

GRANT APPLICATION GUIDELINES 2023

Table of Contents

OVERVIEW.....	2
WHO CAN APPLY?	2
APPLICATION DOCUMENTS	3
ADJUDICATION PROCESS	3
ASSESSMENT CRITERIA.....	3
1. Need:.....	4
2. Public Relations:	4
3. Fundability:	4
4. Impact:.....	4
RESTRICTIONS	4
Computers/IT	4
Equipment.....	4
Clothing/Apparel	4
Vehicles/Vessels/Accessories	5
CFO Funding	5
EXTERNAL REQUESTS	5
MULTI-YEAR REQUESTS.....	5
APPLICATION FORM.....	6
Section 1: Applicant Information.....	6
Section 2: Grant Information.....	6
Section Three: Budget.....	7
Section Four: VPD Approvals.....	7
Section Five: Supporting Documentation	8
SUCCESSFUL APPLICATIONS.....	9
GRANT CONDITIONS AND EXPECTATIONS	9

OVERVIEW

The Vancouver Police Foundation (VPF) builds relationships with the public and promotes awareness to support the Vancouver Police Department (VPD) through member-led programs that make Vancouver safer for all.

These programs fall outside of the regular operating budget of the City and focus on crime prevention, public safety and community well-being.

As a public foundation and registered charity, the VPF has certain restrictions on what it can fund. The programs/initiatives must have general community benefit.

Grants are funded under the Foundation's four pillars:

1. Youth programs
2. Mental Health and Addictions
3. Community Outreach and Engagement
4. Specialized Equipment and Technology

In addition, grants must align with one of the following Vancouver Police Department's strategic priorities:

1. Serving the Community
2. Community Safety
3. Community Well-being

Please note that when the VPF commits to funding the grants, it must then go and fundraise from the community to cover the commitments. Working with grant recipients to engage donors is essential to funding all of these wonderful programs.

WHO CAN APPLY?

Both sworn and civilian members can apply for grants. Before being considered by the Foundation, the applications must be approved by the applicant's manager. The Foundation then compiles all applications and sends them through the appropriate Chain of Command. Please refer to the [Approval Process section](#) on page 7 for more details.

APPLICATION DOCUMENTS

There are two required components to the grant application and applicants are encouraged to provide Supporting Documentation to help the members of the Adjudication Committees make informed decisions about the application.

1. Application Form (fillable PDF): **REQUIRED**
2. Budget (Excel or PDF): **REQUIRED**
3. Supporting Documents (file type varies): **OPTIONAL**

Submissions **MUST** be made via email to grants@vancouverpolicefoundation.org by **January 25, 2023, at 17:00 hours**. We cannot guarantee that applications sent to any other email address will be considered.

ADJUDICATION PROCESS

The adjudication process takes place in two parts:

First Round – applications of \$5,000 or less are considered and approved/declined at this stage and recommendations on all other applications are made. This meeting will take place **February 17, 2023**.

Final Round – all applications and recommendations from the First Round are considered by the Foundation’s Board of Trustees. This meeting will take place **February 21, 2023**.

Successful applicants will be notified by email no later than **March 1, 2023**. Please refer to the section [SUCCESSFUL APPLICATIONS](#) on page 9 for more information.

ASSESSMENT CRITERIA

In addition to ensuring that applications align to the VPF’s purpose and four pillars as well as the VPD’s strategic objectives, the following criteria are used to assess and rank the applications:

1. **Need:** Grants that clearly articulate a demonstrated need within the community and propose a potential solution to address that need. In addition, applications that propose a novel or new approach to a community need will be assessed higher.
2. **Public Relations:** Grant applications that will resonate with the wider community and a range of audiences (in terms of storytelling, media appeal, potential donor appeal), will be assessed higher.
3. **Fundability:** Grant applications that are well aligned to donor/potential donor interest will be assessed higher as there is a greater potential for the program/initiative/equipment to successfully secure funding from outside partners.
4. **Impact:** Grant applications that include a plan to measure and assess the impact and effectiveness of the program will be assessed higher. This is particularly true for multi-year funding requests, or grants that have been funded in the past.

Foundation staff are available to discuss your idea or your application before filling out the application. Please feel free to contact Executive Coordinator, Amanda Sanderson at asanderson@vancouverpolicefoundation.org or 604-717-8286 to discuss your idea.

RESTRICTIONS

Computers/IT

Grants for technology hardware or software **MUST** be submitted to the Director, Information and Communications Technology (Raymond Lai) prior to submission to the Foundation. An email or other documentation that shows approval by the Director, ICT must be included with the application. Grant requests for software must also be approved by the VPD's privacy team/legal counsel – Darrin Hurwitz.

Equipment

Grants for equipment **MUST** be submitted to the Equipment Committee (Superintendent Don Chapman) prior to submission to the Foundation. An email or other documentation showing the status of the EC request must be included with the application.

