



ADMINISTRATIVE REPORT

Report Date: May 11, 2017
Contact: Karen Hoese
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Meeting Date: May 30, 2017

TO: Vancouver City Council
FROM: General Manager of Planning, Urban Design and Sustainability
SUBJECT: 2017 Downtown Eastside (DTES) Capital Grant Program Allocation

RECOMMENDATION

THAT Council approve the grant allocation of \$780,690 to Downtown Eastside (DTES) non-profit organizations (as detailed in Appendix A) to strategically advance the social, economic and environmental objectives of the approved DTES Plan.

Approval of grant recommendations requires eight affirmative votes.

REPORT SUMMARY

Council approved the *Downtown Eastside (DTES) Plan* in March 2014 setting out the policies, strategies, Quick Start and Short Term actions needed to achieve the long term vision that "the neighbourhood will be made up of mixed-income communities with a range of affordable housing options (including social housing) for all residents, local serving commerce, social services and cultural activities where all feel welcome, valued and at home".

The proposed capital grants are to be used to broaden implementation efforts to achieve this vision. In this way, City staff work with non-profit organisations to improve the lives of low income residents and revitalise the area without displacing vulnerable residents and valuable community assets.

Staff invited applications for the DTES Capital in early 2017. A total of twenty-six applications were received and all are recommended for funding. This report recommends grants be approved for ten projects related to Community Economic Development (CED) and sixteen projects related to Community Asset Management initiatives. There were no applications for Neighbourhood Improvements.

The proposed projects range from building improvements for non-profit organizations to training and job creation for local residents. Projected benefits expected from these capital projects include:

- an improved facility where annually 600 inner-city children receive support for literacy skills and self-esteem from 200 volunteer mentors;
- an improved kitchen facility where daily meals are served to 500 women, children and seniors;
- support for 20 youths who have aged out of care;
- building improvements to the low-barrier employment hub serving marginalized residents;
- several improved facilities for people with mobility challenges; and
- a safer and improved Single Room Occupancy (SRO) for 80 low-income DTES residents.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

- In December 2016 Council approved the *DTES CED Strategy (Phase 2)*.
- In October 2014 Council approved the *Healthy City Strategy 2014-25*.
- In March 2014 Council approved the *Downtown Eastside Local Area Plan (DTES Plan and Social Impact Assessment (SIA))*.
- In January 2012 Council received for information the *Vancouver Economic Action Strategy*.
- In July 2011 Council approved the *Greenest City Action Plan 2020*.

REPORT

Background/Context

The Downtown Eastside (DTES) comprises the seven mixed income neighbourhoods of Gastown, Victory Square, Chinatown, Oppenheimer District, Thornton Park, Strathcona and the Industrial Lands.

Based on 2006 Census data, at least half of the 18,500 residents earn below the estimated median income of \$13,700 per annum (compared to the city wide median of \$47,300). Despite the high level of poverty and vulnerability, the DTES is a very creative, diverse area with close-knit communities, a mix of land uses, unique heritage assets and cultural amenities. The *DTES Plan* provides the 30 year vision, strategies and policies needed to achieve a better quality of life for the residents, and improved opportunities for businesses and industries.

A significant number of Quick Start and Short Term projects were approved as part of the DTES Plan (refer to Appendix B for a summary table) and the proposed grants provide an opportunity to work with various partners, including non-profit societies and Business Improvement Associations, to implement these projects.

The grants program is designed to build partnerships with non-profit organisations, charities, social enterprises, Societies and Business Improvement Associations to help implement the Quick Start and Short Term projects in the DTES Plan. Eligible projects must include at least

one of the following criteria as set out in the *2017 DTES Capital Grant Program Guidelines* (refer to Appendix C), allowing the funds requested to be used for the following:

- Expenses associated with building asset improvements, upgrades to premises and/or facades needed to implement the Plan.
- Capital improvement related “soft costs” for feasibility studies, investigations, project management etc., to build capacity leading towards capital related improvements.
- Strategic opportunities where projects have potential for substantial outcomes that meet Council and DTES priorities.
- Movable assets such as machinery, tools, equipment, appliances, etc.

