

VCH Public Health's One-Time-Only Health Promotion¹ Project & Capacity Building Grants (OTO) are for projects led by non-profit organizations, school boards, local governments, First Nations or Métis Nation/organizations that are **one-time-only in nature and intent**. They are intended to respond to time-limited (rather than an ongoing) community or programmatic needs, and to address current or emerging regional health promotion priorities – tackling urgent challenges today while building healthier, more resilient communities for the future. These grants focus on health promotion, and the social, environmental, cultural, and economic factors that shape health.

Funding for this grant program is very limited. Grants are expected to range from \$100 to \$15,000, with an average grant of \$10,000. Approximately 10% of proposed projects typically receive funding.

PRIORITY FUNDING AREAS & POPULATIONS

Our funding priorities align with the BC Population and Public Health Framework and the VCH Renewed Strategic Plan 2024–2029. We invite applications for projects that:

- Build collective community, organizational, or peer leadership capacity to improve health in one of the following areas:
 - Mental wellness (with emphasis on children/youth)
 - Policy or systemic change to address income, food or housing security
 - Social connectedness or community building
 - Community resiliency to climate change and other health emergencies
 - Reducing racism, ableism, and other forms of discrimination
- Advance efforts (particularly, collaborative) by non-profit organizations to affect policy or systemic change in one of the above health promotion areas
- Strengthen organizational capacity for health promotion programming²

CURRENT PRIORITY TARGET POPULATIONS:

Priority is given to initiatives that will serve one or more of the following populations:

- At-risk children and youth, and their families
- Isolated seniors
- Black, Indigenous, and People of Colour (BIPOC)
- LGBTQIA2S+ communities
- People with disabilities and/or chronic illness, and their caregivers
- Refugees and other vulnerable newcomers
- Workers in precarious employment (e.g., migrant or seasonal workers, those with limited access to workers' rights)

APPLICATION DEADLINE:

Please send completed applications by email in the attached template format before 4:30pm on November 17th, 2025 to ComminvestApplications@vch.ca.

Please contact us at Community.Investments@vch.ca if you have any questions. *If you would like to explore alternative methods to submitting this application, such as completing it with one of our staff over the phone or Zoom, we are happy to discuss this with you.*

OTHER IMPORTANT THINGS TO KNOW BEFORE YOU APPLY:

- Proposals should indicate how the project will be successful and how it is one-time-only in nature and intent. Please include details on how activities will continue beyond the funded period and how it will be sustainable, if needed.
- You may submit more than one application for different projects in the same/different rounds during the same year.
- Community Investments will not be able to inform applicants prior to the application deadline if their project is ineligible. An adjudication panel will make funding decisions and notify applicants of these decisions typically 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 behavior towards a wide range of social and environmental interventions." – World Health Organization. We are looking to support projects that, directly or indirectly, aim to build community capacities to address upstream causes of health inequities (i.e., upstream determinants of health). For more information, see: <http://www.bccdc.ca/health-info/prevention-public-health/health-equity#Overview>.

² Organizational Capacity Building (OCB) refers to the strengthening of internal organizational structures, systems and processes, management, leadership, governance and overall staff/volunteer capacity to enhance organizational and team performance. In reviewing OCB proposals, priority is given to those that support programs currently holding a *multi-year* health promotion grant from VCH Public Health (i.e., SMART Health Promotion Program Grant, CFAI Grant, Health Promotion Innovation Grant, or Central Coast Health Promotion Grant). To be eligible, OCB projects should be part of a broader OCB strategy and/or based on a strategic assessment of OCB priorities. Proposals should explain how the project fits into this broader OCB strategy or assessment.

VCH Public Health's One-Time-Only Health Promotion Project & Capacity Building 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, and/or have secured sustainability plans for continuation beyond OTO funding. VCH Public Health defines one-time-only projects as projects designed to achieve desired outcomes within a set timeframe. 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 or to meet ongoing needs.

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 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. 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).
- **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].*

* Priority is given to proposals that support programs currently holding a multi-year health promotion grant from VCH Public Health (i.e., SMART Health Promotion Program Grant, CFAI Grant, Health Promotion Innovation Grant, or Central Coast Health Promotion Grant) for capital project funding and OCB funding. However, proposals from other organizations engaged in health promotion programs will be considered. See also Footnote #2 on previous page.

