

# Application Guide for Develop Research Grants

**These guidelines have been revised for applications made from April 2017 onwards.** This is a step-by-step guide for completing your application to Vancouver Foundation. We recommend that you read through this guide BEFORE beginning the online application process.

This application guide is specific to DEVELOP Research grants. If you are applying for a Test Research grant, please download the application guide for those grant types. There are variations in the questions asked and in the information requested.

This guide is divided into several sections:

- [Introduction](#)
- [Application process and grant types available](#)
- [Section A: Field of Interest and Grant Type](#)
- [Section B: Confirmation of Qualified Donee Status](#)
- [Section C: Applicant Organization](#)
- [Section D: Partnering Organization](#)
- [Section E: Project Details](#)
- [Section F: Project Budget](#)
- [Section G: Supporting Documents](#)
- [Section H: Review & Submit](#)

You may wish to prepare a draft of your application using external software, such as Microsoft Word. This will allow you to check your spelling, grammar, and character counts. Similarly, you may wish to draft your project budget using external software, such as Microsoft Excel. Once you're satisfied with your responses, you can then copy and paste them into the online application. We appreciate the time and effort you take to prepare your submission and hope this guide will make the process easier.

## Introduction

- Your application will be assessed by staff and volunteer advisors, many of whom have extensive knowledge and experience related to community-based, participatory action research. Although you can assume a high level of technical knowledge, please write in plain English and avoid unnecessary jargon.
- For a brief video introduction to social innovation, please view <https://vimeo.com/60114688>. For more in-depth information, please see [Social Innovation Generation's Knowledge Hub](#). For additional information on community-based research, please see: [Breathing life into theory: Illustrations of community-based research - Hallmarks, functions and phases](#) (Joanna Ochocka, Rich Janzen)
- By submitting an application, you consent to and acknowledge that Vancouver Foundation may share information about the application and/or your organization with our staff, donors, advisors and community partners.
- If you have questions, please contact a member of the Field of Interest Grants Team at 604.688.2204

## Application process

Vancouver Foundation offers a one or two stage online application process, depending upon the type of grant you choose. Develop, Test and Grow grants are available through the Field of Interest program.

**Develop grants** are short-term grants available to project teams that have already worked on a research question to some extent and need support to move the idea forward to become a viable project plan.

**Maximum grant:** \$10,000 for up to one year.

**One stage application:** You submit a Project Overview, including a project summary and budget.

Develop Research grants are particularly suited to:

- Activities that assist potential teams of researchers, knowledge-users and/or partners to work together to identify research questions or emerging issues and priorities that could form the basis of a grant application
- Stakeholder consultations and citizen engagement activities into the needs, gaps and opportunities in the health research landscape, priority policy issues and/or priority research questions, where common understanding is currently lacking or requires further development
- Initial planning and discussion of a research project among potential team members including researchers, knowledge-users and/or partners to assess the viability of the research project and the partnership
- Opportunities for knowledge exchange involving stakeholder linkages (to inform practice, care, and/or policy) that could potentially lead to a grant application
- Gatherings of partners, health researchers, and/or knowledge users where the main objective is to facilitate regional/national and/or international collaboration among individuals or groups from a variety of backgrounds (for example, building new and existing multi-sector partnerships that include a significant number of participants from outside the conventional scientific community, consensus meetings, networking and partnership development events) interested in applying to a funding opportunity

Source: [Canadian Institutes for Health Research](#)

Ideally, the output of the development grant is an application to Vancouver Foundation (for a Test Grant) or to another research funder.

**Test grants** are longer-term grants to help research teams investigate their fully-formed research question, analyze their findings and then share their results with the community.

**Maximum grant:** \$75,000/year for up to three years.

**Two stage application:** You submit a Project Overview including a project summary and budget.

Then, if you're invited to proceed, you submit a Full Proposal that builds upon the information you've already provided. You also upload or send in other documents that support your application.

## Section A: Field of Interest and Grant Type

### 1.1 Field of Interest

Please select the 'Health and Social Development' field of interest, as all community-based health research grants are processed through this field.

### 1.2 Grant Type

Select a Develop grant. (See above for descriptions of other available grant types.)

## Section B: Confirmation of Eligibility

### 2.1 Confirmation of Eligibility

Check the box to confirm that

- you have read the [general funding guidelines](#) and/or completed the [eligibility quiz](#) and believe that both the applicant organization and this project are eligible for Vancouver Foundation funding
- you are authorized by the governing body of the applicant organization to submit this proposal on its behalf

### 2.2 Qualified Donee Type

The Applicant Organization must be a [Qualified Donee](#) listed by the Canada Revenue Agency.

