



DISTRICT OF WEST VANCOUVER
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

4.

COUNCIL REPORT

Date:	September 20, 2021
From:	Doti Niedermayer, Senior Manager, Cultural Services and Arleta Beckett, Community Services & Community Development Manager
Subject:	COVID-19 Impact Assistance Grant for Not-for-Profit Organizations: Funding Recommendations
File:	0116-20-CGC1

RECOMMENDATION

THAT

1. the Community Grants Committee's recommendations for allocations of the *COVID-19 Impact Assistance Grant for Not-for-Profit Organizations*, attached as **Appendix A** to the September 20, 2021 report titled "*COVID-19 Impact Assistance Grant for Not-for-Profit Organizations: Funding Recommendations*", be approved;
2. the Community Grants Committee's recommendations that the *COVID-19 Impact Assistance Grant for Not-for-Profit Organizations* be allocated to the West Vancouver Chamber of Commerce and to the West Vancouver Legion, as outlined in **Appendix B** to the September 20, 2021 report titled "*COVID-19 Impact Assistance Grant for Not-for-Profit Organizations: Funding Recommendations*", be approved; and
3. unallocated funds from the original \$300,000 *COVID-19 Impact Assistance Grant for Not-for-Profit Organizations'* budget be carried forward and added to the 2022 Community Grants Program budget in order to provide a one-time increase to funding for 2022.

1.0 Purpose

To obtain Council's approval for the allocation of the *COVID-19 Impact Assistance Grant for Not-for-Profit Organizations* as recommended by the Community Grants Committee (CGC).

2.0 Legislation/Bylaw/Policy

The Community Grants Program's policies are outlined in the District of West Vancouver's (District) 2017 Community Grants Program Policy Framework (2017 Framework) (**Appendix C**). The applications for the *COVID-19 Impact Assistance Grant for Not-for-Profit Organizations* were reviewed by the eight members of the CGC and evaluated based on this 2017 Framework and the criteria outlined in the *COVID-19 Impact*

Assistance Grant for Not-for-Profit Organizations: Criteria and Application (Appendix D).

The District's 2017 Blueprint for Social Responsibility & Change (Appendix E) identifies social action plans and strategies to advance community connections and well-being in West Vancouver through innovative leadership, social responsibility, and inclusion. This ensures that resources distributed through the District are meaningful and relevant to West Vancouver residents of all ages.

3.0 Council Strategic Objective(s)/Official Community Plan

This report reflects Council's Strategic Objective 5.3: Continuing to pursue excellence in community engagement, consultation and communication; leveraging technology.

The District's 2018 Official Community Plan supports demographic and cultural diversity, as well as enhancing public facilities and spaces through the following policies:

Policy 2.8.7: Support the delivery of programs, services, events, and activities that celebrate the full spectrum of cultural and ethnic diversity of the District and promote intercultural and intergenerational connections.

Policy 2.8.15: Support an expanded variety of community activities ranging from community-wide events and smaller private events through policy, facilities, and grants, as appropriate.

4.0 Financial Implications

The District received a grant of \$5 million from the BC Provincial Government's relief fund for support and recovery of activities suspended or affected due to COVID-19. Although the grant was intended to support Municipal activities, the Province indicated that some portion of the grant may be used to support other not-for-profit organizations (NPOs) in the community in their restart efforts.

On July 12, 2021, Council approved that \$300,000 of this funding be directed to create the one-time *COVID-19 Impact Assistance Grant for Not-for-Profit Organizations*. This grant can support the important work done by NPOs serving West Vancouver's citizens, and assist with the significant financial challenges these organizations have experienced due to COVID-19.

5.0 Background

5.1 Previous Decisions

Council, at its July 12, 2021 regular meeting, passed the following resolutions:

THAT

1. *staff be directed to allocate \$300,000 from the COVID-19 Safe Restart Grant to fund the COVID-19 Impact Assistance Grant for Not-for-Profit Organizations;*
2. *the Community Grants Committee be directed to review all applications for this grant using the same process as the annual Community Grants Program, and then recommend grant funding from the COVID-19 Impact Assistance Grant for Not-for-Profit Organizations to Council; and*
3. *the Community Grants Committee report back to Council in October 2021 with recommendations on grant allocations from the COVID-19 Impact Assistance Grant for Not-for-Profit Organizations.*

5.2 History

The District established the Community Grants Program to support NPOs that deliver important social, arts, cultural, and community services for citizens of West Vancouver. The Community Grants Program benefits West Vancouver by:

- supporting diverse NPOs that respond to a broad spectrum of community needs and interests;
- providing local government sponsorship for community organizations to better attract funding from senior levels of government, donors, and foundations; and
- encouraging civic engagement, service, and volunteerism.

The *COVID-19 Impact Assistance Grant for Not-for-Profit Organizations* was established to provide one-time financial assistance to NPOs that have experienced financial challenges due to COVID-19 and that serve West Vancouver citizens.

6.0 Analysis

6.1 Discussion

The total budget for the 2021 *COVID-19 Impact Assistance Grant for Not-for-Profit Organizations* is \$300,000. The recommendations are for \$218,500 to be granted as shown on **Appendices A and B**.

Applications were received from organizations that had previously applied to the Community Grants Program and organizations that have no recent history (five years) with the Community Grants Program.

The CGC reviewed all of the applications in detail based on the following key questions:

- Did the application meet the grant eligibility and assessment criteria outlined in **Appendix D**?

- Was the application complete?

The CGC met four times to review and discuss applications. Recommendations were based on a majority vote of the CGC members.

