



# Disability Supports for Employment Fund

## Building Community Capacity

### Purpose

The Disability Supports for Employment Fund (DSEF) supports new approaches to employment for people with disabilities. Grants from this Fund may complement or enhance existing programs in the community. It provides support for registered charities throughout BC who are working to increase employment opportunities and the overall rate of employment for persons with disabilities in BC communities. Projects will also promote social and economic independence.

### Goals

- To support the development of community solutions that will provide meaningful employment opportunities and assist people to maintain and enhance their career or entrepreneurship path
- To support initiatives that will increase the sustainability and organizational capacity of organizations that provide employment programming and related supports to persons with disabilities
- To support innovative approaches that have the potential to create systemic change in the provision of disability supports that enhance employability of persons with disabilities
- To support initiatives that encourage organizational learning and community outreach on employment for persons with disabilities

### Objective

Grants are available to assist eligible organizations throughout BC who are working to increase employment opportunities and ultimately the rate of employment for persons with disabilities in their communities. Projects must demonstrate that they do not duplicate or replicate existing government-funded programs, supports and services for persons with disabilities. Applications which demonstrate collaborations or partnerships are encouraged.

### Employment

DSEF considers “employment” the full participation of people with disabilities as employees, and/or those activities which may result in employment for them. They include:

- Full or part-time employment
- Social enterprise
- Entrepreneurial ventures
- Internships
- Volunteer development opportunities
- Self-employment
- Alternate work arrangements (such as the provision of job coaching support)
- Innovative models for work-related assistive devices
- Other initiatives that fit this definition

## Application Process

The application process outlined below will assist you in your project planning. Please remember to allow a minimum of 16 weeks (four months). DSEF does not provide retroactive funding. All funded activities must begin *after* the decision date.

Organizations who have not submitted final reports on projects previously funded by DSEF will not be eligible to apply for further funding.

### Application Process

- Applicant submits Letter of Intent (LOI) - Step 1 below (LOI's received after deadline will not be accepted)
- Program Director reviews LOI and sends applicant grant application form
- Applicant submits completed grant application form by application deadline.
- Program Director assesses application - 2 to 11 weeks after application deadline
- Advisory Committee Meeting - committee reviews all applications to DSEF
- Applicant receives final decision approximately 12 weeks after deadline

### Step 1: Letter of Intent

After you have reviewed the purpose, goals and definition of employment, submit your [Letter of Intent](#) on-line. The Spring deadline is February 10<sup>th</sup>, 2010 and the Fall deadline is July 23, 2010. *(Note: Your Letter on Intent can be submitted at any time during the year)*

This brief outline should contain the following information:

- An introduction to your organization, including your registered business number;
- A statement of the employment challenge or issues that the project will address;
- A concise description of the activities to be undertaken; and
- Specific start-up and completion dates.

In addition to the project outline, a **project budget is required** which includes:

- All proposed expenditures
- Confirmed or potential revenue with at least **50-70% from other funding sources**
- The amount requested from Vancouver Foundation

A Program Director will review your proposal for basic eligibility and relationship to the fund goals. You may be contacted for additional information or clarification during this review. If your project is not considered appropriate for further consideration, you will be notified. If through the review process the project is considered suitable for DSEF you will be invited to submit a full application.

### Step 2: Grant Application

- The Program Director will send you a grant application form with specific instructions for completion. This application must be returned by the deadline: Spring cycle: March 26, 2010; Fall cycle: September 15<sup>th</sup>, 2010
- You will receive confirmation when your application is received at Vancouver Foundation.

The Program Director will assess all projects prior to review by the Advisory Committee. This committee is made up of equal representation from the Minister's Council on Employment of Person's with Disabilities and the Vancouver Foundation. The assessment may involve consultation with other funders and informed people in the field. You may be contacted at this stage to discuss the details of your project.

The Advisory Committee will consider your application, taking the Program Director's assessment and recommendation into account, and make a final selection during a Committee meeting at Vancouver Foundation. A decision will be communicated approximately twelve weeks after the deadline date and will include the terms and conditions of any grant that has been awarded. If an application is not successful the Program Director will provide the rationale for this decline.

*N.B. Submitted materials become the property of Vancouver Foundation. Final decisions rest with the Minister's Council and the Foundation and access to its decisions is restricted.*

Vancouver Foundation appreciates the opportunity to make site visits, if time and location permits.

Applicants should allow at least 4 months for the application and review process. If information is missing, or the agenda is full, your proposal could be postponed to the following funding cycle or declined if it is time-sensitive. Early submission is recommended.

### **Application Evaluation**

DSEF applications will be evaluated based on their ability to fulfill one or more of the Fund's goals. The individual merits of each proposal are considered. Priority will be given to applications that provide direct disability supports to individuals or that directly improve the employability of specific individuals with disabilities. These supports should not be available to these individuals from other sources.

Projects considered for a DSEF grant must demonstrate that they:

- Meet the goals and purpose of the fund
- Deliver a demonstrated community need
- Will be delivered by an organization with the skills and capacity to deliver the intended results
- Will be sustainable through other funding sources in the future
- Has community support
- Will share results and the learning

### **After a Grant Has Been Awarded**

DSEF grant recipients will:

- Report any proposed changes to the original project/plan as approved by the DSEF Advisory Committee to the Program Director
- Submit interim and/or final reports (financial and descriptive) in a timely manner as required by Vancouver Foundation
- Submit a detailed project evaluation to Vancouver Foundation at the end of the project;
- Ensure proper fiscal management
- Publicly recognize the support received from DSEF/Vancouver Foundation

### **Advisory Committee Members**

Ursula Botz, Chair

Patrice Pratt

Roger Garriock

Beverly Gutray

Fred Ford

Janice Barr

### **Vancouver Foundation Contact**

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