



1 Centennial Square  
Victoria, BC V8W 1P6

E [grants@victoria.ca](mailto:grants@victoria.ca)

# 2015 Strategic Plan Grant Application Form

## How to Apply:

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

Attach the following *required* documentation to ensure eligibility and completion of the 2015 Grant Application Form.

- ☐ Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as **registered**
- ☐ Annual Report and Financial Statements – organization's current filed documents with the Registrar of Companies as required by the BC Society Act

## SECTION 1. CONTACT INFORMATION

Organization Name: Community Social Planning Council of Greater Victoria

Mailing Address: #203-4475 Viewmont Avenue, Victoria, BC V8Z 6L8

Contact Person: Rupert Downing

Email: rupert@communitycouncil.ca

Telephone: 250-383-6166 ext 107

Website: www.communitycouncil.ca

## SECTION 2. ORGANIZATION INFORMATION

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

Society Registration Number: S-7300

Are you a registered Charity? x ☐ Yes ☐ No

Charity Registration Number: 106961683RR0001

Organization mission/mandate

The Community Social Planning Council leads social planning in BC's Capital Region, and creates innovative programs, resources and opportunities that contribute to sustainable social, cultural, economic and environmental conditions for all residents, particularly those who are most disadvantaged. We lead collaborative action to create solutions to community needs based on engagement with those most affected

Brief history and role in benefitting residents of Greater Victoria

The Community Social Planning Council (CSPC) was established in 1936 to unite community agencies in a coordinated response to the Great Depression. Since that time it has worked with the City of Victoria and its community agencies to identify emerging needs, organize collaborative responses to those needs and lead social innovation and community development initiatives informed by evidence of what works and why.

How many paid staff at organization? Full Time: 6

Part Time:

How many volunteers at organization? 120

Total volunteer hours: 14,400

## SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$800,000

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

Source	Total Funding	Use
Foundations (local, national and provincial)	\$233,000	Programs directed to community economic development, poverty reduction, housing affordability and community sustainability
Local government contracts and grants	\$72,000	Social planning services to the core municipalities and the CRD
Government of BC	\$102,000	Labour market development partnerships
Membership and donations	\$17,000	Core costs



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Other (Research, Development and Planning Contracts)	\$166,000	Contracts for services
Transit Ticket Assistance Program	\$210,000	Program delivery

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

## SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Building Community Prosperity

Brief description of the project or program and why the grant is needed.

This project builds on our existing regional Community Action Plan on Poverty that unites organizations and sectors in planning and implementing collaborative initiatives to reduce and prevent poverty to enhance community prosperity, endorsed by municipalities, MPs, MLAs and a cross section of stakeholders throughout the region. We have leveraged over \$400k in investment from national and provincial sources to implement poverty reduction measures related to social finance for affordable housing, living wage employer certification, youth employment development, financial literacy and asset development. We are now proposing this grant to implement Victoria-specific poverty reduction and community prosperity engagement focused on municipal community partnership measures to reduce and prevent poverty that adapt best practices from across Canada that we have researched (e.g. Calgary, Edmonton, Winnipeg, Vancouver, Ottawa, Trois Rivières, Toronto, Hamilton, St. John).

Does this project or program impact public space? ☐ Yes ☒ No

Please select the Strategic Plan Objective that the project or program aligns with or supports (for further explanation of objectives, please read the full text of the Strategic Plan found at <http://www.victoria.ca/EN/main/city/corporate-strategic-plan.html>). Check off as many as is appropriate.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Innovate and Lead                                  | <input type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces and Food Systems  |
| <input checked="" type="checkbox"/> Engage and Empower the Community                   | <input type="checkbox"/> Complete a Multi-modal Active Transportation Network              |
| <input type="checkbox"/> Strive for Excellence in Land Use                             | <input type="checkbox"/> Nurture Our Arts, Culture and Learning Capital                    |
| <input type="checkbox"/> Build Financial Capacity of the Organization                  | <input type="checkbox"/> Steward Water Systems and Waste Streams Responsibility            |
| <input checked="" type="checkbox"/> Create Prosperity through Economic Development     | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input checked="" type="checkbox"/> Make Victoria More Affordable                      |  |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | <input checked="" type="checkbox"/> Demonstrate Regional Leadership                        |

Explain in detail how this project or program will meet and support the City of Victoria's Strategic Plan Objectives.

