

VCH's One-Time-Only Health Promotion¹ Project Grants (OTO) are for projects that are one-time-only in nature and intent, and that lead to greater equity in wellness by building on a community's social, environmental, cultural and economic foundations. They are intended to respond to time-limited (rather than an ongoing) community and/or programmatic needs. This year's OTO grants may respond to the consequences of COVID-19 and associated public health measures, and should build program, organizational and community resiliencies.

Funding for this grant program is very limited. 2021 grants are expected to range from \$100 to \$10,000, with an average grant of \$8,000. Approximately 10% of proposed projects typically receive funding.

2021 PRIORITY FUNDING AREAS:

- Community capacity building to increase any one of the following: mental wellness; food security; income security; physical activity (See the BC Physical Activity Strategy and the Canadian Society for Exercise Physiology 24-Hour Movement Guidelines to learn more about a healthy balance of physical activity, sedentary behaviour, and sleep)²; community resiliency in response to climate change and other health crises; social connectedness and social supports for vulnerable people; and community resiliency especially in support of, and within, any of the priority target populations listed below.
- Initiatives that help decrease domestic violence.
- Collaborative efforts by non-profit community organizations working together to effect policy and/or other systemic changes in one or more of the above health promotion areas.
- Organizational capacity building to strengthen organizations implementing health promotion programming.³

2021 PRIORITY TARGET POPULATIONS:

Priority is given to initiatives that will serve:

- At-risk children and youth
- Family Caregivers
- Seniors
- Black, Indigenous, and People of Colour (BIPOC)
- Disabled, chronically ill, or immunocompromised people
- Refugees and other vulnerable newcomers.

2021 APPLICATION DEADLINES:

Applications must be received **before 5:00pm on November 15, 2021**. Please email your completed application in the attached template format to ComminvestApplications@vch.ca.

Please note: If you would like additional support with applying or wish to explore alternate methods of submitting the application, please feel free to email us at community.investments@vch.ca or call us at 604-714-3780 before the deadline.

THINGS TO KNOW BEFORE YOU APPLY:

- Your proposal should indicate how your project will be successful and how it is one-time-only in nature and intent (or, if your activities will continue beyond the funded period, how it will be sustainable)
- Applicants may submit more than one application for different one-time-only projects in the same or different rounds.
- Applicants are not informed prior to the application deadline if their project is ineligible.
- Funding decisions are made by an adjudication panel.
- Applicants will be notified of funding decisions approximately 4-6 weeks after the application deadline.

¹ "Health promotion is the process of enabling people to increase control over, and to improve, their health. It moves beyond a focus on individual behaviour towards a wide range of social and environmental interventions." – World Health Organization.

² Some examples of building on community capacity include: volunteer training, peer support, community-based planning/engagement, organizational development, and partnership building.

³ Organizational Capacity Building (OCB) refers to the strengthening of internal organizational structures, systems and processes, management, leadership, governance and overall staff capacity to enhance organizational and team performance. In reviewing OCB proposals, priority is given to those that support programs currently holding VCH Multi-year Health Promotion Project or SMART Program Grants. To be eligible, OCB projects should be part of a broader OCB strategy and/or based on a strategic assessment of OCB priorities.

VCH 2021/2022 One-Time-Only Health Promotion Project Grants FUNDING CRITERIA

Please carefully review and check each box to help ensure your application meets eligibility criteria.

- Projects must be one-time-only in nature and intent, or have secured sustainability plans for continuation beyond OTO funding. VCH defines one-time-only projects as projects designed to achieve desired outcomes within a set time frame. Projects involving activities that continue beyond the OTO funded period must demonstrate a secure future funding plan. OTO Grants are not meant to provide gap funding for what are desired/intended to be ongoing programs.