Applications were also compared to the *DTES Plan Social Impact Objectives* which seek to:

- Ensure that developments and businesses fit the DTES neighbourhood context, offer needed, locally-serving uses, and do not significantly exclude or negatively impact the low-income community.
- Encourage a wide range of housing options in the neighbourhood, with a particular focus on new and improved social and affordable housing for the homeless and other low- and moderate-income singles and families.
- Ensure diverse development that is respectful of heritage assets, surrounding scale, urban pattern, and social and community context.
- Improve the overall quality, accessibility and inclusiveness of the public realm in the DTES, recognizing the uniqueness of each sub-area.
- Maintain diversity of existing businesses and commercial uses and support affordable commercial spaces for social enterprises, micro enterprises and small businesses providing low-cost goods and services for residents.
- Encourage the use of local goods and services in the construction, operation and maintenance of the proposed development or business.
- Encourage local and inclusive hiring in the construction, operation and maintenance phases of the improvement and the strengthening of social and micro economies.
- Maintain adequate health and social services within the community, as well as community amenity and gathering spaces to serve the needs of the diverse local population.
- Retain, preserve and celebrate local heritage, arts and culture for all.

Strategic Analysis

The DTES Capital Grants Program presents a strategic opportunity to implement the *DTES Plan* in three key priority areas identified in the planning process: protecting community assets, neighbourhood improvement and community building, and community economic development. The program also supports the *DTES Community Economic Development Strategy* which reinforces the local economy as a livelihoods continuum, from survival and informal work to supported employment, formal employment and entrepreneurship.

The grants recommended in this report align with Council priorities and strategies, in particular the *Healthy City Strategy*, the *Greenest City Action Plan* and the *Vancouver Economic Action Strategy*. The grants focus mostly on the *Healthy City Strategy*, an inspirational strategy for all residents of Vancouver, particularly to the diverse neighbourhoods of the DTES. This strategy aspires to the vision of a “Healthy City for All” through three focus areas of “Healthy People” (taking care of basics) “Healthy Communities” (cultivating connections) and “Healthy Environments” (ensuring liveability now and into the future).

A total of 26 applications were received and all are recommended for approval. A multi-departmental staff team reviewed the applications and considered the benefits to the neighbourhood that would be created through the proposals including local hiring, job creation, value-added local serving retail, micro enterprises, upgraded SRO building, improved access to services, cultural asset maintenance and related opportunities.

The funding area of the recommended grant applications are shown and summarized in Table 1 - (See Appendix A for a more detailed description of each project).

Table 1: Recommended DTES Capital grants

Funding Area	Objectives	Number of Grants	% of Grants	Total Funding
Community Economic Development	A vibrant and inclusive economy through Community Economic Development	10	38%	\$271,100
Community Asset Management	Retention and improvement of valuable assets identified in the DTES Plan and SIA	16	62%	\$509,590
Neighbourhood Improvements	Improvements to the neighbourhood places and spaces for community wellbeing, safety and walkability	0	0%	\$0
Total		26	100%	\$780,690

Most of the applications are related to Community Asset Management or Community Economic Development priority areas. All applications support the DTES Plan’s vision to improve the lives of low income residents and revitalise the area without displacing vulnerable residents and valuable community assets.

Groups that submitted an application that are being recommended include:

- The Writer’s Exchange Society where volunteer mentors help boost the literacy skills and self-esteem of 600 inner-city kids each year. With the funding they will be able buy new furniture, dividers and coat hooks instead of teaching across donated tables and chairs and leaving their coats on the floor.