**This project will implement a specific engagement strategy in the City of Victoria to enhance action on poverty reduction and prevention with a cross section of sector stakeholders, Municipal Council and staff to demonstrate leadership in creating an affordable, inclusive and prosperous community. Building on examples from other jurisdictions (such as the "Enough For All" Strategy in Calgary) we will: Hold a municipal session to position the City to innovate and lead in collaborative action and planning on shared prosperity across municipal departments informed by a Mayor from a city that is undertaking this work (e.g. Calgary, Edmonton). We will also brief Council and community stakeholders on best practices in local government and community strategies for creating shared prosperity across Canada, relevant to Victoria's economic development issues and challenges. We will hold a public forum in the City of Victoria on "Reducing Poverty – Building Community Prosperity" with the support of the Social Justice Studies Program of the University of Victoria, Faith in Action, Downtown Service Providers, the Coalition of Neighbourhood Houses, and other community organizations involved in the steering group of the Community Action**



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## Plan on Poverty.

We will engage appropriate Council, business, and community stakeholders in specific discussions around procurement, social finance, neighbourhood approaches to facilitating economic development and social inclusion, the use of social enterprises to reduce and prevent poverty, and enhancing living wage employment. We will leverage our BC Government Labour Market Partnership funding for research on employment and skills development needs and opportunities to inform these discussions. <http://www.communitycouncil.ca/initiatives/LMP>

How many will benefit from the project or program? There are approximately 23,000 people living in poverty (with a median income below the Low Income Cut Off- \$20,00 annual income – NHS, Statistics Canada) in the City of Victoria. Many more live below the "Living Wage".

Percentage of Greater Victoria Residents?

34% that live in poverty

Who is your target audience? All residents and sectors, including municipal council and staff, people with lived experience.



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## SECTION 5. PROJECT OR PROGRAM FINANCIAL INFORMATION

Please attach a detailed breakdown of all expenses for this application.

What is the project or program: Total Cost \$32,000\_\_\_\_\_ Amount Requested \$ 15,500\_\_\_\_\_

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: \_\_\_\_\_18%

How much is the organization contributing to this project or program? \$500\_\_\_\_\_

Please indicate the funding sources for this application:

☐ Government funding

Organization Name	Contact Person	Phone Number	Amount

☐ Corporate sponsorships

Organization Name	Contact Person	Phone Number	Amount

☐ Matching funds

Organization Name	Contact Person	Phone Number	Amount

☐ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount

☐ Waived fees and charges

Organization Name	Contact Person	Phone Number	Amount

X Other

Organization Name	Contact Person	Phone Number	Amount
Uvic Social justice Program	Margo Matwych	250-721-6283	\$1,000
Vancouver Foundation	Dave Doig	604-688-2204	\$15,000

**Grand Total of Other Funding Sources** \$16,000\_\_\_\_\_

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

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

We won't be able to implement a Victoria specific and municipal focused initiative without the funding.



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## SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: September 2015 To: March 2016

Project or program location: City of Victoria

Project or program timeline and major milestones.

Date	Milestone
September 2015	Convene project advisory and agree program design
October 2015	Hold preliminary public forum on "Reducing Poverty – Building Community Prosperity"
October 2015	Invite Mayors Nenshi and Iveson, consult Council on dates and agenda
November 2015	Provide Council and disseminate to public best practice report on municipal and community action on reducing poverty and building shared prosperity.
January – March 2016	Hold municipal engagement session with Mayor(s) from other places on best practice strategy examples
January – March 2016	Hold public forum on community prosperity strategies with Mayor(s) from other places
January – March 2016	Hold workshops on specific components (e.g. procurement, social finance, social enterprises)

## SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 25 Total volunteer hours required: 500

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

## SECTION 8. PUBLIC ACKNOWLEDGEMENT

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

- ☒ Website ☐ Newspaper AdvertisementX  
☒ Social Media ☐ Newsletter  
☐ Sponsor Plaque ☒ Annual Report  
☒ Other Radio, Newspaper and TV coverage

## SECTION 9. DECLARATION

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

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

Rupert E. Downing

Signature: \_\_\_\_\_

Position: Executive Director

Name: Rupert E. Downing

Date: June 19, 2015

**City of Victoria 2015 Strategic Plan Grant  
Budget Expenditures**

	<b>Budget</b>	<b>Requesting from City of Victoria</b>
<b>Revenue</b>		
	\$32,000.00	\$15,500.00
<b>Total Revenue</b>	<b>\$32,000.00</b>	<b>\$15,500.00</b>
<b>Expenses</b>		
Wages	\$9,000.00	\$4,500.00
Event	\$500.00	\$250.00
Travel (travel; spk fees)	\$6,000.00	\$3,000.00
Communications	\$3,500.00	\$1,750.00
Professional Fee	\$9,000.00	\$4,500.00
Other (student stipends)	\$4,000.00	\$1,500.00
<b>Total Expenses</b>	<b>\$32,000.00</b>	<b>\$15,500.00</b>
<b>Net Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>