Clothing/Apparel

Grants for apparel/clothing, if successful, **MUST** be presented to the Uniform Committee (Superintendent Andrew Chan) prior to submission to the Foundation.

VPD Logo, Marks, Design, Advertising and Social Media

Any program or project that contemplates using the VPD's logo, marks, will require design services from the Public Affairs Section or contemplates promoting the program via out-of-home (OOH), traditional or social media, **MUST** be approved by the Director, Public Affairs (Sharmini Thiagarajah). We encourage all applicants to reach out to the PAS before submitting to the Foundation.

Vehicles/Vessels/Accessories

Grants for boats, vehicles, trailers, etc. **MUST** be submitted to the Manager, Fleet Operations (Peter Parmar) prior to submission to the Foundation. An email or other documentation showing the status of the request must be included with the application.

CFO Funding

The Foundation encourages applicants to also apply to the Civil Forfeiture Office (CFO) if the program/initiative/equipment meets that year's priorities for the CFO. Applicants may still apply to the Foundation, even if the outcome of the CFO application is not known. If the CFO application is successful, it will take priority and all or a portion of the VPF funds will be returned to the Foundation for redistribution to other programs.

EXTERNAL REQUESTS

Grant requests from outside agencies or individuals will only be considered in special circumstances. It is recommended that such requests are discussed with members of Foundation staff before submission. In such an instance, the applicant or receiving organization must find a VPD sponsor for the application which will still be required to be approved through the sponsor's chain of command.

MULTI-YEAR REQUESTS

The Foundation prefers to provide seed-funding to programs to help with proof-of-concept and to kick start programs. However, the Foundation will consider multi-year requests. In this instance, please provide supporting documents that provide the rationale for a multi-year request, as well as a breakdown for the project budget over the years for which funding is requested.

APPLICATION FORM

Section 1: Applicant Information

Main Contact Name: This is the rank, first and last name of the primary applicant. e.g. Cst. Aaron Rodgers

Unit/Section: Please write out in full; do not use abbreviations alone. For example, write Youth Services Section instead of YSS.

Email: The work email address of the main contact/primary applicant.

Team Members: As above, include the details for any team members who will be directly responsible for the program/initiative.

Location: The location where the applicant primarily works, not where the program will be implemented/take place.

Section 2: Grant Information

Name of Program/Equipment: This should be succinct but also indicate what is being applied for. If acronyms are used, please ensure that they are explained in the summary section or in Supporting Documentation.

Amount Requested: This is the amount being requested of the VPF. This can be equal to or less than the total project or equipment budget, particularly if you have or will apply for additional funding. If you are requesting multi-year funding, please enter the TOTAL amount of the request (eg \$5,000 per year x 3 years = \$15,000).

Have You Ever Been a Recipient of a VPF Grant?: This refers to the program, not the applicant. Only answer yes if you are applying for funding for a grant that has already received VPF funds.

Year: If you answered yes to the question above, please provide the year that the VPF first committed to the grant.

If Yes: If there are funds remaining, please indicate in the Yes, How Much box or if there are no funds remaining, select the no box.

Summary: This section is the concise description of what the funding request is for. It needs to include the community need (e.g. crime prevention), a brief description of the program/initiative/equipment and how said program/initiative/equipment will address the need. This summary is one of only three components the members of the Final Round of adjudication will receive (the other two are the impact summary and the recommendation from the First Round of adjudication). They will not receive the entire package.

Impact: This section is the concise description of how the program/initiative will be assessed on its effectiveness. We recognize that there is no “cookie cutter” approach to assessment. There is no distinction made between qualitative vs. quantitative metrics, though the impact summary should explain why one has been chosen over another. Proxy information can be included.

Section Three: Budget

Please use the enclosed budget template. This can be submitted as a PDF or Excel file.

When you are building your budget, please consider that some expenditures will have ongoing costs. These should be highlighted and approved. For example, purchasing software often has a one-time acquisition cost, and then indirect costs related to IT support (staff time) and direct annual licensing costs. Additionally, some equipment that has been purchased with Foundation support is now needing to be replaced. These replacement costs are often not included (or not within the scope) of the VPD’s regular operating budget.

Section Four: VPD Approvals

VPD’s Strategic Goals: Select the appropriate box that the application aligns to.

Chain of Command Approval: Signatures are not required but can be submitted. If the approval is granted via email, please include that email in the Supporting Documentation section.

Applicants are responsible for getting their Manager/Inspector approvals ONLY. The Foundation will be responsible for ensuring that the applications are submitted to Superintendents and Deputy Chiefs for vetting and approvals. Should the Superintendents/Deputies decide not to approve the application and submit to the Foundation, that will be communicated to the applicant through your chain of command.