Recommendations for Organizations

Appendix A provides a list of organizations that meet the grant criteria and are recommended for funding by the CGC.

Appendix B provides a list of two organizations, the West Vancouver Chamber of Commerce and the West Vancouver Legion, that are recommended by the CGC for grant funding. These two organizations meet all of the grant criteria as outlined in **Appendix D, COVID-19 Impact Assistance Grant for Not-for-Profit Organizations: Criteria and Application**, except that they are incorporated as not-for-profit organizations under the Canada Not-for-Profit Corporations Act and not under the BC Societies Act. The CGC members felt that the grant applications for both organizations were strongly aligned with the purpose of the *COVID-19 Impact Assistance Grant for Not-for-Profit Organizations* and that this technical distinction should not be used to exclude the applicants.

Appendix F provides a list of grant requests that are not being recommended for funding by the CGC.

It is recommended to carry forward the projected unallocated \$81,500 to the 2022 Community Grants Program budget. This funding would be in addition to the regular 2022 Community Grants Program budget and would provide a one-time increase to funding.

6.2 Sustainability

The recommended grants will provide one-time financial assistance for NPOs that have faced undue hardship due to COVID-19 which will aid in the sustainability of these organizations.

6.3 Public Engagement and Outreach

Information about the one-time *COVID-19 Impact Assistance Grant for Not-for-Profit Organizations* was posted on the District's website and in other Municipal publications and promoted through various newsletters and media channels. In addition, advertisements were placed in the *North Shore News*. All organizations that applied for a Community Grant in 2019, 2020, and/or 2021 received an email outlining this new one-time grant to ensure they were aware of the opportunity. Lastly, information about this grant was sent out through the North Shore Inter-Agency Network, and to District sports and child care organization contacts.

6.4 Other Communication, Consultation, and Research

The CGC was established by Council in March 2009 to review and make recommendations on all Community Grant Program requests.

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7.0 Options

7.1 Recommended Option

It is recommended that Council approve the *COVID-19 Impact Assistance Grant for Not-for-Profit Organizations*' allocations recommended by the Community Grants Committee as outlined in **Appendices A and B** to the September 20, 2021 report titled "*COVID-19 Impact Assistance Grant for Not-for-Profit Organizations: Funding Recommendations*" and allocate all remaining funds to the 2022 Community Grants Program budget to provide a one-time increase to that budget for 2022.

7.2 Considered Options

Council may:

1. direct staff to proceed with any or all of the recommendations in this report;
2. request further information; and/or
3. not approve the recommendations.

8.0 Conclusion

This report outlines the allocations for the *COVID-19 Impact Assistance Grant for Not-for-Profit Organizations* recommended by the Community Grants Committee and seeks Council's approval for these recommendations.

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Concurrence:



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Appendices

- Appendix A: *COVID-19 Impact Assistance Grant for Not-for-Profit Organizations: Recommended for Funding*
- Appendix B: *COVID-19 Impact Assistance Grant for Not-for-Profit Organizations – Organizations Incorporated As Not-for-Profit under the Canada Not-for-Profit Corporations Act Instead of under the BC Societies Act: Recommended for Funding*
- Appendix C: District of West Vancouver Community Grants Program Policy Framework (2017)
- Appendix D: *COVID-19 Impact Assistance Grant for Not-for-Profit Organizations: Criteria and Application*
- Appendix E: District of West Vancouver Blueprint for Social Responsibility & Change (2017)
- Appendix F: *COVID-19 Impact Assistance Grant for Not-for-Profit Organizations: Applications not Recommended for Funding*

APPENDIX A
COVID-19 Impact Assistance Grant for Not-for-Profit Organizations:
Recommended for Funding

ORGANIZATION	COVID-19 Impact Assistance Grant Request	COVID-19 Impact Assistance Grant Recommended
BC Pets and Friends	\$ 8,000	\$ 5,000
Belweder North Shore Polish Association	\$ 6,260	\$ 3,000
Capilano Community Services Society	\$ 10,000	\$ 10,000
Capilano Rugby Football Club	\$ 10,000	\$ 5,000
Crisis Centre of BC	\$ 10,000	\$ 10,000
Enhance West Van	\$ 10,000	\$ 10,000
Family Services of the North Shore	\$ 10,000	\$ 10,000
Hollyburn Family Services	\$ 10,000	\$ 10,000
Kay Meek Arts Society	\$ 150,000	\$ 10,000
Laudate Singers	\$ 2,000	\$ 2,000
Lions Gate Sinfonia	\$ 10,000	\$ 10,000
North Shore Artists' Guild	\$ 18,100	\$ 10,000
North Shore Community Chorus Society	\$ 5,000	\$ 5,000
North Shore Community Resources	\$ 10,000	\$ 10,000
North Shore ConneXions Society	\$ 10,000	\$ 5,000
North Shore Female Ice Hockey Association	\$ 10,000	\$ 5,000
North Shore Light Opera Society	\$ 2,000	\$ 2,000
North Shore Restorative Justice	\$ 10,000	\$ 10,000
North Shore Volunteers for Seniors	\$ 6,500	\$ 6,500
Presentation House Theatre	\$ 10,000	\$ 10,000
Special Olympics	\$ 5,000	\$ 5,000
Vancouver Chamber Music Society	\$ 6,000	\$ 3,000
West Vancouver Community Arts Council	\$ 10,000	\$ 10,000
West Vancouver Lawn Bowling Club	\$ 10,000	\$ 10,000
West Vancouver Marine Rescue Society	\$ 10,000	\$ 10,000
West Vancouver Minor Hockey Association	\$ 10,000	\$ 8,000
West Vancouver Otters Swim Club	\$ 10,000	\$ 6,000
West Vancouver Youth Band	\$ 10,000	\$ 10,000
TOTAL	\$ 388,860	\$ 210,500