- Select [Registered Charity](#) if applicable, and then enter the full registered charity number. (It is a 13-digit number as follows: XXXXX XXXX RR XXXX.)
- If the Applicant Organization is not a registered charity, then select [Other Qualified Donee under the Income Tax Act](#) and then select the correct donee type.

*Please note:* Vancouver Foundation can only grant to organizations that are included on Canada Revenue Agency's lists of qualified donees. If your organization is not listed as a qualified donee, then you must develop an [intermediary arrangement](#) with an organization that is a registered charity or other listed qualified donee in order to bring a project proposal forward.

## Section C: Applicant Organization

Community-based health research projects must have two co-leads:

- one of the partners must be from an institution or organization working in BC and recognized for carrying out research activities
- the other partner must be from a community-based organization

Either of the co-lead organizations can be the Applicant Organization, as long as it is a registered charity or other qualified donee listed by the Canada Revenue Agency. At least one of the partnering organizations must have access to an ethics review board.

# Application Guide for Develop Research Grants

## 3.1 Legal Name

Provide the full legal name of the Applicant Organization. This is the name that appears on its incorporation and registration documents. If your application involves multiple partners, please ensure that the organization entered is listed as a qualified donee with Canada Revenue Agency.

## 3.2 Operating Name (if different from above)

Complete this if the Applicant Organization's operating name is different from its legal name (e.g. "The West Coast Women's Resources Society" is the registered name, while "Birch Transition House" is the name that the organization usually uses).

## 3.3 Address / Phone Number

Provide the Applicant Organization's mailing address related to this grant, including the city, province and postal code, as well as its phone number, email and website.

## 3.4 Senior Staff Person (with signing authority)

Enter the salutation, first name, last name, job title and email address of the senior staff person at the Applicant Organization who has the authority to commit the organization to accept the conditions associated with a grant.

Usually, this person is the Vice President of Research or the Faculty Dean at the research institution, or is the Executive Director or Chief Financial Officer of the community partner. For organizations that are volunteer-operated, please enter the Board Chair or President instead.

## 3.5 Board Chair/Board President/Council Representative (with signing authority)

Enter the salutation, first name, last name, job title and email address of the Board member at the Applicant Organization who has the authority to commit the organization to accepting the conditions associated with a grant (and thus creating a financial liability against the organization). For organizations that are volunteer-operated, please enter another member of the Board who has signing authority.

- This question can be left blank if the research institution is the Applicant.
- If the community partner is the Applicant, then this person is usually the Board Chair or Treasurer.

## 3.6 Project Contact at Applicant/Qualified Donee Organization

Enter the salutation, name, job title, phone number and email address of the contact person for this grant application. This person should be able to speak, in detail, to the project's objectives and budget, and to serve as the main contact for Vancouver Foundation. Provide the person's full contact information even if this repeats information provided in a previous question.

- Quite often this person is the lead researcher from the Applicant Organization, but it could also be a research coordinator or development officer, or it might be the Executive Director.

Note: This email address will be used for all correspondence related to this application.

## 3.7 Profile or Purpose Statement

Please briefly summarize the main purpose and/or mission of the Applicant Organization.

### EXAMPLE

*Founded in 1958, the purpose of the Youth2Youth Society is to advocate for the safety and well-being of youth between 16 to 25 years of age, by providing supported housing and employment options.*

## Section D: Partnering Organization

### 4.1 Legal Name

Provide the full legal name of the Partner Organization that will co-lead the research project. This is the name that appears on its incorporation and registration documents.

### 4.2 Operating Name (if different from above)

Complete this if the Partner Organization's operating name is different from its legal name (e.g. "The Society for Children's Advancement" is the registered name, while "Kid's Corner" is the name that the organization usually uses).

### 4.3 Address / Phone Number

Provide the Partnering Organization's mailing address related to this grant, including the city, province and postal code, as well as its phone number, email and website.

### 4.4 Project Contact at Intermediary Organization

Enter the salutation, first name, last name, job title, phone number and email address of the contact person at the Partnering Organization. This person should be able to speak in detail to the project's objectives and budget, and to serve as the secondary contact for Vancouver Foundation.

### 4.5 Profile or Purpose Statement

Please briefly summarize the main purpose and/or mission of the Partnering Organization.

### EXAMPLE

*The purpose of the BC Community Health Research Institute is to build capacity for community-based participatory research that will impact positively BC's health system.*

## Section E: Project Details

### 5.1 Which broad outcome is your research project working towards primarily?

Please select the outcome “People and communities feel they have the power to contribute to, and seek knowledge about their health”, as all community-based health research grants are assessed through this field.