- The Downtown Eastside Women's Centre where the funds will be used to upgrade their busy drop-in kitchen that currently provides daily 500 nutritious meals to 500 women, children and seniors. During the meal program a variety of support services are available to assist women to improve their skills, income and housing.
- The low-barrier income hub at the Lux that will use their grant funds to properly build out their office space to meet the program requirements and to better serve marginalized people.
- The Vancouver Chinatown Foundation for Community Revitalization, which recently purchased the May Wah Hotel which is a SRO and houses 80 DTES low-income residents. Their funds will be used for safety and liveability upgrades.
- The Union Gospel Mission (UGM) where their funds will be used to develop a social business strategy to integrate upcycling of goods, internship/ training placements for women with barriers, and increase profitability at the UGM Thrift store.

The DTES Capital grants will also support partnerships to build capacity and leverage additional matching funding (at least 50%) through the sourcing of other funds. With these series of applications, the amount of funds leveraged is just over three times the amount granted. All projects will be monitored regularly and the matching funds leveraged for each application will be confirmed before the final grant is released.

Implications/Related Issues/Risk (if applicable)

Financial

The foregoing recommendation seeks approval for twenty-six grants amounting to a total of \$780,690. Source of funds is the 2017 Capital Budget for the Downtown Eastside.

Once the grants have been approved by Council, a Letter of Understanding will be signed between the applicants and the City of Vancouver outlining the terms, conditions, budget, and grant release details including confirmation of matching funds.

CONCLUSION

The grants and funding recommendation in this report align with the policy objectives of the DTES Plan and will help the City to address its priorities of fostering community economic development, protecting community assets, neighbourhood improvement, and community building. These projects will assist greatly in implementing various Quick Start and Short Term projects identified as priorities in the DTES Plan.

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2017 DOWNTOWN EASTSIDE CAPITAL GRANTS
Recommended

No	Organization	Project Description	Outcomes	Quick Starts (see Appendix B)	Amount Recommended	Comments
1	Union Gospel Mission	Develop social business strategy to integrate upcycling of goods, internship/training placements for women with barriers, and increased profitability at the UGM Thrift Store.	More affordable services and goods in the thrift store for residents and the hiring of people with barriers to employment through the work internship program.	Economy (C7,C8)	\$5,000	potential 6+ women with barriers employed
2	Ecotrust Canada - The Amp	Creation of recycling station and addition of privacy screens in the open space office area.	Improved waste reduction; improved office environment and hiring of local manufacturing businesses.	Economy (C6,C9)	\$4,500	
3	Lim Sai Hor Kow Mock Benevolent Association	The rehabilitation of the Historic Lim Sai Hor Kow Mock Benevolent Association heritage building facades to their original 1903 configuration.	Retention and stability of the significant Lim Sai Hor Kow Mock Benevolent Association building; reinforces the Chinatown National Historic District; tourist attraction.	Heritage (D4)	\$50,000	
4	The Writers' Exchange Society	Fitting out and replacement furniture for their new less-expensive and larger second-floor unit.	The new program space will be improved, beautiful, fun, safe and inclusive, and will enhance the local kids' social/literacy learning in their free and fun programs.	Well-Being (A3)	\$20,000	serving 600 inner city kids per year
5	BC Artscape Society	30-plot garden beds on the rooftop parkade of Sun Wah Centre in Chinatown.	Sharing of agricultural and cultural knowledge of Chinese elders with a growing community of engaged Chinese-Canadian youth.	Well-Being (A2, A3)	\$30,000	