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APPENDIX B

**COVID-19 Impact Assistance Grant for Not-for-Profit Organizations –
Organizations Incorporated as Not-for-Profit under the Canada
Not-for-Profit Corporations Act Instead of under the BC Societies Act:
Recommended for Funding**

ORGANIZATION	COVID-19 Impact Assistance Grant Request	COVID-19 Impact Assistance Grant Recommended
West Vancouver Chamber of Commerce	\$ 10,000	\$ 5,000
West Vancouver Legion	\$ 10,000	\$ 3,000
TOTAL	\$ 20,000	\$ 8,000

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District Of West Vancouver Community Grants Program Policy Framework (2017)

SECTION A: DISTRICT OF WEST VANCOUVER OVERVIEW

West Vancouver Vision

West Vancouver will inspire excellence and lead by example. Collaborative government and a spirit of personal civic commitment will power the innovations that shape our shared future. The strength of this relationship will secure our treasured quality of life and will be the measure of our success as a community.

West Vancouver Mission

We champion the opportunities that demonstrate our deep commitment to:

- foster a sense of shared and individual responsibility for community well-being, inclusion, social unity and respect for our full heritage;
- protect, restore and defend our natural environment; legislate efforts to effect positive change;
- encourage diversity in housing, land use and innovative infrastructure within our distinct neighborhoods to meet changing needs;
- enrich community vitality, health and understanding through integrating arts, learning, inter-cultural experiences and physical activity into our daily lives; and
- maximize the potential of our economic base and services, and balance the effective, long-term use of resources for current and future generations.

West Vancouver Strategic Objectives

Mayor and Council have determined eight priorities for the District to focus on throughout their term. For 2014 to 2018, these priorities are:

- Ambleside: Waterfront and town centre;
- built form, housing and neighbourhood character;
- fiscal sustainability and municipal services;
- natural environment and climate action;
- Official Community Plan review;
- arts, culture and heritage;
- Police services and Municipal Hall project (formerly the Public Safety Building); and
- traffic and transportation.

The District of West Vancouver, through Council, community and staff, develops strategies and priorities for implementing strategic objectives that align with the District's vision and mission. Implementation may include partnerships with not-for-profit organizations doing work in the community and for the benefit of West Vancouver residents.

SECTION B: COMMUNITY GRANTS PROGRAM OVERVIEW

1. West Vancouver Community Grants Program

The District established the Community Grants Program to support not-for-profit organizations that deliver important social, arts, cultural and community services in, or for citizens of West Vancouver. Through the Community Grants Program, individuals and groups of West Vancouver youth may apply for financial support through the Local to Global Youth Initiatives Fund.

The Community Grants Program supports the District's commitment to civic responsibility, community life and economic stability. Council appoints citizen volunteers to the Community Grants Committee (CGC) to provide independence in the adjudication process for Community Grants. Guided by the Blueprint for Social Responsibility and Change, CGC members evaluate applications and make recommendations to Council on requests from not-for-profit organizations for financial support to do their work in the community. Local to Global Youth Initiatives Fund grant applications are reviewed by the CGC, with recommendations forwarded to the Director of Parks, Culture & Community Services.

2. Community Grants Program Purpose

The Community Grants Program benefits residents of West Vancouver by:

- supporting diverse not-for-profit organizations that respond to a broad spectrum of community needs and interests;
- providing local government sponsorship for community organizations to better attract funding from senior levels of government, donors and foundations; and
- encouraging civic engagement, service and volunteerism.

3. Community Grants Program Funds

There are four distinct funds within the Community Grants Program:

- a) Local to Global Youth Initiatives
- b) Arts, Culture & Heritage
- c) Community & Social Services
- d) Community Vitality & Environment

Council determines the budget for the Community Grants Program through the District of West Vancouver's annual budget process.

By investing in individuals, as well as grassroots community projects, Local to Global Youth Initiatives Fund grants empower young people to impact their communities. They recognize individual youth who act as ambassadors of West Vancouver by participating in competitions, tournaments, competitive festivals or civic events that are regional, provincial, national or international in scope or nature and those groups who wish to create these types of opportunities in West Vancouver. The purpose of grants from this fund is to provide one-time support for participation and event costs.

Arts, Culture & Heritage grants support the development of the cultural sector in West Vancouver for all categories of arts.

Community & Social Services grants support organizations working in collaboration to address and find solutions to community social issues that impact residents. This includes meeting the needs of vulnerable populations, respecting social diversity and promoting social integration and inclusion.

Community Vitality & Environment grants support organizations that may be working in collaboration with the District of West Vancouver on one-time projects to improve or enhance sense of community, green and healthy environments and engagement of West Vancouver residents through community initiatives.

4. Types of Community Grants

Operating grants support organizations for services provided on an ongoing basis, or to organizations that provide a single service, whether ongoing throughout the year or recurring annually. Only applications to the Arts, Culture & Heritage fund and the Community & Social Services fund are eligible for operating grants. Operating grants may be given on a multi-year basis. The intent of multi-year funding is to provide the organization with some certainty for planning, budgeting and attracting other sources of funding. Multi-year funding is subject to performance and may be withdrawn if the applicant does not perform or fails to provide documents to evidence performance.

