes while cultivating worker-to-worker networks of solidarity and mutual aid. Through SSP, WSN has already observed instances of climate impacts disproportionately affecting workers in these sectors.

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How many people participate in or take advantage of the program for which you are seeking funding? 400.00

How many of those people live within the boundaries of the City of Victoria? 380.00

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? 400.00 **Please explain below.**
(1250 characters max – do not add extra pages)

Our project aims to directly impact 400 workers in the Capital Regional District whose employment places them at risk due to climate crises, challenges, and impacts through Know Your Rights campaigns; we also aim to recruit 30 worker volunteers to contribute to this program. However, while this our outreach target for the coming year, this work has the potential to benefit many hundreds more; we can reasonably expect that these issues will continue in the coming years, and by developing strategies for addressing climate impacts in the workplace, WSN is poised not only to address immediate challenges but to develop new relationships and new insights into growing problems; this effort will directly impact Victoria citizens now while building our capacity to equitably address climate impacts in the future through ongoing communications with Solidarity Stewards and development of our educational resources. We believe that this precedent-setting work will set a precedent in the region, and highlight an emerging need for mitigation.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2021, Council approved $472,615 in Strategic Plan Grant awards ranging from $2,500 to $27,920 with the average grant awarded being $8,900.

Total project or program amount requested: $ $ 19,300.00
Must equal Total Funding Sources from City of Victoria on page 5

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		
Community Engagement Coordinator	$ 27,418.00	$24 an hour, MERCs, 20 hours per week for 50 weeks.
Communications	$ 6,500.00	Social media costs (ad costs and assets), and other costs associated with outreach.
Meeting costs: food and drink	$ 800.00	Snacks and hot beverage for workshops: $80 x 10 (when safe to do so)
Honouraria	$ 4,000.00	Honouraria for worker-volunteers: $100 x 40
Printing	$ 1,500.00	Printed CKYR materials, kits and resources.
Legal Fees	$ 2,082.00	Fees to support labor specialized legal aid
A. Total Project or Program Expenses	$ 42,300.00	
Administration		
Adminstration Fee	$ 6,000.00	Overhead costs for project administration.
B. Total Administrative Expenses	$ 6,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	$ 48,300.00	**Should equal Total Program Funding Sources on page 5**
Administrative costs are capped at a maximum of 18% of total budget. **Total percentage of administrative costs**	12.42%	

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BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - Include pending requests				
City of Victoria	$ 19,300.00	Pending	TBD	TBD
A. Total Government Funding	$ 19,300.00			
Corporate Sponsorships				
VanCity Credit Union	$ 29,000.00	Confirmed	Tiffany Ottahal	604.707.4149
B. Total Corporate Sponsorships	$ 29,000.00			
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)	$ 48,300.00	Should equal Total Program Expenditures on page 4		

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 core activities of this grant will continue, but we would set reduced outreach and workshop targets to reflect the reduced capacity of our Community Engagement Coordinator.

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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 to expand this program into Victoria would be $12,000. This would permit WSN to create and offer Climate Crisis based workshops, for precarious workers, distribute digital and in-print resources alongside these workshops, and support 400 low-wage workers as they navigate intensified climate crisis weather events at their sites of employment.

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, 2022 To: June 30, 2022

Project or program location: Online (and outside, in person, when safe to do so)

Project or program timeline and major milestones.

Date	Milestone
Jul 1, 2022 - Sep 30, 2022	Develop communication strategiesfor addressing climate justice and the workplace on social media
Sep 1, 2022 - Mar 30, 2023	Share Climate Know Your Rights educational materials with 400 workers and connect them to additional support.
Mar 1, 2023 - Jun 30, 2023	Outreach campaign to connect with 400 gig economy, outdoors service staff, temp. farm workers.
Sep 1, 2022 - Jun 30, 2023	Organize and host a series of 10 workers rights workshops (Worker Wednesdays) to educate and cultivate peer-to-peer networks of support
Jul 1, 2022 - Sep 30, 2023	Draw upon and complement a study conducted by Chuka Ejuckam for the BC Federation of Labour on Green Jobs in the Forestry sector to inform activities.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 200

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

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

PCharron

Signature

Executive Director

Position

Pamela Charron

Name

January 31, 2022

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

Check if Report is ☒ Interim or Final

SECTION 1. CONTACT INFORMATION

Organization Name: Worker Solidarity Network

Mailing Address: #519-620 View Street Postal Code: V8W 1Y5

Contact Person: Pamela Charron Email: pam@workersolidarity.ca

Telephone: (604) 676-0607 Website: workersolidarity.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Pandemic Solidarity

Is the project or program completed?

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

This project was planned to complete with a final impact assessment in June, 2022, with all project activities completing in that month. WSN is on track to complete all submitted activities in that timeframe, and are submitting this document as an interim report.

We are still working to achieve the following milestones: collect 2,000 signatures for a paid sick days campaign (50% complete); research and development of a Just Recovery Campaign, including creation of educational materials (60% complete); Hosting ten "Just Recovery Workshops including information sessions on updated pandemic restrictions, on vaccination times/sites for precarious workers, and how to access other forms of support (60%) complete.

We have successfully completed our proposed social media campaign, hit our target of connecting with 30 new Solidarity Stewards through outreach, and completed our schedule of twice monthly drop-in worker rights information and advocacy clinics.

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

The project aligns with three of the City of Victoria's Strategic Plan Objectives: Health, Well-being, and a Welcoming City by highlighting the need for Paid Sick Days in BC, "Prosperity and Economic Inclusion" by supporting recent migrants, foreign, Indigenous and young workers facing unfair conditions because of their unequal social status, and "Climate Leadership and Environmental Stewardship" by drawing attention to how labour conditions contribute to climate injustice 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
Establishing contact directly with BIPOC workers requiring support	30 new BIPOC Solidarity Stewards	Yes
Increased momentum for mandated Paid Sick Leave in BC	Collect 2000 signatures (over 1000 currently collected)	
Public education on key issues for Just Recovery to increase support	Social media campaign : 60,000 online impressions, 2000 engagements	Yes
Direct support of worker volunteers to create conditions for Just Recovery	Creation of 10 COVID recovery-oriented worker trainings	Yes
Connect with industry leaders in the hospitality and retail sectors	Hosting of 10 workshops on a Just Recovery, including info.	Yes
Establish an theory of change to support Victoria's precarious workers	Distribution of survey to worker participants	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Precarious workers, who are predominantly racialized or marginalized

What positive impacts were felt by your target audience? Direct support, network of workers facing similar challenges, education

How many have benefitted from the project or program? 110

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

How many volunteers have worked on this project or program? 75 What total hours did they work? 250

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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		
Just Recovery Organizer	10,750.00	Partially funded by Vancouver Foundation ($3250) and UFCW ($4500)
Communications Coordinator	1,800.00	
Other	750.00	Contingency fund for honouraria, printing, and other costs.
A. Total Project or Program Expenses	$ 13,300.00	
Administration		
Administration (payroll and accounting fees)	1,200.00	
B. Total Administrative Expenses	$ 1,200.00	
Total Expenses (A+B)	$ 14,500.00	Must equal Funding Sources below

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	6,750.00	Confirmed		
A. Total Government Funding	$ 6,750.00			
Corporate Sponsorships				
Vancouver Foundation	3,250.00			
UFCW #1518	4,500.00			
B. Total Corporate Sponsorships	$ 7,750.00			

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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)	$ 14,500.00	**Must equal Program**	**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: _____

- ☐ 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.

PCharron — Executive Director

Signature — Position

Pamela Charron — February 7, 2022

Name — Date