No	Organization	Project Description	Outcomes	Quick Starts (see Appendix B)	Amount Recomm -ended	Comments
6	Van. Chinatown Foundation for Community Revitalization	Important and necessary safety upgrades and livability renovations: secured entrance, lighting upgrades, plumbing fixtures, and to service the boiler and hot water system	A safer and improved building for the 80 Downtown Eastside low-income residents, the property managing staff, visitors to the May Wah Hotel, and the commercial tenants.	Housing (B2)	\$46,500	80 DTES low-income residents
7	Open Door Social Services Society	Installation of a commercial lift to serve people with disabilities.	Installed commercial lift and creating a space that is welcoming, accessible and comfortable for the diverse community members.	Well-Being (A3) Economy (C8)	\$50,000	
8	Wepress Community Arts Space Society	Expansion of computer lab, and the maintenance and repair of the traditional letterpress.	Improved programming and capacity building in particularly low-income and marginalized artists and DTES residents.	Well-Being (A3) Economy (C8)	\$20,000	
9	Vancouver Buddhist Temple	The Vancouver Buddhist Temple (VBT) is developing a DTES Buddhist Education Centre.	Sustainability of the VBT, more programming, particularly for the Japanese community and improved outreach to the locals.	Heritage (D4) Well-Being (A3)	\$12,125	
10	Network Of Inner City Community Services Society	To develop a social capital lending system for young people who have aged out of care.	Support for youths aging out of care, and increase community connections and pro-social activities by partnering with Strathcona Community Policing Center.	Well-Being (A3)	\$19,350	25 youth at risk

No	Organization	Project Description	Outcomes	Quick Starts (see Appendix B)	Amount Recomm -ended	Comments
11	Downtown Eastside Neighbourhood House	The DTES Neighbourhood House seasonal gift basket project fundraising idea focusing on marketing capacity.	Revenue for the neighbourhood house; support for local food manufacturing and production enterprises; trains local residents in food production specifically our in-house products.	Economy (C8,C9)	\$8,000	12 local residents
12	Potluck Café Society	Potluck Café Society is seeking to expand its operation and assume additional productive capacity through acquisition of the kitchen space at 312 Main Street.	Improved marketing, grow their business, and provide new and exciting opportunities for individuals facing barriers to conventional employment.	Economy (C6,C9)	\$50,000	Award of funds is conditional on signed lease
13	Strathcona Business Improvement Association	Pilot project proposal for a waste & recycling collection program for the 300 block of Powell St. (south lane).	Reduction/elimination of dumpsters with recycling and waste collections; usage of local social enterprises. Potential future lane revitalization opportunities.	Economy (C6,C9)	\$15,700	200 hours of employment; recycling; usage of local company
14	Cultivate Canada Society	Relocation of Sole Food urban farm from its current location at 811 Carrall St to a new DTES location.	Relocated Sole Food urban farm within the DTES and uninterrupted continued farm operations and employment of DTES residents.	Economy (C6,C9) Well-being (A2)	\$50,000	Award of funds is conditional to final location. Most staff are from DTES
15	Strathcona Business Improvement Association	To explore opportunities for retail and micro-enterprises in benevolent association buildings.	Data on potential locations, retail and service gaps, partnerships, type of enterprises to attract, and strategies for the implementation phase.	Economy (C8) Heritage (D4)	\$32,000	

No	Organization	Project Description	Outcomes	Quick Starts (see Appendix B)	Amount Recomm -ended	Comments
16	Hives for Humanity Society	Development of their bee wax crafts program and office improvements.	Improved capacity to deliver additional training and work opportunities, and builds revenue to support their therapeutic and mentorship community beekeeping programming.	Economy (C7,C9) Well-being (A3)	\$9,800	On average 5 program participants per week
17	Ecotrust Canada - LEDLab	LEDlab's cohort program places interns with inner city community organizations to activate Community Economic Development projects.	Opportunities for game changing ideas, design, experimentation, entrepreneurial training, and a supported incubation process for research, feasibility studies, testing, and evaluation.	Economy (C7,C8)	\$46,100	15 jobs for low-income per project
18	Eastside Movement For Business And Economic Renewal Society	Tenant improvements required to operate a Low-Barrier Income Generation Hub at the Lux Space at 57 East Hastings St.	Income generating opportunities to many of the marginalized residents of the DTES who are currently left out of the mainstream economic equation.	Economy (C4,C9)	\$50,000	Hub for many low-income people seeking employment; local agencies referrals
19	Downtown Eastside Women's Centre Association (DEWC)	New kitchen equipment for the DEWC's drop-in centre kitchen.	Improved functional space to continue providing daily nutritious meals for 500 women, children, and seniors through their drop-in centre and shelter.	Well-being (A2,A3)	\$35,993	Daily meals for 500 women and children
20	Van. Chinatown Foundation for Community Revitalization	Create a facility where the history of Chinatown, Chinese societies and early Chinese Canadians are housed and celebrated.	Awareness of Chinese Canadian pioneers' contribution to Vancouver; collection point for family association's historic documents and community stories and artifacts.	Heritage (D4)	\$50,000	