Project grants support organizations to implement specific programs or projects with an identifiable end date. Applications to all fund categories (Arts, Culture & Heritage; Community & Social Services; Community Vitality & Environment; and Local to Global Youth Initiatives) are eligible for project grants. Project grants are generally not multi-year in nature.

Some organizations apply for funding for a variety of distinctly different services. In such cases, the CGC may consider multiple applications for each distinct service. An organization submitting multiple applications must be able to distinguish and differentiate all the required elements for the CGC to evaluate their applications.

With the exception of grant applications to the Local to Global Youth Initiatives Fund, the Community Grants Program does not recommend grants to individuals or for expenses incurred prior to the application date.

SECTION C: APPLICANT ELIGIBILITY AND GRANT ADJUDICATION PROCESS

1. Eligibility

Organizations seeking grants must meet specific eligibility criteria and provide complete information set out in the application form. During the grant adjudication process, other information may be requested so the CGC may fully consider the application.

With the exception of applications for the Local to Global Youth Initiatives fund, all applicants must be not-for-profit organizations in good standing and currently incorporated as a “society” under the BC Societies Act.

With the exception of grant applications made to the Local to Global Youth Initiatives fund, the annual deadline for all grant submissions is **January 31**.

The following is a list of types of applicants or purposes which **THE COMMUNITY GRANTS PROGRAM DOES NOT FUND**:

- individuals or businesses
- fundraising projects or programs
- organizations that raise money to provide flow-through funds or grants to other organizations
- endowment funds, capital costs or start-up costs
- organizations without any operating history
- 100% of any operating or project costs
- debt retirement or reserves; mortgage pay-downs
- expenses incurred prior to the application date
- activities and events of religious, ethnic, cultural or political organizations that primarily serve their membership and/or their direct purposes
- groups that disparage others
- medical treatment or rehabilitation programs that are funded by the Medical Services Plan of BC
- organizations that do not demonstrate financial need
- services provided by or contracted by other levels of government.

2. Grant Adjudication Process

Applications for grants from the Local to Global Youth Initiatives fund are received, adjudicated and funded throughout the year; the CGC makes recommendations to the Director of Parks, Culture & Community Services for approval of these grants.

Applications to the Arts, Culture & Heritage; Community & Social Services; and Community Vitality & Environment funds are received and adjudicated once annually. The deadline for submission is **January 31**. The CGC makes recommendations to Council for funding, which takes place once in a calendar year and ties into the municipal budget process. Grant approvals are generally determined by June of each year.

In adjudicating applications, the CGC may take into consideration other benefits received by the applicant from the District, such as use of municipal facilities, receipt of services without charge or below ordinary cost and benefits derived through Permissive Tax Exemptions.

SECTION D: GUIDELINES FOR OPERATING GRANTS

1. Guidelines for Applying for an Operating Grant

- a) Organizations must be in good standing, currently incorporated as a “society” under the BC Societies Act.
- b) Operating grants may be up to a maximum of \$15,000 annually.
- c) Organizations must demonstrate that the activities within their application meet the needs of West Vancouver residents and/or enhance residents’ quality of life.
- d) Organizations may apply for more than one operating grant if the requests are for distinct programs or services.
- e) Organizations may apply for operating grants for a single or multi-year basis. Applicants meeting the eligibility criteria must provide the service during the period, maintain a proven record of accountability and demonstrate the need for funding to sustain the service.
- f) Organizations receiving operating grants are not excluded from applying for project grants.
- g) Organizations receiving a Community Grant must acknowledge funding assistance on all print and web-based material relating to the organization with the following: *We gratefully acknowledge the support of the District of West Vancouver through their Community Grants Program.*
- h) Organizations receiving a Community Grant must submit a completed annual accountability form for each grant received.

2. Evaluation Criteria for Operating Grants

Applicants must use and fully complete the downloadable application form to apply.

Operating grant applications will be reviewed based on the following criteria:

- organizations must be in good standing and currently incorporated as a “society” under the BC Societies Act
- services to be funded must be aligned with the purpose of the Community Grants Program
- applicants must show evidence of need for the service
- applicants must show evidence of financial need for a grant

SECTION E: GUIDELINES FOR PROJECT GRANTS

1. Guidelines for Applying for a Project Grant

- a) If the project is north shore-wide, a West Vancouver component must be identified.
- b) One-time-only special events, tournaments and anniversary celebrations will be considered.
- c) A group of individuals with support from a not-for-profit organization may apply for a project grant. If approved, the grant will be issued to the not-for-profit organization and it will be entirely responsible for all accountability requirements.
- d) The application must show either the completion of the project within one year, or an indication of what other sources of funding will support the activity in the future or to completion.
- e) Projects should build on the strengths of the community to respond to identified issues, needs and priorities.
- f) Projects that leave a legacy or demonstrate long-term benefits will be given preference.
- g) Special events that build awareness of an organization's activity will be considered for project grant funding. If the event is to be repeated, or become annual, it should be incorporated within the operating activities of the organization and an application should be made for an operating grant.
- h) Wherever possible, those affected by the project should be involved in its development, implementation and evaluation.
- i) Other funding sources for project grants should be sought and identified in the application.

2. Evaluation Criteria for Project Grants

Applicants must use and fully complete the downloadable application form to apply.

Project grant applications will be reviewed based on the following criteria:

- Organizations must be in good standing and currently incorporated as a "society" under the BC Societies Act.
- Services to be funded must be aligned with the purpose of the Community Grants Program.
- Applicants must show evidence of need for the project.
- Applicants must show evidence of financial need for a grant.

