




Stage 2 – Full Application Guide for LEVEL Grants 2019


This is a step-by-step guide for completing your letter of intent application for Vancouver Foundation. We recommend that you read through this guide BEFORE beginning the online application process.

This Full Application Guide contains information relating to general questions that we ask of all applicants and specific questions that we ask of certain applicants. The questions that you need to answer will be automatically displayed to you online based on the grant type that is available for this grant and the application stage that Vancouver Foundation allows for your submission.

 **NOTE:** As of 2019, the LEVEL grants has moved to a new grants management system along with Vancouver Foundation’s other granting programs, which can be accessed [here](#).

This Guide is divided into several sections:

- [Introduction](#)
- [Application Process and Grant Types Available](#)
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- [Applicant Organization](#)
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- [Terms and Conditions](#)
- [Validate and Submit](#)
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 **TIP:** You may wish to prepare a draft of your application in Microsoft Word. This will allow you to check your spelling, grammar, and character counts. Similarly, you may wish to draft your project budget in Microsoft Excel.

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Once you're satisfied with your responses you can then copy and paste into the online application. Please note that with the new grants management system, you are always able to select the 'Save My Work' button, but saving your work offline simultaneously is always best practice.

We appreciate the time and effort you take to prepare your submission and hope this guide will make the process easier.

Introduction

- Your application will be assessed by knowledgeable staff and volunteer advisors, all of whom have extensive knowledge and experience related to the LEVEL initiative. Although you can assume a fairly high level of technical knowledge, we recommend that you write in plain English and avoid unnecessary jargon.
- By submitting an application, you consent to and acknowledge that Vancouver Foundation may share information about the application and/or your organization with our staff, donors, advisors, and community partners.
- If you have question or comments, please contact a member of the LEVEL Grants Team at 604.688.2204. Contact [Abeer Yusuf](#) for information about the application process, or to discuss the priorities of racial equity and youth engagement and/or general funding policies of the LEVEL youth granting. Contact [Joey Cheung](#) if you have questions about or need help with our online application system, or if you are a current grantee and have general questions regarding payments and reporting requirements.

Application Process and Grant Types Available

Vancouver Foundation has a two-stage online application process. Stage 1 is to submit a Letter of Intent, which consists of a brief proposal with responses to either one or two questions (depending on whether you apply for a Develop or Test Grant) to determine basic suitability. Once a fit has been established with Vancouver Foundation staff, a short-list of organizations will be invited to submit a full application as part of Stage 2.

Develop Grants are short-term grants that generate ideas and build capacity and common ground for shared action and learning by community stakeholders.

Grants may support work such as determining organizational readiness or convening stakeholders as a cohort (geographic region, sector-specific, i.e. the arts, social services, environmental NGOs, etc.) in development of practice and/or policy changes.

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For example, organizations could explore what decolonizing their board structure or recruitment and retention strategies might look like. Activities are typically completed within 6 months. We encourage organizations to work together through a cohort model that is place or sector based. The 2018 LEVEL Grant Project Summaries can be referred to [here](#) if you are interested in learning about past funded projects.

Please keep in mind, these are examples of previously funded projects that grantees applied for based on their organizational needs. Your project may be different in terms of how you define leadership and seek to advance racial equity.

Maximum grant: \$10,000 for up to one year.

Test Grants help project teams test ideas and learn what works. Grants may support work such as piloting an initiative at the staff or board level.

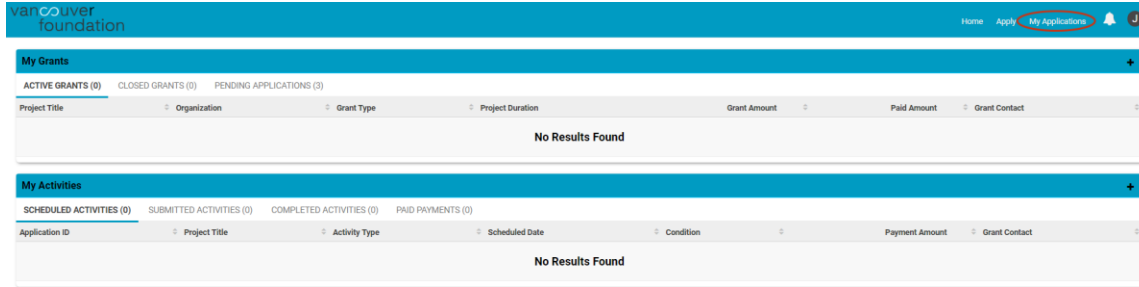
For example, a board mentorship program could be used to recruit young leaders as board members or funds could go towards addressing current inequities by increasing job security for Indigenous or racialized immigrant or refugee young adults (through paying a living wage, providing benefits, full-time employment, etc.) that also provides a pathway to leadership within the organization and/or sector. Activities are typically completed within 12 - 18 months. The 2018 LEVEL Grant Project Summaries can be referred to [here](#) if you are interested in learning about past funded projects. Please keep in mind, these are examples of previously funded projects that grantees applied for based on their organizational needs. Your project may be different in terms of how you define leadership and seek to advance racial equity.