No	Organization	Project Description	Outcomes	Quick Starts (see Appendix B)	Amount Recomm -ended	Comments
21	First United Church Community Ministry Society	Renovation of their reception area/ frontline service centre "The HUB"	Improved access and provision of services for the homeless and other residents of the DTES.	Well-being (A1,A2,A3)	\$50,000	Daily shelter for 60 people, food and drop-in service for 500 people.
22	Vancouver Japanese Language School & Japanese Hall	Repair or replace the deteriorating exterior of the non-heritage building	This repair/replacement will ensure the viability of the building for another 25 years.	Heritage (D4)	\$50,000	
23	Hives for Humanity Society	To improve community engagement and education at 58 West Hastings by building up the resources which we can offer for usage.	Community engagement and education activities with collaborators, partners and the community at large, particularly with low-barriers.	Well-being (A1,A2,A3))	\$12,122	75 hrs volunteer experiences; 60 hrs part-time work weekly
24	Street market Society	To create an event rental business - tents, tables and chairs using a social employment model.	Viable event rental business to support vulnerable and marginalized individuals work experience and sustainability of the street market.	Well-being (A1,A3) Economy (C7,C8,C9)	\$12,500	600 work hours
25	Chinese Social Development Society	Erect a pre-fab building at the ground level to provide easier access for seniors to participate in programs	New building and more seniors accessing programs. Improved sustainability for the society through rental income	Well-being (A3) Art & Culture (D2)	\$26,000	
26	HiVE Vancouver Society	Installation of a platform lift for better access by people with mobility challenges.	Installed platform lift and improved overall quality, accessibility and inclusiveness of HiVE to the DTES.	Well-being (A3)	\$25,000	

QUICK START ACTIONS and SHORT TERM PROJECTS

(Summary of Section 18.6 - Action Plan 2013-43 of the approved DTES Plan)

A - Well-Being
1. Enhance residents sense of safety, inclusion and belonging, including implementing actions from the City's Task Force on Sex Work and Sexual Exploitation and Missing Women's Inquiry
2. Improve access to affordable, nutritious, and culturally-appropriate foods
3. Continue to prioritize that the safety of women, children, seniors, and culturally-diverse groups through well-designed spaces and inclusive programs
B - Housing
1. Offer grants to non-profits to upgrade SROs while maintaining affordability
2. Continue working with the Residential Tenancy Branch to improve tenant/landlord relations.
3. Amend the SRA By-law and clarify the fee Council can attach to an SRA permit.
4. Explore creative financing using a 'cost-benefit' approach for scattered supportive housing sites.
C - Economy
1. Investigate regulatory changes and building code modifications to accelerate small conversions and renovations of business premises (especially in older buildings that are costly to maintain) to allow business owners who wish to make physical improvements.
2. Work with the four Business Improvement Associations to create a neighbourhood-wide business characteristics survey.
3. Work with VEC and BIAs to attract suitable new enterprises with retail strategies
4. Use City-owned properties, affordable leases, and revitalization tax supports to provide affordable goods and services to the area.
5. Undertake a study of vending alternatives and the establishment of neighbourhood market-selling facilities.
6. Facilitate social and green enterprise practices and innovative business methods to achieve Social Impact objectives and Greenest City Action Plan objectives
7. Innovate and support opportunities for market-selling, small business and micro-enterprise opportunities for DTES residents to build the survival economy
8. Identify, secure and maximize economic/business assets that serve the low-income community (particularly in the CBDA)
9. Increase local employment encouraging inclusive local hiring opportunities.