SECTION F: GUIDELINES FOR LOCAL TO GLOBAL YOUTH INITIATIVES GRANT

1. Guidelines for Applying for a Local to Global Youth Initiatives Grant

- a) Organizations, individuals and groups of youth may apply.
- b) Individuals applying may do so based on out-of-pocket costs to participate in competitions, tournaments, competitive festivals, conferences or leadership initiatives that are regional, provincial, national or international in scope.
- c) Applications from groups must be for initiatives held in West Vancouver or be able to demonstrate a significant benefit to West Vancouver's youth.
- d) Applicants must be West Vancouver residents aged 25 or younger at the time of the event.
- e) Individual applicants may make multiple applications for distinct events, however, the maximum grant for any applicant is \$500.

2. Application Process for Local to Global Youth Initiatives Grants

- a) Applicants must use and fully complete the downloadable application form to apply.
- b) Applicants must disclose actual out-of-pocket expenses directly incurred or anticipated, including competition, tournament or conference entry fees and transportation to the event.
- c) Applicants should include a description of their individual and/or group efforts to find additional sources of funding for the event through their own fundraising initiative and or sponsorship.
- d) There is no annual submission deadline for Local to Global Youth Initiatives grants. Applications may be made and will be received and considered at any point during the year. Applicants are urged to apply prior to the event, but may submit an application for a grant up to three (3) months after the event has completed.

3. Evaluation Criteria for Local to Global Youth Initiatives Grants

- a) Each application will be assessed on its own merits against the Local to Global Youth Initiative fund eligibility criteria and not compared to other applications.
- b) Applications are adjudicated by the CGC, and recommended applications are approved by the Director of Parks, Culture & Community Services.
- c) Each application is considered on a first-come, first-serve basis. Should the Local to Global Youth Initiatives fund be exhausted in a given year, remaining applications that are eligible and would otherwise be recommended will be placed in sequence for review and consideration in the following fiscal year. In this event, such applicants do not need to re-submit their application.

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**COVID-19 IMPACT ASSISTANCE GRANTS FOR
NOT-FOR-PROFIT ORGANIZATIONS:
CRITERIA AND APPLICATION**

July 13, 2021

The District of West Vancouver's Community Grants Program helps residents of West Vancouver by providing funding assistance to non-profit organizations offering programs and services that residents need.

Since the start of the COVID-19 pandemic in March 2020, many not-for-profit organizations have struggled and continue to struggle with meeting financial obligations for fixed costs and to deliver their services in an unprecedented time. The pandemic has increased the demand for the services and programs of not-for-profit organizations, while negatively affecting their revenues and volunteer contributions.

Through the 2021 Community Grants program process, it was evident that many West Vancouver not-for-profit organizations are struggling because of the pandemic's restrictions and the unforeseen challenges that it caused.

In response, the District of West Vancouver is offering one-time COVID-19 Impact Assistance Grants for not-for-profit organizations that have played, and continue to play, a critical role in the District of West Vancouver's social, cultural, and economic vitality.

Funding will be allocated from the one-time provincial COVID Safe Restart Grant received by the municipality earlier this year.

GRANT ELIGIBILITY AND ASSESSMENT CRITERIA

Organizations that apply must:

- meet the grant eligibility criteria:
- not-for-profit organizations in good standing and currently incorporated as a "society" under the *BC Societies Act*
- organizations that are located or have an active presence and deliver programs and services within West Vancouver
- organizations that demonstrate within their application that their activities meet the current needs of West Vancouver residents and/or enhance residents' quality of life during COVID-19
- organizations that have been operational for at least one full year
- organizations that incurred additional expenses or deficits related to COVID-19 between March 1, 2020 and September 30, 2021;

- demonstrate the severity of how COVID-19 has impacted the organization and the population it serves
- clearly articulate how funds will be spent and evidence that this plan will be carried out
- align with the District's vision to "inspire excellence and lead by example"
- prove financial and human resources to successfully complete the project and use the funds as approved
- provide complete financial statements for the periods of January to December 20, 2020 and January 1 to May 31, 2021.

Ineligible Organizations or Expenses

- Individuals or businesses
- Capital projects
- Fundraising projects or programs
- Organizations that raise money to provide flow-through funds or grants to other organizations
- Organizations without any operating history
- Expenses or deficits incurred prior to March 1, 2020
- Activities and events of religious, ethnic, cultural, or political organizations that primarily serve their membership and/or their direct purposes
- Groups that disparage others

<https://westvancouver.ca/be-involved/grants-awards/covid-grants>

WEST VANCOUVER COMMUNITY GRANTS

COVID-19 Impact Assistance Grant Application

The West Vancouver COVID-19 Impact Assistance Grant is a funding stream in response to the COVID-19 pandemic. Funding is intended to provide one-time financial assistance to not-for-profit organizations (NPOs) that provide services to residents or businesses of West Vancouver, and that have incurred unforeseen and unavoidable financial expenses and hardship due to COVID-19.

Eligible NPOs include those that deliver services in the following areas: community and social services; arts, culture and heritage; sports; childcare; and environment. Organizations must be in good standing and currently incorporated as a "society" under the BC Societies Act. Proof of financial need is required.

If your organization has a foundation or social enterprise that contributes financially to your operation, please connect with staff at communitygrants@westvancouver.ca to determine eligibility.

