

TERMS & CONDITIONS OF THE

VANCOUVER ISLAND COMMUNITY IMPACT GRANT PROGRAM

Program Overview:

- The Vancouver Island Impact Grant Program is made possible by a generous donation from Coastal Community Credit Union
- Grants can be awarded up to \$5000 for eligible projects
- There is no deadline to apply, grants will be assessed and awarded as they are submitted until the fund has been dispersed

Who can apply?

- The grants are available to Vancouver Island Co-ops who are members in good standing of CHF BC
- Any co-op member may create an application; however, it will need to be approved by the co-op's board of directors to be considered
- You may apply for another project once you complete your project and submit your project story to CHF BC
- Please note the even distribution of funds across Island co-op's will be a priority.

What are eligible projects?

- Projects that make an impact in one or more of the following areas are eligible for funding.
 - Reducing your co-op's environmental footprint
 - Enhancing social inclusion and community engagement
 - Encouraging co-operation among co-operatives
 - Pursuing reconciliation with Indigenous communities
 - Promoting sustainable food systems and food security
- Project ideas to get you started:
 - Reducing your co-op's environmental footprint
 - Idea: Install rain barrels or composting infrastructure
 - Enhancing social inclusion and community engagement
 - Idea: Put on a cultural celebration, create a group public art project.
 - Encouraging co-operation among co-operatives
 - Idea: Create a shared tool library with local co-operatives
 - Pursuing reconciliation with Indigenous communities
 - Idea: Work with Local First Nations to celebrate the history of the traditional lands through an event or permanent installation

- Promoting sustainable food systems and food security
 - Idea: Start a community garden or bee hive.

What you need to know about the Vancouver Island Impact Grants

- Impact grant projects must be free to attend, accessible and welcoming to everyone. We encourage applications for projects that are accessible to people with disabilities and inclusive of all people
- We encourage applicants to seek donations or in-kind-gifts (Example: food, craft supplies, etc.) from local businesses to help support your project. However, you may not fundraise on behalf of other projects and/or organizations
- Projects will be implemented after the grant decision is made, not before. Projects will not be supported retroactively
- Impact grant funds must be used within one calendar year of the project being approved.
- Grants will be awarded until the fund is fully distributed.

What do you need to think about when you are estimating your project costs?

- Grant requests for projects are up to \$5000
- Grant money may be used to pay people honourariums up to \$500 to help with your project. Only people outside of the co-op are eligible for honourariums. An honorarium is a small fee paid to someone for their in-kind skills, gifts, or knowledge contributions for the success of the project. Example: A local artist (or yourself) shares their skills and talents with their neighbours
- The approved honorarium amount is at the discretion of CHF BC
- Insurance and/or permit may be required
- You are responsible for keeping track of your expenses for all project costs and ensure your budget balances

What happens after you apply for your Impact Grant Project?

- You will receive an email confirmation from CHF BC
- Your application will be reviewed by a committee made up of staff and volunteers
- You can expect a response to your application within 4-6 weeks.
- You will be advised on the outcome whether your project is approved or not

What do you do after you receive approval?

- You will receive information from CHF BC about when and how you will receive your grant
- CHF BC will send you 50% of the grant upfront
- You will receive your grant payment by cheque
- Turn your plan into action and document the process
- All unused funds must be returned to CHF BC. The grant is based on actual expenses incurred.
- The remaining 50% of the grant will be provided when expenses are submitted upon the completion of your project
- To help future applicants, and inspire others to do similar projects, you agree to share your Impact Grant story with photos, videos and by writing a short story of your project. CHF BC and Coastal Community Credit Union will highlight your project through their websites, social media, and newsletters
- Once a group of projects are completed, they will be invited to an upcoming Vancouver Island Council meeting to be celebrated and share their stories

Resources:

Inclusive event planning:

<https://www.canada.ca/content/dam/wage-fegc/documents/gba-/gba--resources-inclusive-event-planning/inclusive-inclusif-en.pdf>

<https://www.linkedin.com/pulse/inclusive-event-planning-how-plan-diversity-equality/>
<https://ok-equity.sites.olt.ubc.ca/files/2015/05/Checklist-Accessible-Events-UBC.pdf>

Land Acknowledgements

<https://native-land.ca/resources/territory-acknowledgement/>

Victoria Area - <https://www.uvic.ca/orientation/assets/docs/nsw-slides-doing-a-territory-acknowledgment.pdf>