### 5.2 Working title for the research project

State the title/name of your research project, even if it is just a temporary working title.

### 5.3 Anticipated Project Start and End Dates

Indicate the anticipated start and end dates for your research project using the drop-down calendar option and format of mm/yyyy.

Note: We may consider applications for research projects that are already running, provided that the request does not include expenses that have been, will be or should be paid through other sources of funding. Vancouver Foundation does not provide bridge funding to sustain research projects between grants. Project start and end dates should cover the period for which funding is being requested from Vancouver Foundation.

Submitting an application for a research project that is already running does not increase the likelihood that it will be funded.

## The Research Challenge You’re Working On

Develop grants are particularly well-suited to support project teams where there may be a lack of certainty on what the issue is or what the eventual research project should be, or where there is lack of agreement on how to move the research question forward and with whom.

### 5.4 What is your health-related research question? If you haven’t finalized the research question yet, then what is the complex social issue that this research project will address? *(1500 characters, including spaces)*

Have you articulated a health-related research question? If so, then what is your research question? If not, then what are the emerging issues and priorities that a research question could develop from? Describe the social issue that this research project is connected to.

### 5.5 Why will researching this issue be meaningful? How will the community be able to take action on the issue as a result of this research? *(1500 characters, including spaces)*

Describe the system that the research is investigating. Tell us about some of the key elements within that system and how they might relate to each other to create the system’s behaviour. What are your ideas at this point on how this research project might influence or change the system’s behaviour? How will this change be transformative, and why will it matter? What’s the degree of community support that exists for the research you’re proposing?

# Application Guide for Develop Research Grants

5.6 To what extent has this research question or the emerging issue been explored already? *(1500 characters, including spaces)*

To what extent has this research question or the emerging issue been explored already? How might your investigation differ from or build upon other related work in this area?

5.7 Attach your Literature Review

Please attach and upload a summary (2-page maximum) of the critical, directly pertinent research related to your project.

## The Process You Will Undertake to Create a Viable Research Project

Develop grants support project teams to gather information, meet with key stakeholders to learn more about the complex social issue, and to finalize the research question, methodology and partnership. The intended output of a Develop grant is a viable plan for a research project that can then be submitted to funders for consideration.

5.8 Where are you currently in the development and design process? What have you done to move your ideas forward, and what activities do you still need to do? *(1500 characters, including spaces)*

Summarize the development process that you will undertake to develop this idea into a fully-formed, viable research project plan. Tell us what you would like to do to transition your idea into reality. Why do you need Vancouver Foundation's support to move this project forward? How will you recognize and monitor your progress throughout the development process, and the potential effectiveness of the ideas and plans that emerge?

5.9 Who are you currently partnering with? Who else do you intend to include in the development process? How are people affected by the issue involved? *(1500 characters, including spaces)*

Engaging a diverse group of people during the design and development stage has the potential to increase the options to consider and is a great way to test assumptions. Are there other individuals or organizations - beyond the research team - who are collaborating with, contributing to, or participating in this project? Describe the community's involvement and the extent to which you are collaborating with community and institutional partners or other organizations. What roles will people in the community who are affected by the issue have at various stages within the project, and how will they be empowered as a result of their contributions?

## The Public Statement

Vancouver Foundation shares excerpts from approved grants on our website and with our donors and Board of Directors. We might also share your proposal with other funders or external reviewers that we think may have valuable insight into your work (such as your local community foundation). Many people do not have a background in your area of expertise and so please use plain, compelling language, avoiding jargon, to write a paragraph that answers the following questions.

5.10 What is the social issue that your project is trying to address? How will your research project address this issue to influence systemic change? Why is this change meaningful? *(700 characters, including spaces)*

## EXAMPLE

*Although transitional housing has been demonstrated to be effective in fostering transitions from homelessness to housed, little is known about staff and residents perspectives on the role of transitional housing programs or how experiences may vary with gender and substance use background. This project will gather data on what the factors in transitional housing are that foster or inhibit transitions out of homelessness for men and women and those with or without problematic substance use, and will provide evidence on how, or if transitional housing can or should be supported as an intervention in response to homelessness in Canada.*

## 6. Research Team

We encourage a genuine partnership and equal involvement in the design of the research project between researchers and community representatives.

- A maximum of two co-lead researchers is allowed; otherwise, do not limit the size of the research team.
- A graduate student may be a co-lead researcher; however, she/he cannot be paid from the Vancouver Foundation grant if they are one of the co-lead researchers.