If your organization provides grants of any type, or funding directly to individuals or other organizations, **your organization is not eligible to apply for this grant.**

Organization name:

Mailing address:

Contact person and title:

Contact email:

Contact telephone:

Amount of funding requested (maximum \$10,000):

1. Describe how your organization was impacted by COVID-19. What services were cancelled or had to be adjusted?

2. Describe the types of costs your organization incurred to respond to the COVID-19 pandemic? (e.g. purchase of technology, supplies for your organization to become COVID-19 compliant)

WEST VANCOUVER COMMUNITY GRANTS

COVID-19 Impact Assistance Grant Application

3. Describe the types of revenue losses your organization experienced due to COVID-19? (e.g. loss of participant/audience revenues, donor/sponsor funding, grant funding)

4. How will your organization use this grant?

5. How many individuals does your organization serve in West Vancouver?

2019:	
2020:	
2021:	

6. Some organizations hold financial reserves (e.g. investments, GICs, Term Deposits). Describe all reserves held by your organization by their purpose and restrictions.

WEST VANCOUVER COMMUNITY GRANTS

COVID-19 Impact Assistance Grant Application

Budget and In-Kind Contributions

This budget is for the period of:		To	
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Show cash costs only (do not include non-cash items such as volunteer hours, depreciation and amortization). Support from municipal departments (e.g. Festivals & Events Department, Police, Fire, Engineering, Blue Bus, Permissive Tax Exemptions) should be shown in the text box on page two of this form.

REVENUES	AMOUNT	
	PENDING	CONFIRMED
GOVERNMENT REVENUES		
Municipal Community Grants:		
District of West Vancouver		
District of North Vancouver		
City of North Vancouver		
Provincial Grants:		
Community Gaming Grants		
Other: specify:		
Other: specify:		
Government of Canada		
Federal Employment Programs		
Other: specify:		
Other: specify:		
Total Government Revenues	\$ 0	\$ 0
EARNED REVENUES		
Ticket admissions/workshop fees		
Fees		
Rental income		
Sponsorship/advertising		
Concession/gift shop/merchandise		
Other: specify:		
Total Earned Revenues	\$ 0	\$ 0
OTHER REVENUE SOURCES		
Monetary donations:		
Corporate		
Individuals		
Distribution from a foundation		
Endowment Income		
Fundraising Special Events		
Other: specify:		
Total Other Revenues	\$ 0	\$ 0
TOTAL REVENUES (PENDING & CONFIRMED)	\$ 0	\$ 0
COMBINED TOTAL REVENUES	\$ 0	

WEST VANCOUVER COMMUNITY GRANTS

COVID-19 Impact Assistance Grant Application

EXPENSES	AMOUNT
ADMINISTRATIVE EXPENSES	
Accounting/legal fees	
Equipment rental/maintenance	
Fundraising costs	
Insurance	
Office rent/storage rent	
Other: specify:	
Total Administrative Expenses	\$ 0
OPERATING EXPENSES	
Contract fees: specify: test entry	
Salaries	
Employment-related benefits and mandatory employment related costs	
Equipment, materials and supplies: specify: test entry	
Promotion and advertising	
Performance/exhibition/rehearsal space rent	
Sundry charges	
Travel/transportation	
Taxes	
Technical expenses: specify: test entry	
Telecommunications	
Utilities	
Other operating expenses: specify: test entry	
Total Operating Expenses	\$ 0
TOTAL ALL EXPENSES	\$ 0
TOTAL ALL REVENUES (from page 1)	\$ 0

Please list all in-kind contributions the organization receives for project or operating costs. (Does not have to be the exact value if not known)

WEST VANCOUVER COMMUNITY GRANTS

COVID-19 Impact Assistance Grant Application

Please include the following along with this completed application form:

1. A current Society Annual Report as filed with the BC Registry Services (that shows the list of directors and that the organization is in good standing).
2. Financial Statements (audited or unaudited) for January 1-December 31, 2020 and January 1-May 31, 2021

Please submit this completed application form along with the above accompanying attachments by August 10, 2021:

- By email to: communitygrants@westvancouver.ca (do not include hyperlinks or website addresses with your application).
- By mail to: West Vancouver Community Centre, attn: Community Grants, 2121 Marine Drive, West Vancouver BC V7V 4Y2
- In person: drop off this form along with the accompanying documentation, clearly marked Community Grants, to the third floor at the West Vancouver Community Centre, 2121 Marine Drive, West Vancouver

Application submission deadline	August 10, 2021
Anticipated funding decision	October 18, 2021

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BLUEPRINT FOR SOCIAL RESPONSIBILITY & CHANGE

FRAMEWORK FOR A SOCIAL ACTION PLAN FOR WEST VANCOUVER

District of West Vancouver Community Grants Committee (2017)

west vancouver

VISION | ADVANCE COMMUNITY CONNECTIONS AND WELL-BEING
IN WEST VANCOUVER THROUGH INNOVATIVE LEADERSHIP,
SUSTAINABILITY OF SOCIAL RESPONSIBILITY, AND INCLUSION

GUIDING PRINCIPLES

First introduced in 2008, the West Vancouver Blueprint for Social Responsibility and Change is a long-range strategic planning tool to address issues fundamental to the health and well-being of a vibrant community, such as equity, health, quality of life and social inclusion. The Blueprint helps to guide decisions and resource allocations on social matters to help create positive community change. Through this, many successful collaborative initiatives have advanced connections and well-being in West Vancouver.

The 2017 Blueprint for Social Responsibility and Change contains revised strategies that reflect current community needs and the District's commitment to ensuring that social issues are considered as an integral part of long-term planning and community sustainability.