Fundable activities include the following one-time-only project types:

- **OTO Project** – a one-time-only project that is not intended nor needed to be repeated in order to have the desired community impacts
- **OTO Special Project** – a one-time-only project in result of COVID-19 consequences and associated public health measures, and should build program, organizational and community resiliencies.
- **OTO Program enhancement or expansion** – a one-time-only sustainable improvement to an existing health promotion program
- **OTO Pilot project** – a one-time-only implementation of a health promotion program to test if it yields the desired results.⁴
- **OTO Program research/planning** – a one-time-only project to determine how to successfully implement a new health promotion program or improve an existing one.
- **OTO Small capital project** – a one-time-only purchase to acquire assets to be used to improve an existing health promotion program(s).
- **OTO Organizational capacity building (OCB)** – a one-time-only project designed to improve an organization's operational structures [organizations must be engaged in health promotion programs]*

* Organizations facilitating programs supported by VCH Multi-year Health Promotion Grants or SMART Grants are given priority for capital project funding and OCB funding, however, proposals from other organizations will be considered.

- Projects must consist of, or support, activities that lead to greater equity in wellness by building on a community's social, environmental, cultural and economic foundations. Projects must consist of, or support, activities that promote health and/or prevent illness among, and by, more vulnerable population groups.
- Projects must not constitute, or support, provision of direct professional or charitable supports. Some examples of direct supports not eligible for funding include providing individuals with home supports, food services (including low-cost food markets, programs exclusively providing meals, food coupons and/or food banks), counselling, social work services, allied health services, referral services, and/or other medical and other therapeutic care.
- Projects must build, or support building, on the capacities of peer groups, and/or communities. Projects must not focus solely, or support projects that focus solely, on building the capacity of *individuals* to improve their own health (See footnote 2 on page 1 for examples).
- Projects must be based within, and primarily serve, residents of the VCH region (Vancouver, Richmond, North Shore, Sunshine Coast, Powell River, Sea-to-Sky, Bella Coola Valley and/or Central Coast)
- Applicants must be a registered non-profit, school board, First Nation, or local government in BC with an independent, active governing body (e.g., Board of Directors, Municipal Council, etc.), and be in good fiscal, operational and administrative standing.
- Project expenses must be reasonable in relation to proposed activities, and estimates well supported.
- All proposed activities must be completed, and all funding spent, before March 31, 2022.
- Non-fundable activities include all those noted above, and the following: administrative activities exceeding 10% grant value, deficit recovery, gap and/or start-up funding for continuing programs, and participant honoraria.

⁴ Pilot Project proposals should include clearly developed demonstration goals (i.e., definition of what needs testing and/or demonstrating), evaluation strategies, and sustainability plans (including reasonable assurance of future funding should the pilot be successful).

VCH 2020/2021 One-Time-Only Health Promotion Project Grant APPLICATION

*Note that the application also includes the checklist on the preceding page.

1 | PROJECT INFORMATION:

Name of Organization: (full legal name)		
Society Registration #: (and/or Registered Charity #)		Grant Amount being requested (\$): <small>NOTE: This section will autofill as budget section is complete.</small>
Project Name:		
Project Location(s):		
Project Timeline:	Proposed Start Date:	Proposed End Date:
What is the primary nature of your project?	<input type="checkbox"/> One-time-only project <input type="checkbox"/> One-time-only program enhancement or expansion <input type="checkbox"/> One-time-only pilot project <input type="checkbox"/> One-time-only small capital project <input type="checkbox"/> One-time-only program research/planning	
Which of the Funding Priority Areas does your project address?	<input type="checkbox"/> Community capacity building to increase: <ul style="list-style-type: none"> <input type="checkbox"/> Mental wellness; <input type="checkbox"/> Food security; <input type="checkbox"/> Income security; <input type="checkbox"/> Physical activity; <input type="checkbox"/> Social connectedness and social supports for vulnerable people. <input type="checkbox"/> Community resiliency especially of in support of, and within, any of the priority target populations (see below) <input type="checkbox"/> Community resiliency in response to climate change and other health crises <input type="checkbox"/> Decrease domestic violence. <input type="checkbox"/> Collaborative efforts by non-profit community organizations working together to effect policy and/or other systemic changes in one or more of the above health promotion areas. <input type="checkbox"/> Organizational capacity building to strengthen organizations implementing health promotion programming	
Define your target population?	<input type="checkbox"/> At-risk children and Youth <input type="checkbox"/> Family Caregivers <input type="checkbox"/> Seniors <input type="checkbox"/> BIPOC <input type="checkbox"/> Disabled, chronically ill, or immunocompromised people <input type="checkbox"/> Refugees and other vulnerable newcomers. <input type="checkbox"/> Other (please specify): _____	