Important Dates:

January 4, 2023: Grant application window opens

January 25, 2023: Deadline for grant applications (with manager/Inspector only approvals)

January 26 – February 3, 2023: Superintendent/Deputy Chief approvals

February 17, 2023: First Round Grant Adjudication

February 21, 2023: Second Round/Final Grant Adjudication

March 1, 2023: All notifications to applicants complete

September 7, 2023: Annual Grant Celebration Ceremony, location TBC

[Section Five: Supporting Documentation](#)

Relevant information: This is your opportunity to include additional information that will help the Adjudication Committee members really understand what your application is about and how it will benefit our community. Past successful grants have clearly articulated the following:

- A community need, backed up with supporting evidence (statistics, reports, media coverage, survey results, etc.)
- A clear, concise program description that demonstrates what role the applicant will play in delivering the program. In many cases, this includes members delivering programs/initiatives on their own time (after shift, days off). If you anticipate that you/your project collaborators will be volunteering your time, please ensure that is clearly communicated in your application.
- How will the VPF be recognized as a result of its support? While this is not a requirement, being able to showcase the VPF's support to the public in turn, helps the VPF to attract new donors and supporters. The more funding the VPF secures from the community, the more programs we are able to support
- For programs that have been running for some time, evidence of their effectiveness is required. This can come in many forms: internal program assessments, written support from VPD management (1-2 paragraphs), third party testimonials (eg teachers, principals for school-based programs), independent assessments or analysis, etc.
- A reasonable timeline for the implementation of the program and key milestones expected along the way

Additional links or URLs: Please include clickable links to any sites or media.

SUCCESSFUL APPLICATIONS

If your grant application is approved, you will be notified by email no later than **February 24, 2023**. An online checklist and Terms and Conditions will be included in that email. Please note that no funds will be disbursed until we've received the signed Terms and Conditions.

All applicants are invited to attend the **Grant Award Ceremony**, which is tentatively scheduled for **September 7, 2023**. Additional details about the event will be included in the invitation.

GRANT CONDITIONS AND EXPECTATIONS

1. Grants are awarded for the period March 1, 2023, to March 31, 2024. Funds MUST be spent during this period. If funds remain following March 31, 2024, they will be returned to the Foundation. If there are special or extenuating circumstances that require you to prolong the period of your grant, you must write and receive written approval from the Foundation. Emails to grants@vancouverpolicefoundation.org are sufficient.
2. Grants are administered by applicants in collaboration with the VPD Financial Services Section (e.g. for purchases, payments, reimbursements, etc.) As such, the VPD's purchase process and the City of Vancouver's Purchasing Policy applies, i.e.: pre-approval must be obtained from the respective Central Budget Manager through the chain of command before purchases are made. If you have questions about this, please contact Davina Chung or Henrietta Sia in Financial Services for budget and payment process.
3. If you anticipate any major changes to the program or the budget after you have been approved, please contact the Foundation to discuss the change and the reason for it. The Foundation must approve, in writing, any substantive changes in program delivery or budget.
4. Retirement/Promotion/End of Assignment/Transfer: If an applicant moves into a new role or leaves the VPD, it is the responsibility of the applicant to find a new program/project lead. If no new lead is determined within three months of the applicant's job status change, the funds for that grant will be returned to the VPF for re-allocation to other projects.

5. Any use of the Foundation's logos or marks MUST be approved in advance by the Foundation. Please submit design proofs to <mailto:kdyk@vancouverpolicefoundation.org> for approval. Any use of the VPD's logos or marks MUST be approved in advance by Public Affairs. Please contact Sharmini Thiagarajah at Sharmini.thiagarajah@vpd.ca for guidance.
6. Please extend invitations to the Foundation for its staff and Trustees to event key events, announcements, and program related activities. These are wonderful ways to share the incredible work that you do with the Foundation Board, as well as donors who fund the programs. Invitations can be sent to:

grants@vancouverpolicefoundation.org
awright@vancouverpolicefoundation.org
asanderson@vancouverpolicefoundation.org
7. Applicants are required to submit mid-term and final reports. These reports should include a summary of activity to date, including milestones and objectives achieved. Please include a financial report as well (the original budget with YTD actuals). You are encouraged to include photos and any materials that have been developed and distributed. Reports to be submitted to email addresses listed above.
8. Please consider how to engage with the VPF's donors – i.e. invitations to programs, having participants write thank you notes, taking lots of photos and videos and sharing that with the Foundation, etc. Please reach out to Foundation staff for additional ideas.

Thank you very much for the incredible work that you do on a daily basis to make Vancouver safer for all. Every year, we are amazed by the calibre of applications and the dedication and passion of the members of the VPD. We look forward to receiving your applications.

- **The Board and Staff of the Vancouver Police Foundation**