

2015 Strategic Plan Grant Application Form

How to Apply:

1. Complete **Application Form** in its entirety and send to 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: Downtown Blanshard Advisory Committee – Quadra Village Community Centre

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

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

Telephone: 250 388 7696 Website: www.quadravillagecc.com

SECTION 2. 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

Organization mission/mandate

The mission of Quadra Village Community Centre is to work together to nurture community well-being by providing services and programs to meet social, educational, health, employment, environmental and recreational needs of people in Hillside-Quadra (and surrounding neighbourhoods) in a safe and welcoming environment.

Brief history and role in benefitting residents of Greater Victoria

QVCC is an inter-generational community centre, community social service agency and neighbourhood association. Our Centre 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 exposure to risk factors such as family violence, mental health challenges, addiction and poverty are all too common for children, youth, families and the rest of the community. Since the early 1970s it has been our purpose to meet the challenging and changing needs of the community with sound preventative and responsive program planning, partnering and implementation. Addressing a lack of opportunity for low income children and youth is a key focus for our organization. As well, we build neighbourhood and community capacity to help our local area be resilient and thrive. Our work as an organization has been key to the stabilization and progress evident in the continuing evolution of our neighbourhood.

How many paid staff at organization? Full Time: 16 Part Time: 18

How many volunteer staff at organization? 251 Total volunteer hours: 6618

SECTION 3. ORGANIZATION FINANCIAL INFORMATION

What is the organization's annual budget? \$956,378

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

Source	Total Funding	Use
School District 61	395,611	-Youth and Family Counsellors' service delivery at Quadra, Cloverdale, Oaklands, Cedar Hill, SJ Willis, Vic High and Reynolds Schools.
Provincial Grants and Subsidies	229,495	-Family Resource Programs and Outreach to Children, Youth and Families -Subsidies for Childcare Operation and Parent Fees



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

2015 Strategic Plan Grant Application Form

		-Community Support Program
Federal Grants	28,104	-Programs and Outreach to Young Children and Families -Summer Camp for 5 to 12 year olds
United Way	75,600	-Youth Program and Food Distribution
Misc Grants	43,000	-Girls Group, Youth Recreation, Food Skills, Youth Social Justice etc
Fundraising and Donations	42,915	-Coordination, Bursaries, Program Funds -Maintenance
Program Fees and Rent	50,2333	-Childcare, Camp and Coordination Staff -Maintenance
Service Clubs	7,500	-Support Programs
One to One Childcare Reimbursement	4126	-One to One Childcare Staff

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

SECTION 4. PROJECT OR PROGRAM INFORMATION

Project or program title: Food Skills for Youth Program (Part of the Teen Centre Engagement and Enhancement Project)

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

QVCC is looking for \$10,000 in matching funding to facilitate the Food Skills for Youth Program (FSYP). Through the United Way's Hillside-Quadra Youth in Action (YIA) team it was determined that it is essential to encourage youth wellbeing and seek to equip people to live happy and healthy lives. A key way to do this that was identified was to connect youth to work experience and lifeskills while providing food while having fun! This is how the FSYP was created. The FSYP program will teach youth the basic skills they need in order to run a food cart and cook healthy meals for their families while enhancing their employability and leadership skills. The FSYP will enhance the youth's food and leadership skills by tailoring opportunities based on developmental needs/stages of youth participants. The FSYP will offer and facilitate food safe, first aid and basic skills and licensing requirements for preparing and selling food. The FSYP will allow youth to prepare and sell food out of our food cart. Youth will receive honourariums for the work they do with the food cart. This funding request is specifically for the purchase of a food cart and trailer that meets Island Health requirements. In addition it will cover costs that are needed for food skills training, youth engagement facilitation and youth honourariums. The overall Teen Centre Engagement and Enhancement Project that was funded by the United Way (in the amount of \$129,000 over 3 years) included budget for additions and/or improvements to kitchen facilities at QVCC that would enhance food preparation options for youth in conjunction with the food cart and any other food preparation for the community [It was determined that matching funds would be essential to have adequate resources to accomplish Teen Centre Engagement and Enhancement project completion. This is especially true given the facility renovation costs that are a goal of the project]. As well, it provides for other opportunities to improve the QVCC Teen Centre. The key to all of this is youth engagement which started with YIA, has continued with consultations with neighbourhood and participant youth through QVCC. We have been ensuring that all directions and decisions are as youth driven as possible connected to Food Skills for Youth as well as the overall Teen Centre Engagement and Enhancement Project. This is consistent with our commitment to high standards for working with youth as taught and outlined through the Youth Program Quality Initiative that we belong to.

Does this project or program impact public space? ☒ Yes ☐ No : Teen Centre and Kitchen Facility Renovations at

QVCC



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

2015 Strategic Plan Grant Application Form

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 \$65,746 (one year budget) _____ Amount Requested \$10,000

Administrative costs are capped at a maximum of 18% of total budget. Indicate the percentage of administrative costs: 2%

How much is the organization contributing to this project or program? \$55,746 (including \$50,000 from United Way) _____

Please indicate the funding sources for this application:

☒ Matching funds

Organization Name	Contact Person	Phone Number	Amount
United Way	Lee Anne Davies	250 220 7360	50,000 (Year 1)
			129000 (over 3 years)

☒ In-Kind contributions

Organization Name	Contact Person	Phone Number	Amount
QVCC	Kelly Greenwell	250 388 7696	\$3,746 (Volunteers)
			\$2,000 (Management)

☐ Waived fees and charges ***Are being sought but not confirmed at this time

Organization Name	Contact Person	Phone Number	Amount

☐ Other ***Are being sought but not confirmed at this time

Organization Name	Contact Person	Phone Number	Amount

Grand Total of Other Funding Sources \$55,746 _____

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

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

The FSYP would still be able to run on a limited basis. We may not be able to accomplish the goals of FSYP project as quickly and it would limit the ability to accomplish the complementary goals of the Teen Centre Engagement and Enhancement Project which include improvements to the components and facility at the Teen Centre as well as either the creation of a kitchen in the teen centre or the enhancement of existing kitchen facilities at QVCC (which would be accessed by youth when they prepare food for the Food Cart or for the community in general).