Maximum grant: \$50,000 for up to one year.

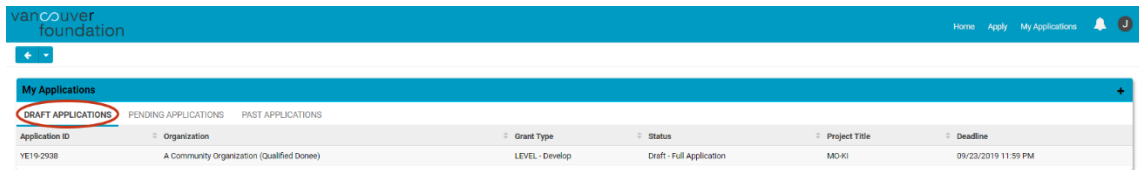
Stage 2 – Full Proposal Guide

Starting a Full Application

Once you're logged in to the "Home" screen, choose "My Applications" from menu items.



Under "Draft Applications", click on the application to begin the process.



You're now working within the application form. You can save your work in progress at any time by selecting the "Save My Work" button at the bottom of the screen.

This will also allow you to exit the application form. When you return, you can find your draft application by navigating to the "My Applications" menu item from the "Home" screen and then selecting the application you want to return to from the list.

Navigating the Online Application

Whenever you open an application from the “Home” screen, you will see the main portion of the application form. This is where you enter and confirm the content of your application.

The screenshot displays the Vancouver Foundation online application interface. The top navigation bar includes 'Home', 'Apply', and 'My Applications'. The main content area is titled 'YE19-2938 - A Community Organization (Qualified Donee)'. A sidebar on the left contains 'Main', 'contacts', and 'collaborators'. The application details section includes: Application ID: YE19-2938, Program Call: LEVEL - Develop 2019, and Deadline: 09/23/2019 11:59 PM. The Primary Author section shows 'Joey Applicant' selected. Below this is a 'Submitted Stage 1' section with a file upload area containing 'YE19-2938_LOI.pdf'. The Applicant Organization section is highlighted with a red box and contains tabs for 'APPLICANT ORGANIZATION', 'PROJECT DETAILS', 'PROJECT BUDGET', and 'TERMS & CONDITIONS'. The organization details include: Qualified Donee Type: Registered Charity, BN/Registration Number: 123456RR0002, Legal Name: A Community Organization (Qualified Donee), and Mailing Address 1: 123 Main St. At the bottom, there are buttons for 'Save My Work', 'Validate and Submit', and 'Delete this Proposal'.

1. Basic Information

This section of the screen displays the basic information about your application, such as the application ID number, the applicant, the granting program that the proposal is applying to and the application deadline. More information is added to the section as you proceed in the process and save your work (such as the project's title).

2. Primary Author, Collaborators and Contacts

These sections display the names of the people associated with the application.

- (a) The Primary Author is the person who started the application or is the person that the application has been transferred to. For example, a Development Manager may begin the proposal and then transfer the Author role to the Project Contact once the process is further along. Only people listed as Collaborators can have the application transferred to them.
- (b) Collaborators are people who work with the Primary Author to fill out and complete the application form. You can add as many collaborators as you like; however, only one person can edit an application (and save their work) at a time. The system will alert you if someone else is working in the application at the same time as you.

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- To add a new collaborator, click on the “Collaborator” menu item near the top left-hand side of the page.
- Enter the name and email address of the person you want to invite and then click “Invite”. The person will then receive an email with a link to accept or decline the invitation.
💡 **TIP:** Ask them to check their junk mail folder if they don’t receive an email.
- Use the “Add” or “Cancel” buttons to add or remove people from your list.
- Click on the “Main” menu item in the top left corner to return to your application.

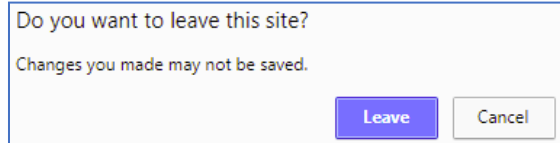
(c) Contacts are people who have different roles associated with the application. For example, the Project Contacts for the Applicant and Intermediary organizations will be listed here, as will the Signing Authority if the application is approved.

3. Section Tabs

This area contains the tabs for each of the narrative sections within the application form. You can simply click on the name of the tab to move from one section to another. You can also click on the < or > arrows at the beginning and/or the end of the row of tabs to move farther along the sections.

Although you don’t need to select “Save My Work” before moving to a new tab, you will want to save often if you’re jumping back and forth between sections as you complete the application.