- ☐ 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 through an upstream approach to health promotion. An upstream approach consists of interventions that address the systemic structures and norms to improve health and wellbeing. These can include, but are not limited to, community/organizational capacity building, supporting collaborative advocacy for policy change, peer-led programming to build social connectedness, engaging diverse voices in decision making, etc.
- ☐ Projects must not constitute, or support provision of direct supports or services (professional or charitable). Some examples of ineligible direct supports or services (professional or charitable) include providing individuals with 1:1 supports or services (including those typically provided by social workers, outreach workers and settlement workers); home supports and services; food markets, hampers, community fridges and meals services; counselling, medical and other therapeutic care; and other direct services that are the responsibility of other health care units, Ministries and/or levels of government.
- ☐ Projects must build, or support building, on the capacities of peer groups, families and/or communities. Projects must not focus solely, or support projects that focus solely, on building the knowledge/skills of *individuals* to improve their own health.¹
- ☐ 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 organization, school board, local government,* First Nation or Métis Nation/organization in BC with an independent, active governing body (e.g., Board of Directors, Council, etc.), and be in good fiscal, operational and administrative standing. * In terms of applications from local governments, priority is given to proposals from more rural, remote communities located outside the Lower Mainland.
- ☐ 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 December 31st, 2026.
- ☐ Other non-fundable activities include administrative activities exceeding 10% grant value; deficit recovery; gap funding for continuing programs; direct health care, health care support and/or health interventions; and 1:1 supports or services (see above).

One-Time-Only Health Promotion Project & Capacity Building 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 <input type="checkbox"/> One-time-only organizational capacity building	
Which of the Funding Priority Areas does your project address?	<input type="checkbox"/> Projects that build collective community, organizational, and/or peer leadership capacity to make positive impacts in any one of the following health promotion areas: <input type="checkbox"/> Mental health and wellness for any of the below target priority populations (particularly, children/youth); <input type="checkbox"/> Policy and/or other systemic changes to address income, food and/or housing security on a region-, population- or sector-wide level; <input type="checkbox"/> Social connectedness and/or community building; <input type="checkbox"/> Collective resiliency to climate change and other health emergencies; and/or <input type="checkbox"/> Decreased racism, ableism, and other forms of discrimination. <input type="checkbox"/> Efforts by not-for-profit organizations (particularly, collaborative efforts) to affect policy and/or other systemic changes in one or more of the above health promotion areas. <input type="checkbox"/> Organizational capacity building (OCB) to strengthen organizations implementing health promotion programming. ²	

<p>Who is your target population?</p>	<p><input type="checkbox"/> At-risk children and youth, and their families</p> <p><input type="checkbox"/> Isolated seniors</p> <p><input type="checkbox"/> Black, Indigenous, and People of Colour (BIPOC)</p> <p><input type="checkbox"/> LGBTQIA2S+ communities</p> <p><input type="checkbox"/> People with disabilities and/or chronic illness, and their caregivers</p> <p><input type="checkbox"/> Refugees and other vulnerable newcomers; and</p> <p><input type="checkbox"/> Workers with precarious employment status (e.g., migrant and/or seasonal workers, those with limited access to workers' rights, etc.).</p> <p><input type="checkbox"/> Other (please specify):</p>
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2 | CONTACT INFORMATION:

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

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?	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?

c. Describe the process you used to determine that this particular project is a priority in the community at this time.

How were program participants and community members engaged in identifying this project as a priority and developing this proposal? Please reference any evidence, indicators, needs assessments, reports, research, etc. that were also used in developing this project idea.

d. 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.

e. Describe how this project is one-time-only in nature and intent. If these activities are to continue beyond a VCH grant, how will they be funded?

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 necessary.

<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 Staff			
Volunteer Honoraria ³			
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 – 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:			

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 & Staff Supports			
Other Admin Please specify in "Notes" column.			
*Total Administration costs: (Total administration costs <u>cannot</u> exceed 10% of the total requested funding)			
<u>TOTAL PROJECT COSTS</u> (Total Labour + Total Project Supplies/Services + Total Administration Costs)	<u>TOTAL</u> Amount (\$) being requested as VCH OTO Project Grant	<u>TOTAL</u> Amount (\$) secured from other sources	
Any additional explanatory notes you would like to include regarding your project budget?			