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

2015 Strategic Plan Grant Application Form

SECTION 6. PROJECT OR PROGRAM TIMELINE

Project or program dates From: August 2015 To: June 2016

Project or program location: Quadra Village Community Centre

Project or program timeline and major milestones.

Date	Milestone
July/August 2015	Buy Food Cart & Naming of Food Cart & Licensing for Food Cart
July/August 2015	Food Cart Plan Development
Starts July/August 2015 (ongoing)	Recruitment of Participants
Starts July/August 2015 (ongoing)	Food Safe Workshop, First Aid, Health and Safety Orientation
Starts July/August 2015 (ongoing)	Food Prep & Cooking Lessons
August 2015 (ongoing)	Food Cart open for trial runs and presence at initial events
Fall 2015/ Winter 2015, 2016/ Spring 2016	Registered for Festivals and community events
Summer 2016	One year of business!

SECTION 7. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10-15 Total volunteer hours required: 200

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
☒ Social Media

☒ Newsletter
☒ Annual Report

☐ Sponsor Plaque
☒ Other City of Victoria sticker on food cart

☐ Newspaper Advertisement

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

2015 Strategic Plan Grant Application Form

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 | and Food Systems |
| <input checked="" type="checkbox"/> Engage and Empower the Community | <input type="checkbox"/> Complete a Multi-model 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 type="checkbox"/> Create Prosperity through Economic Development | <input type="checkbox"/> Plan for Emergencies Including Climate Change Short and Long Term |
| <input type="checkbox"/> Make Victoria More Affordable | <input type="checkbox"/> Demonstrate Regional Leadership |
| <input checked="" type="checkbox"/> Facilitate Social Inclusion and Community Wellness | |
| <input checked="" type="checkbox"/> Enhance and Steward Public Spaces, Green Spaces | |

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

There are a number of areas in which the FSYP meets the City of Victoria's Strategic Plan Objective's. The FSYP will enhance the quality of life for a number of residents in the Hillside-Quadra area as well as engage youth and build food skills by bringing food into our community, teaching youth how to cook healthy meals and enhancing youth's employability skills. In these areas the FSYP is building capacity of our neighbourhood by offering essential skills needed to live a healthy/positive lifestyle.

Innovate and Lead

Quadra Village Community Centre was a key partner in supporting the United Way's Youth In Action (YIA) project in Hillside-Quadra. Over a period of over 2 years, YIA reached out at neighbourhood events and schools and in the process solicited extensive feedback, mapped neighbourhood resources and wrestled with how best to invest funding that was provided by United Way and Coast Capital. Based on neighbourhood feedback and their own direct experience of QVCC they decided that the Teen Centre Engagement and Enhancement project and all of the elements of the FSYP were priorities to support for the benefit of youth from Hillside-Quadra and surrounding neighbourhoods..

Engage and Empower the Community

Youth engagement is a key part of this strategic priority and FSYP engages youth through opportunities to give feedback, make decisions and the opportunity to build skills ranging from lifeskills to leadership skills. For example, we will be giving youth multiple opportunities to lead including short term project lead roles (in conjunction with an adult mentor) and orienting and mentoring youth getting prepared to prepare and serve food. The food cart represents a valuable tool for QVCC to use in ongoing life skills and leadership building for youth participants.

Facilitate Social Inclusion and Community Wellness

FSYP enhances the quality of life for youth from Hillside-Quadra and surrounding neighbourhoods, many of whom are contending with family issues such as generational underemployment, poverty, cultural stereotyping, family instability, addiction, family violence and inadequate housing.

Enhance and Steward Public Spaces

FSYP is a key complement to the Teen Centre Engagement and Enhancement Project which give local residents, in this case youth, a direct , impactful voice that will author the components, facilities and environment in the QVCC Teen Centre



1 Centennial Square
Victoria, BC V8W 1P6

E grants@victoria.ca

2015 Strategic Plan Grant Application Form

How many will benefit from the project or program? 50-100

Percentage of Greater Victoria Residents? 100%

Who is your target audience? Youth between the ages of 13-19 especially those living in poverty and contending with various barriers in Hillside-Quadra and surrounding neighborhoods



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

2015 Strategic Plan Grant Application Form

Signature: _____

A handwritten signature in blue ink, appearing to read "Kelly Greenwell", written over a horizontal line.

Position: Executive Director

Name: Kelly Greenwell

Date: June 26, 2015

Food Skills for Youth Project
Budget
Submitted June 2015

Expense	Projected
Food Cart Purchase	8,000
Kitchen/Teen Centre Enhancements	45,000
Food skills and related life skills facilitation and support	3,000
Youth participation and leadership incentives	2,200
Program Supplies/Food	1600
Administration	200
Totals	60,00.00
Contributionss	
<u>Request</u> of \$10,000 to City of Victoria Strategic Plan Grants	10,000
United Way	50,000.00
Total	60,00.00

***As stated in the application the Food Skills for Youth Project is part of the Teen Centre Engagement and Enhancement Project and represents a matching grant that would cover a specific aspect of the project as per the Project or Program Information description on page 2 of the application**