The system will alert you at the top of the browser if you have any unsaved entries when you’re about to exit the system.



4. Action Buttons

Use the following buttons for specific actions related to your application:



Allows you to save your work in progress, so that you can leave and come back to your application in the future. 💡 **TIP:** Use this button frequently as you progress through the application!



Performs a final validation of your application form before it is submitted. This action will check to see that all the mandatory fields are filled out and that your budget is balanced.

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A list of errors will appear at the top of the screen if there are any. Click on each item in the list to be taken to the area in the application form where the error occurs.

Please correct the following errors and try again.

- Why will developing a plan to create and strengthen staff and board leadership opportunities for Indigenous and immigrant/refugee youth and young adults within the sector be meaningful? cannot be empty.
- Who are you currently partnering with? Who else do you intend to include or collaborate with in the development process? Indicate any unlikely or non-traditional partners you plan to engage. cannot be empty.
- What are some of the questions and learnings you hope to explore through your project? cannot be empty.
- Please complete the Project Timeline.

 Delete this Proposal

This button will delete your application and it will disappear from the list in your My Applications portal. **Use this action carefully!**

Please contact us if you unintentionally delete your application, as we may be able to retrieve it for you. You will receive a warning screen asking you if you really want to perform this action, before the record is deleted.

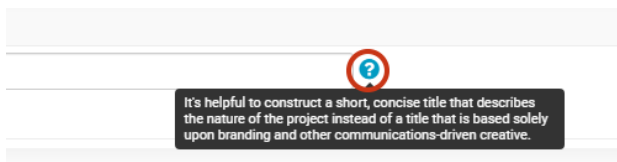
Other navigation tips

(a) An asterisk indicates required information.

 Project Title

(b) Press the ‘Save My Work’ button if it looks like there is something missing or if a logical next step isn’t appearing.

(c) Clicking on any question mark symbol will reveal extra content that will help to explain the intent of the question, or will provide additional instruction on how to complete the question accurately or to perform an action correctly.




(d) You can expand or collapse some sections of the application form by clicking on the + or – icons in the title bar.

 Project Contact  Project Contact

(e) Pressing some buttons (such as “Enter Budget”) opens a new window in your web browser. The main application window will remain open, but may appear hidden.

You may need to switch between windows, tabs, or applications (Alt-Tab in Windows, Command-Tab for Mac) in order to return to the main application.

Applicant Organization – All Grant Types

 **NOTE:** Some fields in the form have text auto-populated from your previous Stage 1 Letter of Intent application. Please feel free to make edits as you see fit.

There are four subsections to complete in order to verify the Applicant Organization’s details. Click on the + or – icons to expand or collapse each subsection.

APPLICANT ORGANIZATION PROJECT DETAILS PROJECT BUDGET SUPPORTING DOCUMENTS TERMS & CONDITIONS

(1) Applicant Organization Details

The details related to the Applicant Organization are displayed in this section, and are auto-populated from the information already in our system or from information inherited from the Canada Revenue Agency’s listing you selected previously.

Please review and confirm whether the information is correct. If any of the information is missing or is incorrect, then please select “No” and type the correct information into the “Required Updates” text field. You can resize the text field by holding and dragging the bottom right-hand corner.


* Is the Applicant Organization information above accurate?

Yes
 No

* Required Updates

Please enter any updates required for the Applicant Organization information listed above. Any updates you enter here will be verified by a staff person upon submission, and the new information will appear in this record after that.

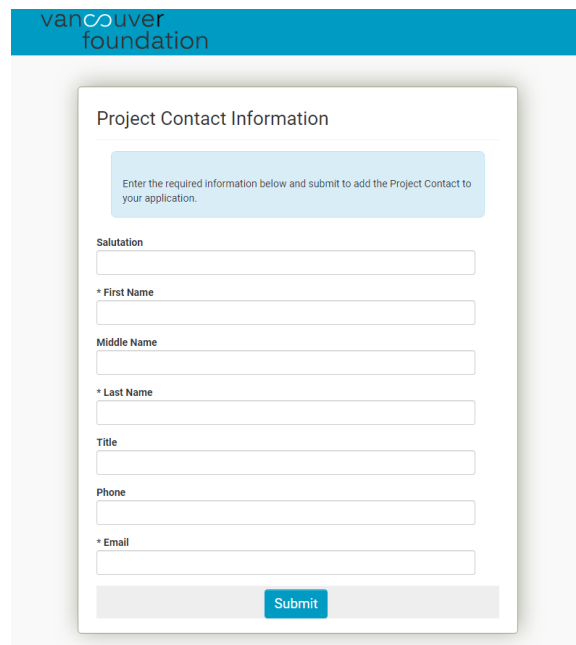
Examples: Our new address is 123 Main Street, Kamloops, V2C 9A1 and our Facebook page is www.facebook.com/ourpage

 **NOTE:** These changes will be updated by staff once your application is submitted.

(2) Project Contact


Use the drop-down list to identify the Project Contact at the Applicant Organization. The Project Contact **MUST** be a representative of the Applicant Organization, and should be able to speak, in detail, to the project’s objectives and budget, and to serve as the main contact for Vancouver Foundation.