D - Arts & Culture and Heritage
1. Stabilize key existing physical assets and secure ownership in public domain
2. Retain/create flexible multi-use neighbourhood spaces such as studios, offices, rehearsal/production and indoor/outdoor space
3. Support community efforts to recognize Aboriginal First Nations heritage and the Salish Sea Civilization concept
4. Support community initiatives such as raising the stature of the Japanese Canadian heritage, preservation and rehabilitation of the Chinatown Society buildings, identify, preserve and improve places with social and cultural meaning to the community, such as CRAB Park, Pigeon Park, Oppenheimer Park, Powell Street (Japantown), Chinatown, Strathcona, historic lane ways and alleys.
5. Initiate the work on updating the Vancouver Heritage Register.
6. Create a framework and business plan for a Chinatown Society Building Grants Program
E - Parks & Open Space
1. Convert over-paved or under-used areas into mini-parks or plazas where possible.
2. Review existing street trees to fill gaps and replace ailing trees, and prioritize planting new trees in areas with few or no existing street trees.
3. Make existing parks more useable by adding new features
4. Enhance the public realm to improve walkability, and reinforce the distinct identity of historic areas
F - Community Place-Making
1. Adopt a Social Impact Management Framework to protect and enhance identified community assets, and manage neighbourhood change to provide benefits and opportunities for local resident
2. Hastings Street and Kiwassa Urban Design Framework and Public Realm Plan
3. Undertake improvements to Water Street and Maple Tree Square, including the public realm, pedestrian, cyclist, and traffic safety, and introduce amenities for community programming and celebrations.
G - Well-Managed Growth & Development
1. Amend land use and development policies and bylaws to support plan implementation, including the adoption of a new DTES Rezoning Policy and Social Impact Objectives



2017 DTES Capital Grant Program

Deadline: 4:30 pm - Thursday March 30, 2017

PROGRAM SUMMARY & APPLICATION GUIDELINES

1. INTRODUCTION

The Planning Department is accepting applications to its 2017 Downtown Eastside (DTES) Capital Grant Program. We are looking for a small number of projects that will achieve the Social Impact Objectives (DTES Plan - page 11) and support the implementation of DTES Plan through Quick Start, and other actions as set out in Chapter 18 of the Plan.

The key priority areas of the DTES Capital Grants are also to be linked to the DTES Plan by:

- Supporting community-based initiatives (for example; micro enterprise establishment, youth outreach, child care and co-op projects etc.),
- Fostering community economic development (CED) (for example; retail space improvements, façade upgrades, storefront activation, social enterprise equipment and fittings etc.)
- Protecting community assets (for example; upgrades to space occupied by social or cultural service providers, social enterprise premises and support to the SRO upgrading program etc.),
- Improving the walkability and safety of the neighbourhood (for example; street improvements, furniture, lighting, signage and information boards etc.).