- Imbed the importance of community social services in the District's culture
- Anticipate and meet community needs as demographic changes occur, through short and long term strategies for the delivery of social services
- Respond to and identify new directions and challenges through a social services delivery model that is both innovative and flexible
- Ensure a purposeful and accountable response to community needs by measuring, evaluating and monitoring progress
- Embrace the values of diversity, access, social inclusion, safety and adaptability in all District initiatives
- Proactively address social challenges by taking actions that ensure equal treatment of all citizens



1 RECOGNIZE THE DELIVERY OF COMMUNITY SOCIAL SERVICES AS A VITAL MUNICIPAL PRIORITY

STRATEGY 1

Apply a 'social' lens to development and policy planning to ensure that the social priorities of the community are considered in municipal planning and processes.

STRATEGY 2

Ensure the municipal budget cycle is informed of social services needs.

STRATEGY 3

Provide training around awareness of barriers and accessibility for District staff.

STRATEGY 4

Continue support of recreation and leisure opportunities for the marginalized individuals through the District's Recreation Financial Assistance Program, and like programs available through not-for-profit organizations.

STRATEGY 5

Promote and support community skills-based training in intercultural competency, conflict resolution, human rights and anti-racism.



RECONCILIATION | We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills based training in intercultural competency, conflict resolution, human rights, and anti-racism.

Call to Action #57

Truth and Reconciliation Commission of Canada: Calls to Action (2015)

2 ENSURE THE RESOURCES DISTRIBUTED THROUGH THE DISTRICT ARE MEANINGFUL AND RELEVANT TO WEST VANCOUVER RESIDENTS OF ALL AGES

STRATEGY 6

Ensure that the Community Grants process supports organizations that meet the needs of, and are accessible to, West Vancouver residents.

STRATEGY 7

Promote relationship-building and ongoing dialogue amongst residents.

STRATEGY 8

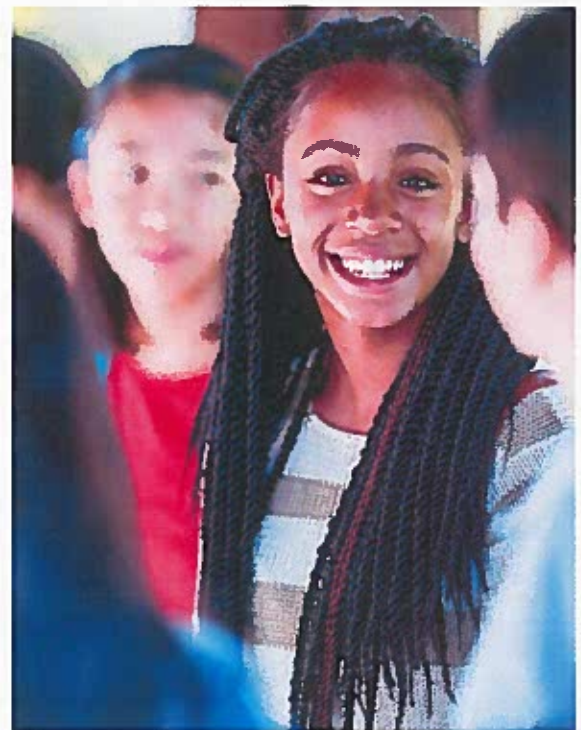
Ensure that municipal services are provided in a manner that respects the diversity of all residents.

STRATEGY 9

Continue to support and enhance child and youth engagement processes so that young people have an ongoing and meaningful role in providing input to District services and related policy development.

STRATEGY 10

Explore the potential for neighbourhood hubs based on community partnerships.



“ **VULNERABILITY** | People in West Vancouver are not always aware that challenges such as poverty, disability, and mental health issues exist here. We need to do more to reach out to those who are “invisible” and vulnerable in our community.

Vital Signs (2017)

West Vancouver Community Foundation

3 COLLABORATE AND MAINTAIN DIALOGUE WITH ORGANIZATIONS IN THE COMMUNITY THAT FILL SOCIAL NEEDS AND GAPS AND THAT FOSTER A SENSE OF RESPONSIBILITY FOR COMMUNITY WELL-BEING

STRATEGY 11

Conduct open forums with local service providers to discuss emerging issues and opportunities for collaboration.

STRATEGY 12

Liaise with community agencies, funders and businesses to identify opportunities for collaboration.

STRATEGY 13

Work with the Squamish Nation to find ways to collaborate to meet social service needs.

STRATEGY 14

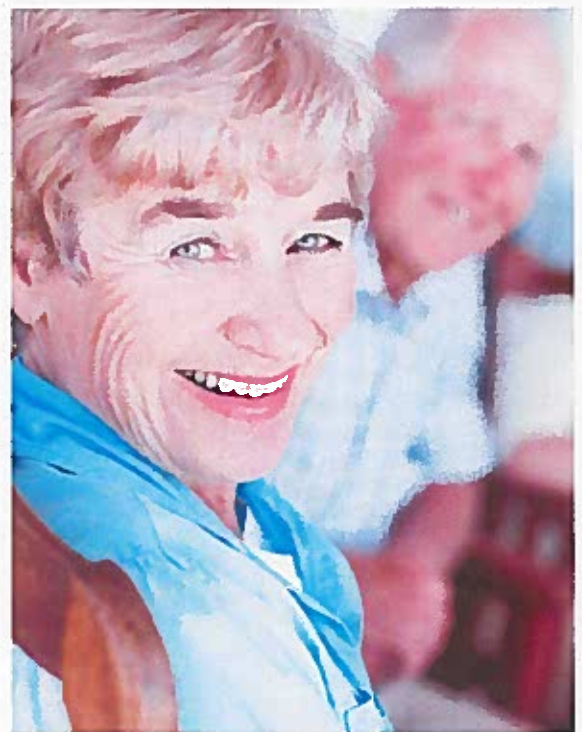
Maintain and develop partnerships with local community groups and networks.