If the correct Project Contact is not listed in the drop-down, then use the “Add Project Contact” button to submit a new contact. A new window will open where you can add and submit the details.



The screenshot shows a web form titled "Project Contact Information" with the Vancouver Foundation logo at the top left. The form contains a blue instruction box: "Enter the required information below and submit to add the Project Contact to your application." Below this are several input fields: "Salutation", "* First Name", "Middle Name", "* Last Name", "Title", "Phone", and "* Email". A blue "Submit" button is located at the bottom right of the form.


After you submit, the new window will disappear. Click the “Save My Work” button at the bottom of the main application page. The person you just added should now appear in the Project Contact drop-down list. Select the person.

 **NOTE:** The Project Contact’s email address will be used for all correspondence related to this application.

(3) Executive Director/President/CEO

The details related to the Executive Director/President/CEO are displayed in this section and are pre-populated from the information already in our system or from information inherited from the Canada Revenue Agency’s listing you selected previously. Please review and confirm whether the information is correct. If any of the information is missing or is incorrect, then please select “No” and type the correct information into the “Required Updates” text field. You can resize the text field by holding and dragging the bottom right-hand corner if more space is needed.

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 **NOTE:** These changes will be updated by staff once you submit your application.

Please double-check that the Executive Director/President/CEO's email address is correct. If this application is awarded a grant, then information related to the award will be sent to the email address listed.

Will the Executive Director/President/CEO listed act as the Signatory to accept the legal and financial responsibilities associated with this grant? Select "Yes" if she or he will. If someone other than the Executive Director/President/CEO will authorize this grant, then select "No" and enter the details for this person in the Signatory section that follows.

* Is the Executive Director/President/CEO information above accurate? (Please note: this person's email address is required.)

Yes

No

* Required Updates

Please enter any updates required for the Executive Director/President/CEO information listed above. Any updates you enter here will be verified by a staff person upon submission, and the new information will appear in this record after that.

Example: our new ED is Wanda Jang and her email is wjang@company.fake

(4) Signatory

If the Executive Director/President/CEO listed will not act as the Signatory, then enter the information for a senior staff person at the Applicant Organization who has the authority to accept the conditions associated with this grant in writing. This person is commonly a Vice-President or Department Head. For organizations that are volunteer-operated, please enter the Board Chair/President instead.

Signatory

Enter the following information for a senior staff person at the Applicant Organization who has the authority to accept the conditions associated with this grant in writing. This person is commonly an Executive Director and/or Vice-President. For organizations that are volunteer-operated, please enter the Board Chair or President instead.

Please make sure that this email address belongs to the individual who has signing authority for the Applicant organization. If this application is awarded a grant, then the electronic signature notification for the Grant Agreement will be sent to this email address. Requests for electronic signature cannot be forwarded to another individual. Only the owner of this email address can electronically sign the Grant Agreement.

Salutation:

* First Name:

Middle Name:

* Last Name:


* Title:

* Phone:


* Email:

IMPORTANT: Please make sure that the email address is entered correctly. If this application is awarded a grant, then the electronic signature notification for the Grant Agreement will be sent to this email address.

Requests for electronic signature cannot be forwarded to another individual, and only the owner of the email address listed can electronically sign the Grant Agreement.

 **NOTE:** The Signatory information section will be updated with the new information you provide once your application is submitted.

Project Details – Develop Grants

 **NOTE:** Some fields in the form have text auto-populated from your previous Stage 1 Letter of Intent application. Please feel free to make edits as you see fit.

There are four subsections to complete in order to describe your project's details. Click on the + or - icons to expand or collapse each subsection.

APPLICANT ORGANIZATION

PROJECT DETAILS

PROJECT BUDGET

SUPPORTING DOCUMENTS

TERMS & CONDITIONS

(1) Provide a concise summary of your project.

Provide a concise summary of your project. This should include how the project idea originated, the need for the project, and what you intend to do.

(2) Describe the specific issue or challenge that you want to address. Indicate whether your project will focus on staff leadership, board leadership or however else you define leadership in your community/organization.

If there have been any updates or changes to your project since the Letter of Intent stage, please expand here.

(3) Why will developing a plan to create and strengthen staff and board leadership opportunities for Indigenous and immigrant/refugee youth and young adults within the sector be meaningful?

Tell us about the impact you hope your project will have. How do you plan to share what you learn?

(4) Where are you currently in the design and development process? Use the table below to describe the specific activities you will undertake to achieve the above. Please be specific.