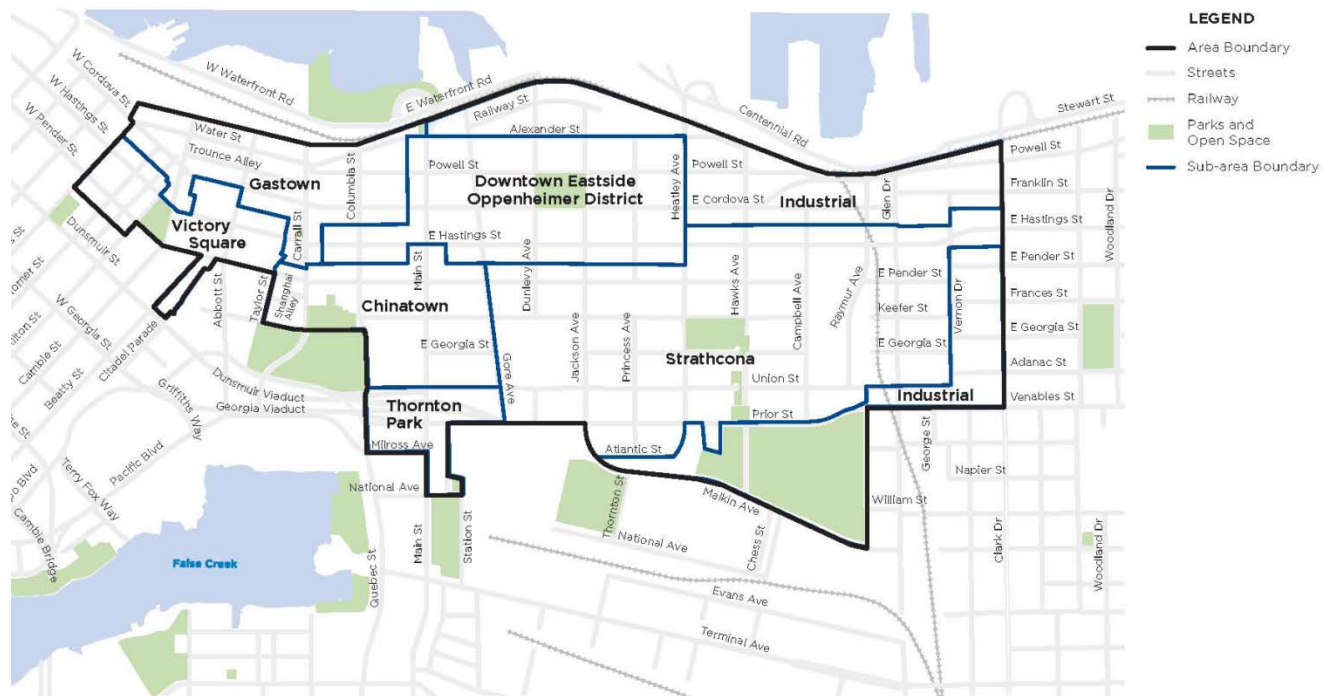
2. PROGRAM SUMMARY

- Matching grants are available in the range of \$5,000 to \$50,000.
- Grants are for capital projects in the DTES (see map).
- Projects are to be completed by December 2017.
- Applicants need to be Vancouver-based non-profit organizations or social enterprises.
- Applicants should share 50% of the project cost.

3. ELIGIBLE ORGANIZATIONS

We welcome applications from Vancouver-based organizations that are:

- Registered non-profit societies.
- Business improvement associations.
- Community service co-ops.
- Charities registered with Canada Revenue Agency (CRA).
- Social enterprises wholly owned by a non-profit society.
- Faith-based organizations.



In addition, organizations must:

- Be in good standing with the Registrar of Societies, be financially stable with sound administration and have a proven track record of public service.
- Have an independent, active governing body composed of volunteers whose main responsibilities shall be program and policy development and fundraising. The Board is held responsible for the effectiveness of services provided and the financial accountability for funds received from all sources. Voting members of the Board of Directors of a Society may not be remunerated for services to the society, but they may be reimbursed for expenses.
- If in City-owned or leased facilities when applying, assure work to be done is in accordance to the terms and conditions in the lease.

We do **NOT** fund organizations that:

- Focus mainly on health care or education (excluding childcare or out-of-school care)
- Exclude certain people or groups because of their religion, ethnicity, gender, age, sexual orientation, language, disability, or income.

4. ELIGIBLE PROJECTS

Your organization may apply if your project is located in the Downtown Eastside and is for:

- Improvements to building assets, upgrades to premises and/or facades that lead to community economic development and enhancing social connections etc.
- Feasibility studies, investigations, skills development, project management etc. and can be funded to build capacity leading to capital related improvements or CED.
- Movable assets such as machinery, tools, equipment, appliances, furniture.
- Flexibility could be made for time-sensitive, strategic projects that will produce significant outcomes that meet the DTES Plan, subject to City Council's final approval.

Your project must align with the Social Impact Objectives (Chapter 1), or help implement a Quick Start project in the DTES Plan, particularly the Local Economy (Chapter 10).