2 | CONTACT INFORMATION:

Mailing address: (including City and Postal Code)			
Website URL:			
Contact person(s) regarding this application:			
Contact phone #:			
Contact e-mail:		Add this email(s) to our distribution list?	<input type="checkbox"/> Yes. <input type="checkbox"/> No
Finance contact name: (if different from application and project contact)			
Finance contact phone #:			
Finance e-mail:			

3 | PROJECT SUMMARY:

Please provide detailed yet concise answers to the following questions:

a. Describe the goals of your project. What impact do you hope to have in your community? What do you hope to change? What do you hope to accomplish?	b. Describe your project activities. What steps will you take to initiate and complete this project, and how will they help you to achieve your goals for this project?

Describe how you determined this project to be a priority (e.g., What evidence, indicators and/or process?). How were program participants and community members engaged in identifying this project as a priority and developing this proposal? Is your project in response to any COVID-19 related matters or based on the 'new normal'? *Please reference any data, needs assessments, reports, research, etc.*

c. Describe your partnerships for this project (existing and in development). Which groups/organizations/funders will you actively and meaningfully partner with, and in what way? *Please provide contact details for each confirmed partner.*

d. Describe how this project is one-time-only in nature and intent. Will activities continue beyond potential VCH funding? If yes, is funding secured for continuation of the project?

4 | PROJECT BUDGET:

Project expenses must be reasonable in relation to proposed activities, and estimates well supported. Funding is very limited; please only ask for what is needed.

<u>Staffing Costs</u>	<u>Amount (\$)</u> being requested as VCH OTO Project Grant	<u>Amount (\$)</u> secured from other sources Please specify source(s) of funding or in-kind contributions in "Notes" column.	<u>Please describe</u> (e.g., requested details, additional breakdown, etc.)
Project Coordinator			
Project Assistant			
Project Facilitator			
Volunteer Honoraria ⁵			
Other Staff Please specify in "Notes" column.			
Contracted Services (i.e., consultants) Please specify in "Notes" column.			
Total Labour costs:			
<u>Project Supplies/Services Costs</u>	<u>Amount (\$)</u> being requested as VCH OTO Project Grant	<u>Amount (\$)</u> secured from other sources Please specify source(s) of funding or in-kind contributions in "Notes" column.	<u>Please describe</u> (e.g., requested details, additional breakdown, etc.)
Room, Venue or Facility Rental			
Project Supplies			
Supplies – Photocopying/Printing			
Supplies – Food Please specify # gatherings, # participants, etc. in "Notes" column.			
Small Capital Expenditures (e.g., equipment, renovations) Please specify in "Notes" column.			
Staff/Volunteer Training (e.g., workshops, courses)			
Other Supplies or Services Please specify in "Notes" column.			
Total Project Supplies/Services costs:			

⁵ Only honoraria for volunteers who contribute directly to develop or implement the funded health promotion project are eligible. Participant honoraria are not eligible. Volunteer positions must not meet the definition of "employee" under the BC Employment Standards Act and Interpretation Guidelines Manual.

4 | BUDGET (continued)

Project expenses must be reasonable in relation to proposed activities, and estimates well supported. Funding is very limited; please only ask for what is needed.

Administration Costs (cannot exceed 10% of total requested funding)	Amount (\$) being requested as VCH OTO Project Grant	Amount (\$) secured from other sources Please specify source(s) of funding or in-kind contributions in "Notes" column.	Notes (e.g., requested details, additional breakdown, etc.)
Administration/Office Expenses			
Association Dues			
Insurance			
Office Equipment Rental			
Utilities (including Internet/Telephone)			
Financial/Office administrative staff support			
Managerial staff support			
Other Admin Cost Please specify in "Notes" column.			
*Total Administration costs: (Total administration costs <u>cannot</u> exceed 10% of the total requested funding)			
TOTAL PROJECT COSTS (Total Labour + Total Project Supplies/Services + Total Administration Costs)	TOTAL Amount (\$) being requested as VCH OTO Project Grant	TOTAL Amount (\$) secured from other sources	
<i>Any additional explanatory notes you would like to include regarding your project budget?</i>			