### 6.1 Lead Researcher from the Applicant Organization

Provide the name and title of the co-lead researcher from the Applicant Organization. Describe their role on the project, and include a short biography of their research, community or life experience related to this project.

### 6.2 Lead Researcher from the Partnering Organization

Provide the name and title of the co-lead researcher from the Partnering Organization. Describe their role on the project, and include a short biography of their research, community or life experience related to this project.

### 6.3 Additional Members on the Research Team

List the names and titles of the additional individual researcher who are involved on the project team. Describe their roles on the project, and include a short biography of their research, community or life experiences related to this project.

## Section F: Project Budget

### 7.1 Funding Duration

Please enter the number of years of funding you are seeking. *Note:* Develop Grants default to 1 year.

### 7.2 Expenditures

Project budgets must be balanced and the expenses must reflect the real, incurred costs associated with the project. A full project budget is required.

# Application Guide for Develop Research Grants

- Separate your project's expenses into logical categories. Put each category on a separate line in the budget table.
- In the final column, specify the amount of funding from Vancouver Foundation you wish to allocate against each budget line. For Develop grants, Vancouver Foundation will cover 100% of the project's costs, up to the first \$10,000.

Note: The Expenditure and Revenue budget form will automatically calculate the totals for both columns and rows, as you insert your numeric dollar values.

## EXAMPLE

Budget Line Item	Description	Year 1 Cost	Total Cost	Total Amount Requested from Vancouver Foundation
Salaries and benefits	Project manager, outreach staff, research assistant	10,000	10,000	3,250
Rent/Utilities/Phone	Mobile phone for peer researchers, office space for 1 day per week	2,000	2,000	0
Participant Honorariums	\$20 each participant per session	750	750	750
Transportation	Bike rentals, public transport, staff mileage for project team members to get to community meetings	3,000	3,000	2,000
Supplies/Promotional Materials	Supplies and materials meetings, including catering	3,000	3,000	1,500
Professional fees	Fees for outreach peer educators and mentors and for professional trainers	3,500	3,500	2,500
TOTAL		22,250	22,250	10,000

### Researchers

Vancouver Foundation will not contribute to the salary costs of researchers who are salaried researchers at their institution.

- Researchers working strictly in a clinical setting may request a contribution for release time of up to 1 day/week (20% of salary).
- Vancouver Foundation will contribute up to 2.5 days/week (50% of salary) of the costs associated with the buy-out time of the community co-lead researcher.
- In both of these cases, a letter must be included from the organization/institution providing the rationale, and confirming that he/she will be released on full salary and that a replacement (other than an existing staff member) will be hired, and outlining the specific responsibilities of the relief person. This letter is one of the supporting documents that are described at the end of this guide.

### Research Team Members

Include salaries and benefits for each of the research team members to be hired to work on the project (e.g. research assistants, graduate students). Please describe the qualifications for each position and clearly show your calculation of salary costs (e.g. rate, hours per week, number of weeks, benefits) e.g. 120 hours @ \$20 per hour plus benefits at 14% = \$2,736). Graduate students listed as co-lead researchers are not eligible for salary from the Vancouver Foundation funding.

# Application Guide for Develop Research Grants

## *Graduate Students*

Please include details if a graduate student is being hired to work on the project, and if they are/will be receiving any additional financial remuneration such as a scholarship, award or stipend. List the source of funding, the amount, purpose, duration and the contribution, if any, to this project. What is the rationale for additional salary remuneration?

- If more than one student is being hired, or there is more than one other source of funding, then provide this additional information as an attachment. This letter is one of the supporting documents that are described at the end of this guide.

## *Services/professional fees*

Please list the additional services and/or expertise that you must hire outside of the contribution provided by the research team. This might include statistical consultation, video editing, training, or translation services. Describe the qualifications for each position or service, and clearly show your fee calculation (e.g. rate, hours per week, number of weeks, etc.).

## *Supplies/materials*

Include all expendable supplies (e.g. audiotapes, survey forms, and postage, refreshments for meetings or interviews, and office supplies).

## *Telephone*

Describe the long distance and mobile phone charges, if applicable.

## *Travel*

Include travel costs necessary to participate in research or knowledge transfer activities at multiple or community sites. This may include travel for the project leads, research team members and/or participants (if not covered in honorarium).

## *Knowledge Transfer*

Describe what activities will be undertaken to share the results locally and beyond.

## *Participant Honorariums*

If participants will receive remuneration for the time contributed to the project, then include an estimate of the number of the people, the amount of the honorarium, and the number of times that they will be compensated (e.g. 50 participants @ \$50 per meeting x 2 meetings). Compensation for other costs such as child care can also be included here.