Provide an overview of steps you have taken so far and what you are planning next. Please also provide a brief description of the timeline of activities you plan to undertake that will help your project contribute to the outcomes indicated in the LEVEL Call for Proposals.

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Project Timeline and Activities

Describe the timeline of activities. Please share with us the proposed activities for this project. Please provide us with as much detail as possible and a realistic projection of your activity timelines. The timeline, project plan and budget should align.

You can add up to fifteen lines by clicking the + button (maximum 500 characters each field).

Project Timeline

Timeline	Key Steps	Person Responsible	
<input type="text" value="Date"/>	<input type="text" value="Activity"/>	<input type="text" value="Name"/>	<input type="button" value="x"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>
<input type="button" value="+"/>			

Save

Close


(5) Who are you currently partnering with? Who else do you intend to include or collaborate with in the development process? Indicate any unlikely or non-traditional partners you plan to engage.

Describe community involvement and the extent to which you are collaborating with other agencies for this specific project, which may include the development of partnership agreements. Indicate the degree of community support that exists. Be as specific as possible. Please also attach up to three letters of support from community partners, participants, or experts in the field who endorse your project. *These are to be attached in the Supporting Documents portion of the application.*

(6) What are some of the questions and learnings you hope to explore through your project?

What are you curious about? What questions are driving your work and/or approach? What would you like to learn?

Project Details – Test Grants

 **NOTE:** Some fields in the form have text auto-populated from your previous Stage 1 Letter of Intent application. Please feel free to make edits as you see fit.

There are four subsections to complete in order to describe your project's details. Click on the + or - icons to expand or collapse each subsection.

APPLICANT ORGANIZATION **PROJECT DETAILS** PROJECT BUDGET SUPPORTING DOCUMENTS TERMS & CONDITIONS

(1) Provide a concise summary of your project.

Provide a concise summary of your project. This should include how the project idea originated, the need for the project, and what you intend to do.

(2) Describe the specific issue or challenge that you want to address. Indicate whether your project will focus on staff leadership, board leadership or however else you define leadership in your community/organization.

If there have been any updates or changes to your project since the Letter of Intent stage, please expand here.

(3) Describe how your project will address racial inequity to create opportunities for Indigenous and racialized immigrant/refugee young adults within the charitable/non-profit sector.

Please show us a through line between the issues you have identified – be it goals (tangible measurements), building blocks, what success might look like, etc. – that will help your project contribute to strengthening Indigenous and/or racialized immigrant and refugee youth leadership within the charitable and non-profit sectors.


(4) What research or other evidence are you using to inform the development of your work?

Tell us about the information (formal and informal resources) that has informed your project and its development. The evidence could be formal research, statistics, white papers, information gathered through community networks or peer groups, knowledge of similar projects or work in a similar system, etc.

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(5) What are the anticipated outcomes of your project? Please be specific.

Outcomes are the results of your project. What changes do you expect as a result of this project? Define the overall goal(s) and specific objectives of the project. Goals tend to be longer-view. Your project probably won't achieve them on your own. Objectives are more sharply focused, and short- or medium-term. They describe realistic and specific expectations of what you plan to achieve.

 **TIP:** Please feel free to refer back to your response to Question 2a) on the Stage 1 Letter of Intent application that you submitted, and use this space to expand accordingly.

(6) Describe the schedule of activities you will undertake to achieve these outcomes.

Provide a brief description of the activities you plan to undertake that will help your project contribute to the outcomes indicated in the LEVEL Call for Proposals.

Project Timeline and Activities

Describe the timeline of activities. Please share with us the proposed activities for this project. Please provide us with as much detail as possible and a realistic projection of your activity timelines. The timeline, project plan and budget should align.

You can add up to fifteen lines by clicking the + button (maximum 500 characters each field).

Project Timeline

Timeline	Key Steps	Person Responsible	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>
<input type="button" value="+"/>			

Save

Close

(7) How does your organization demonstrate intercultural fluency when working with and alongside diverse racialized communities and individuals? Please also describe any specific practice that supports the growth of equity and cultural connection for diverse communities.

Tell us about the existing policies, practices or relationships that you have, want to develop or that require strengthening in order to demonstrate intercultural fluency.

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(8) Describe how you will support the meaningful engagement of Indigenous, immigrant and refugee young people in the implementation and evaluation of the project.

Tell us how you currently engage young people in your organization or program development, implementation and/or evaluation. If you would like to increase or deepen youth engagement, what additional capacities would be needed to do so?

(9) What existing community strengths and assets do you see this work building on?

Briefly describe past or current work taking place in your community related to your proposed project and how your project builds upon this knowledge.

(10) How will this project support and/or deepen awareness of racial equity in your community and/or region? And in the charitable/non-profit sector?

Tell us about the intended impact of your project beyond the organization(s) involved. How do you plan to share what you learn? How do you intend to share the experiences and impact of your program with others who might benefit from your wisdom? For example, if you plan to share the lessons at a conference, please indicate the name of the conference and when it will take place; if it is community forums or dialogues, indicate how often and where.