You can read the DTES Plan at <http://vancouver.ca/files/cov/downtown-eastside-plan.pdf>

Funding will **NOT** pay for projects already completed.

5. APPLICATIONS REVIEW

Your application will be reviewed by staff and we may invite your organization for an interview. We will review your application based on these considerations:

- a. How the project supports the Social Impact Objectives of the DTES Plan (Chapter 1); applicants should describe how all or some of the objectives would be met.
- b. For CED projects, how would they:
 - Maintain diversity of existing businesses and commercial uses and supporting affordable commercial spaces for social enterprises, micro enterprises and small businesses providing low-cost goods and services for residents.
 - Encourage the use of local goods and services in the construction, operation and maintenance of the proposed development or business.
 - Encourage local and inclusive hiring in the construction, operation and maintenance phases of the improvement.
 - Establish new CED initiatives or strengthening of social and micro enterprises.
- c. The ability, effectiveness and type of service offered by your organization and project partners.
- d. Data and targets that measure project outcomes (for example: number of local jobs created, number of people trained, or amount of local-serving retail space).
- e. The amount of financial support secured from other sources as matching funds.
- f. The cost of the project and past grant applications.

5. COST SHARING

The DTES Capital Grants Program uses a cost-sharing arrangement with your organization in order to build capacity and leverage funding from other sources. Other funding sources could include government programs, the private sector, trusts, donations, cooperatives, applicant's own reserves and in-kind contributions.

In general, the City's contribution will not exceed 50% of the total project cost, from \$5,000 up to a maximum of \$50,000. If you have a substantial capital project that requires a grant more than \$50,000, please contact us to discuss before submitting your application.

Your organization does not need to secure all funding at the time of application. When the application is approved, you have up to one year to raise the funds and complete the project.

6. GRANT PAYMENT

After City Council has approved your project, payment terms will be determined and described in the Terms of Reference (ToR) and Letter of Understanding (LOU) agreement that is signed by The City and your organization.

A grant can only be paid after your organization has confirmed that all matching project financing and contribution is in place.

If your organization is not able to meet conditions of the grant, start or complete the project based on an agreed timeline, the project may be terminated and any funds paid to the project will need to be returned to the City.

7. CITY COUNCIL DECISION ON CAPITAL GRANTS

City Council makes the final decision on your application. City staff will review all applications and make recommendations to City Council.

8. HOW TO APPLY

Please see next page.

APPLICATION DEADLINE IS:
4:30PM - Thursday March 30, 2017

To apply, please follow these steps:

1. Complete and sign the application form.
2. Submit application either by:
 - a) **Email:** Scan the signed form, save it as a PDF document and email it with the subject "2017 DTES Capital Grants" to: dtes.grants@vancouver.ca .
 - or
 - b) **In person to:** Planning and Development Services, ground floor - 515 West 10th Avenue, attention: Wesley Joe.

In person deliveries are accepted Monday to Friday, 8:30-4:00 pm

You may find the application form online at
<http://vancouver.ca/home-property-development/dtes-local-area-plan.aspx>

9. SUPPORTING DOCUMENTATIONS

The following documents are required as attachments to support your request:

1. A least two current detailed cost estimates.
2. Drawings and plans of the proposed project, if applicable.
3. Letter from Worker's Compensation Board confirming the applicant is registered in good standing and the registration number.
4. Letters of confirmation from other funding sources, if available.
5. A copy of your BC Registry Certificate of Good Standing, if not previously submitted in other grant applications.
6. If the property is not owned by the applicant, a copy of the lease and a letter from the landlord/property owner authorizing the proposed project. If the property is located in a City-owned facility, a letter from the City authorizing the project is not required, as staff will consult with the Facilities Department directly. However it is very strongly advised that you contact your City representative in the Facilities Department in advance of making an application to us to make them aware of your project.

If you have questions about your application, please contact Wesley Joe or Helen Ma from the Downtown Eastside Planning Group.

Wesley Joe

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Helen Ma

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