- Travel should be included under the travel category if it will be compensated in addition to the honorarium.

## *Costs to Access Data*

If your project requires you to pay a fee to access data from any source, then please confirm the feasibility of accessing the data required and list the cost from the provider (e.g. Pharmanet, Ministry of Housing and Social Development).

## *University Research Costs*

Vancouver Foundation is a charitable foundation, and as such, requests that our grants be exempt from Universities' standard practice to deduct a percentage of grant dollars for overhead/indirect research costs.

# Application Guide for Develop Research Grants

## *Other*

Include such expenses as non-recoverable HST, or other amounts that do not clearly fit within the categories provided. Some projects have very specific requirements and this template allows you the opportunity to justify unusual items.

## *Total expenditures*

Add all costs to determine the total amount of the project. If this project will be co-funded, please indicate the portion of the costs allocated from the requested Vancouver Foundation funding in the last column.

## 7.4 Revenues

List each anticipated source of revenue. Under the *Confirmed* column, indicate the amount that is confirmed for each source at the time of application. Finally, provide the name and telephone number of each funding contact.

- List the sources of confirmed in-kind contributions separately from cash contributions.
- Under Organization's Contribution, separately indicate contributions from donations/fund-raising and in-kind contributions. List the market value you used to value the in-kind contributions. Remember that in-kind contributions should be reflected in your expenses as well (i.e. overall revenue should equal overall expenses to produce a balanced budget).
- In-kind contributions relate directly to real, anticipated and essential expenses in the project budget. In-kind contributions can be in the form of cash-equivalent goods or services, which, if not donated, would have to be purchased with project funds. In-kind contributions can also include the time of individuals within partnering organizations (e.g., experts in a specific area) spent providing direction and participating to the project, as long as their involvement is not considered to be volunteer time. In some cases, the partners may provide specialized skills and advice or access to special equipment, space, data sets, etc. ([Adapted from Social Sciences and Humanities Research Council](#))

Vancouver Foundation must be confident that the project can be successfully completed and that all necessary resources are available before we will release funds for approved projects. When additional funding or in-kind contributions are required and are still pending, we may approve a grant on the condition of sufficient funding to proceed.

### EXAMPLE (1-Year Project)

Revenue Source	YEAR 1 Requested	Total Revenue	Amount Confirmed	Contact/Tel:
Vancouver Foundation	10,000	10,000		
United Way of the Central City	3,000	3,000	3,000	G. Mary 250.999.9999
K Foundation	1,000			K. Hoskins 250.444.4444
Private Donor	1,000	1,000		C. Ray 604.222.2222
Organization's Contributions:				

# Application Guide for Develop Research Grants

Cash	5,000	5,000	5,000	D. Jones 604.889.0000
In-Kind gifts	2,250	2,250	2,250	D. Jones 604.889.0000
TOTAL REVENUE	22,250	22,250	10,250	

## 7.4 Political Activities

Vancouver Foundation understands that non-partisan political activities, as part of a larger project, can be a useful way to address complex social issues. Learn more about allowable [political activities](#), and consider whether or not these activities will add value to your project.

- Select YES if your project will include political activities; select NO if it will not.
- Please indicate the dollar amount of Vancouver Foundation funding that will be dedicated to political activities. For multi-year grants, please indicate the dollar amount per project year. NOTE: this amount needs to be reflected within the [project budget](#), as either a standalone expense or as part of a broader expense category (such as salaries).

Please provide a description of the political activities and how they support and advance the charitable purposes of this project.

## Section G: Supporting Documents

Supporting documents are not required for Develop Grant applications.

## Section H: Review & Submit

Check the box to confirm that you agree with the following terms and conditions:

- Vancouver Foundation will not assess an incomplete proposal
- Vancouver Foundation may elect to assess only one proposal if more than one proposal is submitted on behalf of the same Applicant/Qualified Donee
- Vancouver Foundation requires Field of Interest grantees to openly license materials created through our grant funding (reports, videos, curriculum, and the like) under a Creative Commons Attribution license. For more information and exceptions, please refer to the [full policy](#).
- All information and ideas submitted remain the intellectual property of the Applicant Organization. The Applicant Organization provides Vancouver Foundation the non-exclusive license to share or adapt the submission as part of our grant-making process, including sharing this proposal with community advisors or other funders at our sole discretion. A list of approved grants is made public on Vancouver Foundation's website.
- The information provided in this Project Overview is true, accurate and complete (to the best of my knowledge).

Please review and agree to the final Terms and Conditions. Once you click the "Submit" button on the last page of the application, you will not be able to make any changes online. You can, however, still log-in and view your application or print a copy for your records.