(11) Identify your community partners and their specific roles in the design, implementations and evaluation of the project. Indicate any unlikely or non-traditional partners you plan to engage.

Describe community involvement and the extent to which you are collaborating with other agencies for this specific project, which may include the development of partnership agreements. Indicate the degree of community support that exists. Be as specific as possible. Please also attach up to three letters of support from community partners, participants, or experts in the field who endorse your project. *These are to be attached in the Supporting Documents portion of the application.*

(12) What are some of the questions and learnings you hope to explore through your project?

What are you curious about? What questions are driving your work and/or approach? What would you like to learn?

Project Budget – All Grant Types

APPLICANT ORGANIZATION

PROJECT DETAILS

PROJECT BUDGET

SUPPORTING DOCUMENTS

TERMS & CONDITIONS

Project budgets must be balanced and the expenses must reflect the real, incurred costs associated with the project.

- Click the “Enter Budget” button. A new window appears in your web browser.
- Click the “Save” button at the bottom of the new window to save your work in progress.
- Click on the “Close” button when you're finished entering the information. (You can save, close and return to the table later.) The new window will disappear and you will be returned to the main application page.
- Click the “Save My Work” button at the bottom of the main application in order to populate the Budget Summary table. You can click on the “Enter Budget” button again at any time to add to or to revise the summary table.

(1) Revenue

There are four sub-sections available for you to list your sources of revenue. The first section is reserved for your request to Vancouver Foundation. The next two sections allow you to list the cash and in-kind contributions that your organization – and the other organizations you’re partnering with – is contributing to the project. The final section allows you to list the contributions you are soliciting (or have secured) from other external funders.

- Click the + button in each section to add a row. You can add and include as many rows as you need. You can remove a row by clicking the X at the end of the row.
- List each anticipated source of revenue, and indicate the amount requested per year from each source.
- Indicate the amount that is confirmed for each source at the time of application. Please provide the name and telephone number/email of each funding contact.
- In-kind contributions relate directly to real, anticipated and essential expenses in the project budget (that is, they should be project expenses as well). In-kind contributions can be in the form of cash-equivalent good or services, which, if not donated, would have to be purchased with project funds. In-kind contributions can also include the time of paid staff within all partnering organizations who are participating in the project, as long as their involvement is not considered to be volunteer time. In some cases, the partners may provide specialized skills and advice or access to special equipment, space, data sets, etc.
- Categorize the source of external funding. Use “Other” if the available category types don’t describe the funding source accurately.
- The revenue figures you enter are summarized automatically at the bottom of the table.

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Vancouver Foundation must be confident that the project can be successfully completed and that all necessary resources are available before we will release funds for approved projects. When additional funding or in-kind contributions are required and are still pending, it is our practice to approve a grant on the condition that sufficient funding is obtained before proceeding.

(2) Expenses

There are two sub-sections available for you to list the entire range of expenses you have. The first section allows you to list the expenses associated with the administrative and operational processes of your project; the second section allows you to list the expenses associated with community participation and knowledge dissemination.

Click the + button in each section to add a row. You can add and include as many rows as you need. You can remove a row by clicking the X at the end of the row.

- Categorize and describe each expense. Use “Other” if the available category types don’t describe the funding source accurately.
- List the costs per year for each expense and then, under the Total Requested from VF column, indicate how much of the total cost for this expense is requested from Vancouver Foundation.
- Provide a justification for each expense. (e.g. the need for community co-ordinators, professionals, their specific duties and pay scales, etc.)

 **NOTE:** Vancouver Foundation is a certified [Living Wage](#) employer, and we encourage and support community groups to end low pay in the non-profit and charitable sector by offering living wages to all paid positions within their projects. There are many different Living Wages in British Columbia. Please refer to the [Living Wage Statement](#) on our website for more information.

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Example of a 1-Year Revenue Budget

Revenue

List each anticipated source of revenue, and indicate the amount requested per year from them. Under the Confirmed column, indicate the amount that is confirmed for each source at the time of application. Provide the name and telephone number/email of each funding contact.