STRATEGY 15

Promote integrated school and community collaborations.

STRATEGY 16

Explore ways to foster citizen engagement.



COMMUNITY RESILIENCY | Supportive communities provide environments in which people are able to make decisions to improve their health and engage in healthy behaviors.

District of West Vancouver and Lions Bay Community Health Profile

My Health My Community survey

4 MAKE FAIR USE OF RESOURCES TO SUPPORT AND ENCOURAGE THE LONG-TERM INDEPENDENCE AND SUSTAINABILITY OF COMMUNITY SOCIAL SERVICES

STRATEGY 17

Encourage, facilitate and accommodate activities organized by residents as a means to foster a sense of belonging to the community and support diversity.

STRATEGY 18

Review and make recommendations on the allocation of municipal resources to social services to determine if budget allocations adequately address community needs.

STRATEGY 19

Encourage volunteerism in West Vancouver.

STRATEGY 20

Conduct an annual review of the Community Grants budget to determine if budget allocations adequately address community needs and values.



VOLUNTEERISM | Service clubs and volunteer work should be encouraged. They do good for many in and around our community.

Participant, Phase 2 District of West Vancouver Official Community Plan Review (October 2017)

5 WORK WITH COMMUNITY ORGANIZATIONS DELIVERING SERVICES TO WEST VANCOUVER RESIDENTS TO ADDRESS EMERGING COMMUNITY SOCIAL SERVICE NEEDS

STRATEGY 21

Continue to build partnership arrangements with West Vancouver School District around the use of public facilities to ensure effective use of all facilities and maximize community benefits.

STRATEGY 22

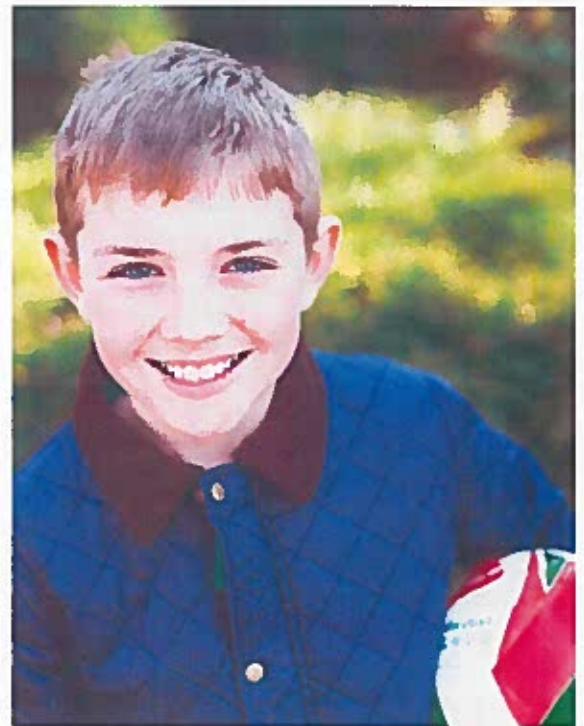
Strengthen relationships and communication with Coast Salish Peoples and provincial and federal government departments in areas where there are shared interests or overlapping jurisdiction.

STRATEGY 23

Participate in regional and tri-municipal planning tables and joint funding initiatives to share knowledge and implement sustainable strategies for addressing priority issues.

STRATEGY 24

Continue with and annually update the Healthy Communities Partnership agreement with Vancouver Coastal Health.



DIVERSITY | Diversity needs diversity. Diverse people want to live in diverse cities with culture, arts and sports that reflect such dynamic backgrounds, but also serve to unify through shared experiences.

Diversity Dividend: Canada's Global Advantage, Centre for International Governance Innovation, 2017

6 WORK WITH COMMUNITY ORGANIZATIONS TO IDENTIFY WAYS OF BETTER LONG-TERM FINANCIAL SUSTAINABILITY SO THEY CAN DELIVER SERVICES RELIABLY

STRATEGY 25

Examine the Community Grants application processes on a regular basis to ensure service review, evaluation and adjustment meet municipal and community needs.

STRATEGY 26

Examine the permissive tax exemption application process on a regular basis to ensure service review, evaluation and adjustment meet municipal and community needs.



“ **MUNICIPAL ROLE IN SOCIAL CONNECTEDNESS** | Socially connected communities support strong citizen engagement and enhance the health and well-being of residents. Local governments can play a role in improving social connectedness and helping communities thrive by creating strong social environments and resilient neighbourhoods. *BC Healthy Communities (2017)*

APPENDIX F
COVID-19 Impact Assistance Grant for Not-for-Profit Organizations:
Applications not Recommended for Funding

ORGANIZATION	COVID-19 Impact Assistance Grant Request	COVID-19 Impact Assistance Grant Recommended
4921 Reading Room Society	\$ 7,000	\$ -
Coho Society	\$ 5,000	\$ -
Evergreen Squash Club of West Vancouver	\$ 10,000	\$ -
Gatehouse Montessori School	\$ 10,000	\$ -
Har El The North Shore Centre for Jewish Life Society	\$ 10,000	\$ -
Science World	\$ 7,500	\$ -
TOTAL	\$ 49,500	\$ -

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