2026
GRANT APPLICATION
GUIDELINES

VANCOUVER POLICE
FOUNDATION

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VANCOUVER POLICE
FOUNDATION

OVERVIEW

The Vancouver Police Foundation was created 49 years ago with a clear purpose: to fund crime prevention and community programs that are above and beyond the annual operating budget of the Vancouver Police Department.

Since 1976, thanks to the support of the citizens and businesses of Vancouver, the Foundation has granted over $14.5 million to hundreds of innovative programs – initiatives that have helped the VPD save lives, prevent crime, and build safer communities.

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 three streams:

1. Community Engagement, including youth, seniors and mental health programs
2. Public and Personal Safety
3. Specialized Equipment and New Technologies

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

It's important to understand that after the VPF pledges to provide funding for these grants, they need to engage in community fundraising efforts to fulfill these commitments. Collaborating with grant recipients to involve donors is crucial in securing the necessary funds for all these valuable 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 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 9, 2026**, 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 5, 2026.**

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 26, 2026.**

Successful applicants will be notified by email no later than **March 6, 2026.** Please refer to the section **SUCCESSFUL APPLICATIONS** on page 8 for more information.

ASSESSMENT CRITERIA

In addition to ensuring that applications align to the VPF's purpose and three streams and 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 opportunity 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 Director, Shelley Sainsbury at **ssainsbury@vancouverpolicefoundation.org** to discuss your idea.

RESTRICTIONS

TRAINING

The Vancouver Police Foundation will not be accepting applications focused on training or conference attendance.

CHALLENGE COINS

The VPF does not accept applications for Challenge Coins.

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 Marco Veronesi) 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 Matt Harty) 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 and marks will require design services from Public Affairs Section. Additionally, any promotion of the program via out-of-home (OOH), traditional or social media, **MUST** be approved by the Director, Public Affairs. 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 will only be considered in rare 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 require approval through the sponsor's chain of command.

MULTI-YEAR REQUESTS

The Foundation does consider multi-year requests. For programs that have been running for several years and are considered to be a "staple" of VPD offerings to the community are encouraged to apply for a multi-year grant.

APPLICATION FORM

SECTION 1: APPLICANT INFORMATION

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

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. **Should the project lead, or team members change during the program, you must inform the VPF, or you may lose your funding.**

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. you are requesting multi-year funding, please enter the TOTAL amount of the request (e.g. $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.

When you are building your budget, please ensure you are considering costs of items in 2026, not on previous grant award years. The budget needs to be as accurate as possible and provide supporting quotes where applicable. Also 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 and direct annual licensing costs.

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. 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.

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 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.

• A community need, backed up with supporting evidence (statistics, reports, media coverage, survey results, etc.)

• 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 (e.g. 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 **March 13, 2026.** An online checklist and Terms and Conditions will be included in that email. Recipients must review and accept Terms and Conditions before any funds can be dispersed. Not meeting requirements set out in the Terms and Conditions may affect your eligibility for grant funds in future.

All applicants are invited to attend the **Grant Award Ceremony,** which is *tentatively scheduled* for **May 21, 2026.** Additional details about the event will be included in the invitation once date is finalized.

GRANT CONDITIONS AND EXPECTATIONS

1. Grants are awarded for the period March 1, 2026, to March 31, 2027. Funds MUST be spent during this period. If funds remain following March 31, 2027, 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 VPD Finance 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 <u>three months</u> 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 **kdyk@vancouverpolicefoundation.org** for approval. Do not use old VPF logos. Any use of the VPD's logos or marks **MUST** be approved in advance by Public Affairs.

6. Please extend invitations to the Foundation for its staff and Trustees to 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

ssainsbury@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 for measurable impact. 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 by email to **grants@vancouverpolicefoundation.org**

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. Please reach out to Foundation staff for additional ideas.

Thank you for the exceptional work you do each day to help make Vancouver safer for all. Each year, we are inspired by the quality of applications we receive and by the dedication and passion shown by VPD members and Civilian Professionals. We look forward to reviewing your program applications for the year ahead.

The Board and Staff of the Vancouver Police Foundation