Section 1: Vancouver Foundation

Name	Year 1 Requested	Total
Vancouver Foundation	\$100,000.00	\$100,000.00

Section 2: Partners' Contributions (cash)

Name	Description	Year 1 Requested	Total	Confirmed Amount	Contact Name	Contact Phone or Email
Applicant Organization	program budget	\$10,000.00	\$10,000.00	\$10,000.00	CFO	(555) 123-4567
Intermediary Organization	event registration fees	\$1,000.00	\$1,000.00	\$0.00	Project Coordinator	(555) 123-4567
Partnering Organization	contribution	\$5,000.00	\$5,000.00	\$5,000.00	Development Officer	(555) 123-4567

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Section 3: Partners' Contributions (in-kind)

Name	Description	Year 1 Requested	Total	Confirmed Amount	Contact Name	Contact Phone or Email
Applicant Organization	staff participation	\$25,000.00	\$25,000.00	\$25,000.00	HR Director	(555) 123-4567
Applicant Organization	administrative support	\$5,000.00	\$5,000.00	\$5,000.00	CFO	cfo@org.example
Intermediary Organization	staff participation	\$25,000.00	\$25,000.00	\$25,000.00	Executive Director	(555) 123-4567
Partnering Organization	meeting rooms; van	\$2,500.00	\$2,500.00	\$2,500.00	Program Manager	pm@partner.example
Corporate Sponsor	cell phones & tablets	\$5,000.00	\$5,000.00	\$5,000.00	Sponsorship Manager	(555) 123-4567

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Section 4: External Funding

Name	Funder Type	Year 1 Requested	Total	Confirmed Amount	Contact Name	Contact Phone or Email
Family Foundation	Private/Family Foundat	\$10,000.00	\$10,000.00	\$0.00	Grant Manager	(555) 123-4567
The City	Government (any level)	\$10,000.00	\$10,000.00	\$0.00	Planning Director	director@city.example
Corporate Sponsor	Business/Corporation	\$2,500.00	\$2,500.00	\$2,500.00	Sponsorship Manager	(555) 123-4567

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Revenue Summary

	Year 1	Total	Confirmed Amount	Percent
Vancouver Foundation	\$100,000.00	\$100,000.00		50%
Partners' Contributions (cash)	\$16,000.00	\$16,000.00	\$15,000.00	8%
Partners' Contributions (in-kind)	\$62,500.00	\$62,500.00	\$62,500.00	31%
External Funding	\$22,500.00	\$22,500.00	\$2,500.00	11%
Total Revenue	\$201,000.00	\$201,000.00	\$80,000.00	

Stage 2 – Full Application Guide for LEVEL Grants 2019

Example of a 1-Year Expense Budget

Expenditure

Instructions:

1. List the expenses for the entire project, and not just the portion that will require Vancouver Foundation funding.
2. List the major types of expenses under each section, using the drop-down lists. It's best to separate some expenses out (such as salaries for different people) so that we understand the breadth of the project; however, there's no need to get too granular.
3. Specify the amount of Vancouver Foundation that you plan to allocate against any expense. Vancouver Foundation typically funds a proportion of a project's total budget and so there's no need to spread its funding out against all expenses listed.

Section 1: Project/Administrative Expenses

Expense Type	Description	Year 1 Costs	Total	Total Requested from VF	Percent Requested from VF
Salaries	Program Manager	\$72,500.00	\$72,500.00	\$35,000.00	48%
Salaries	Outreach Coordinator	\$57,500.00	\$57,500.00	\$22,500.00	39%
Professional Fees	event logistics	\$15,000.00	\$15,000.00	\$10,000.00	67%
Equipment	cell phones & tablets	\$5,000.00	\$5,000.00	\$0.00	0%
Administration and Leg	insurance / accounting	\$7,500.00	\$7,500.00	\$1,500.00	20%
Evaluation	evaluators / reports	\$20,000.00	\$20,000.00	\$20,000.00	100%



Section 2: Participation/Community Engagement Expenses

Expense Type	Description	Year 1 Costs	Total	Total Requested from VF	Percent Requested from VF
Honorariums	Elder welcome (x 2)	\$1,000.00	\$1,000.00	\$1,000.00	100%
Travel and Accommod	Van to pick up participants	\$6,000.00	\$6,000.00	\$1,500.00	25%
Rentals and Equipment	Community rooms	\$1,500.00	\$1,500.00	\$0.00	0%
Catering	\$750 (x2)	\$1,500.00	\$1,500.00	\$1,500.00	100%
Publicity	postering and notices	\$1,500.00	\$1,500.00	\$1,000.00	67%
Bursaries and Stipends	youth stipends (\$50 x 200)	\$10,000.00	\$10,000.00	\$5,000.00	50%
Childcare	attendants (x2)	\$2,000.00	\$2,000.00	\$1,000.00	50%



Expenditure Summary

	Year 1	Total	Vancouver Foundation	Vancouver Foundation
Project Expenses	\$177,500.00	\$177,500.00	\$89,000.00	50%
Participation Expenses	\$23,500.00	\$23,500.00	\$11,000.00	47%
Total Expenses	\$201,000.00	\$201,000.00	\$100,000.00	50%

Supporting Documents – All Grant Types

APPLICANT ORGANIZATION PROJECT DETAILS PROJECT BUDGET **SUPPORTING DOCUMENTS** TERMS & CONDITIONS

There are three types of supporting documents that can be uploaded:

- Audited financial statements for last completed fiscal year
- List of Board of Directors or Senior Governance Body of your organization
- Letters of support (maximum 3)

* Audited financial statements for last completed fiscal year

Submit a full financial statement (preferably audited) for your organization's most recently completed fiscal year, including any statement of accumulated surplus or deficit (e.g. balance sheet).

If you do not have audited financials, then please submit the most recent year-end financial statements.



* List of Board of Directors or Senior Governance Body of your organization

Attach a list of your current Board of Directors, including their names and positions. If your organization does not have a Board of Directors, please include information for an equivalent senior governance body. We do not require information that may be considered confidential, such as home mailing addresses or telephone numbers for your Board.



Letters of support (maximum 3)

You can include up to three letters from organizations that are working with you on this specific project or have endorsed your project (e.g. other funders; and community members who support your initiative, etc.). These letters should demonstrate genuine knowledge of and/or involvement with your project and be unique from one another.



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NOTE: Only the documents with an * are mandatory to proceed.

Terms and Conditions – All Grant Types

APPLICANT ORGANIZATION PROJECT DETAILS PROJECT BUDGET SUPPORTING DOCUMENTS **TERMS & CONDITIONS**

*Please review and agree to the final Terms and Conditions.

Please review and agree to the final Terms and Conditions. Once you click the "Submit" button, you will not be able to make any changes online. You can, however, still log-in and view your application or print a copy for your records.

I agree to the following terms and conditions:

- Vancouver Foundation will not assess an incomplete application
- Vancouver Foundation requires grantees to openly license materials created through our grant funding (reports, videos, curriculum, and the like) under a Creative Commons Attribution license. For more information and exceptions, please refer to the [full policy](#).
- All information and ideas submitted remain the intellectual property of the Applicant Organization. The Applicant Organization provides Vancouver Foundation the non-exclusive license to share or adapt the submission as part of our grant-making process, including sharing this application with community advisors or other funders at our sole discretion. A list of approved grants is made public on the Vancouver Foundation and LEVEL websites.
- The information provided in this application is true, accurate and complete (to the best of my knowledge).

Validate and Submit – All Grant Types

The final step in the application process is to validate and submit the information.

The "Validate and Submit" button performs a final validation of your application form before it is submitted. This action will check to see that all the mandatory fields are filled out and that your budget is balanced.

A list of errors will appear at the top of the screen if there are any. Click on each item in the list to be taken to the area in the application form where the error occurs.

Please correct the following errors and try again.

- Why will developing a plan to create and strengthen staff and board leadership opportunities for Indigenous and immigrant/refugee youth and young adults within the sector be meaningful? cannot be empty.
- Who are you currently partnering with? Who else do you intend to include or collaborate with in the development process? Indicate any unlikely or non-traditional partners you plan to engage. cannot be empty.
- What are some of the questions and learnings you hope to explore through your project? cannot be empty.
- Please complete the Project Timeline.

After Submitting an Application

Once you have successfully submitted an application, you will not be able to make any changes online; however, you can still login and view your application or print a copy for your records.

Whenever you log into the online system, you're taken to the "Home" screen. Within this portal, you can see all applications you're associated with in the "My Grants" section. Click on the "Active Grants", "Closed Grants" and "Pending Applications" tabs to see applications with these statuses.

The screenshot shows the Vancouver Foundation online portal. The top navigation bar includes 'Home', 'Apply', 'My Applications', and a user profile icon. The 'My Grants' section is active, showing a table with columns: Project Title, Organization, Applicant, Grant Type, Status, and Decision Date. There are three rows of data. Below this is the 'My Activities' section, which shows a table with columns: Application ID, Project Title, Activity Type, Scheduled Date, Condition, Payment Amount, and Grant Contact. The table in this section is empty, displaying 'No Results Found'.

Project Title	Organization	Applicant	Grant Type	Status	Decision Date
MO-KI	A Community Organization (Qualified Donee)	Joey Applicant	LEVEL - Develop	Draft - Full Application	
LEVEL Develop Project	A Community Organization (Qualified Donee)	Joey Applicant	LEVEL - Develop	Submitted - Full Application	12/09/2019
LEVEL Test Project	A Community Organization (Qualified Donee)	Joey Applicant	LEVEL - Test	Submitted - Full Application	12/09/2019

Application ID	Project Title	Activity Type	Scheduled Date	Condition	Payment Amount	Grant Contact
No Results Found						

The "My Activities" section lists all of the actions that you're associated with for your approved grants.

- The "Scheduled Activities" tab lists all of the upcoming activities associated with the Project Contact. This is also the area where you'll see communication requests from Vancouver Foundation staff.
- The "Submitted Activities" tab lists the ones that are still in progress, and the "Completed Activities" tab lists all the actions that are finished.
- The "Paid Payments" tab lists all of the payments that Vancouver Foundation has made to the Applicant Organization for grants that list you as the Project Contact.