

Application Guide for Test-Research

These guidelines have been revised for Test applications made from May 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 guide is divided into several sections:

- [Introduction](#)
- [Application process and types of grants available](#)
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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](#)

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[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, donor, advisors and community partners.
- If you have questions, please contact a member of the Field of Interest Grants Team at 604.688.2204

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Application Process

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

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 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.

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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 Test 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 based 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.

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3.1 Legal Name

Provide the full legal name of the Applicant Organization, which must be a Qualified Donee. 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 Numbers

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

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.

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

3.7 Profile or Purpose Statement

Please provide a brief profile or purpose statement for the Applicant Organization ([1500 Characters](#))

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 Numbers

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

4.4 Project Contact at the Partnering Organization

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

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

4.5 Profile or Purpose Statement

Please briefly summarize the main purpose and/or mission of the Partnering Organization ([1500 Characters](#))

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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 outcome.

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.

5.4 Project Summary

Provide a concise summary of your research project. This should include how the project idea originated, the need for the project, and what potential knowledge and action you intend to develop through the research. (1500 Characters)

5.5 Research Question (1500 Characters)

- What is your health-related research question?
- What are the emerging issues and priorities that this research question developed from? Describe the social issue that this research project is connected to. (1500 Characters)

5.6 Knowledge of Similar Research

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? (1500 Characters)

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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.

5.8 The Systemic Challenge

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 social challenge(s) does this research project address? What are the root causes and systemic behaviours that have created or contributed to the social challenge that you will investigate? What systemic factors are holding the social challenge in place? How might this research project influence or change the system's behaviour? (3000 Characters)

5.9 Your Partners

Engaging a diverse group of people during the implementation and evaluation stage of the research project 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. Provide letters of support identifying openness to the research. (1500 Characters)

5.12 Your Participatory Approach

Provide a summary of the proposed methodology, including design, data collection and analysis. 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? (1500 Characters)

5.13 Your Research Methodology (Asked at Full Proposal stage.)

Provide a complete description of the proposed methodology. Fully describe your research design, recruitment, samples, instruments, data collection and analysis. Describe how the community most impacted by this issue has been involved in all phases of the project. Describe the participatory components of the research. Describe the level of community involvement in the origin and design of the research, and whether/how they will participate in the analysis and interpretation of data. What mechanisms will be in place to ensure the reciprocal sharing of findings? (4000 Characters)

5.14 Timeline of Planned Activities (Asked at Full Proposal stage.)

Please describe the key steps you're proposing, the timeline and the person(s) responsible.

EXAMPLE

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TIMELINE	KEY STEPS	PERSON RESPONSIBLE
January 2015 - mid February 2015	Facilitate community dialogues	Research Coordinator - TBD
March 2015	Outreach/recruit community research team	Dr. Jane Smith and Sheila Thomas, Co-lead Researchers
April 2015 - June 2015	Conduct environmental scan and meetings with government officials and local staff of housing organizations	Dr. Jane Smith and Sheila Thomas, Co-lead Researchers

5.15 Risk Analysis (Asked at Full Proposal stage.)

What are the risks associated with this project? What processes will you put into place to recognize and respond to these risks? (1500 Characters)

5.16 Anticipated Outcomes

Briefly explain the outcomes of your project. These include the knowledge generated and/or changes you expect as a result of the research. Describe what success looks like. (3000 Characters)

EXAMPLES

- Enhanced awareness by policy makers and funders regarding the lack of appropriate housing available to women fleeing domestic violence.
- Increased financial assistance in accessing suitable housing to women fleeing domestic violence.
- Increased percentage of women in suitable housing two months after fleeing domestic violence.

5.17 Monitoring and Evaluation (Asked at Full Proposal stage.)

Describe how you intend to assess the progress toward your outcomes and to evaluate the successes and challenges of your research project. What evaluation tools/processes will you use? (e.g. pre- and post-participant surveys or feedback forms, anecdotal information from participants, record of participation, etc.). (3000 Characters)

5.18 Knowledge Dissemination (Asked at Full Proposal stage.)

How will the impacted community be able to move this research into action? Describe your knowledge transfer plan including presentations and publications as well as reporting to partners and community members. Be specific. For example, if you plan to share results at a conference, please indicate the name of the conference and when it will take place; if it is a community dialogue, then how often will it occur, who is the target audience, etc. (2000 Characters)

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5.19 System Readiness (Asked at Full Proposal stage.)

Is the system/policy environment receptive and capable of supporting or integrating the results of your research in order to address the systemic challenges you described previously? How have you tested this? (3000 Characters)

5.20 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.

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 can not 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. (3000 Characters)

6.2 Lead Researcher from the Partnering Organization

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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. (3000 Characters)

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. (3000 Characters)

Section F: Budget

7.1 Funding Duration

Please enter the number of years of funding you are seeking. Test grants have a maximum of 3 years.

7.2 Expenditures

Project budgets must be balanced and the expenses must reflect the real, incurred costs associated with the project.

- Separate your project's expenses into logical categories. Put each category on a separate line in the budget table.
- For multi-year grants, specify the total project cost for each line item that will be incurred in each year of the funding. If you are not applying for multi-year funding, please disregard the columns for years two and three.
- In the final column, specify the amount of funding from Vancouver Foundation you wish to allocate against each budget line.

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 (for a 2-Year Project)

Budget Line Item	Year 1 Cost	Year 2 Cost	Year 3 Cost	Total Cost	Total Amount Requested from Vancouver Foundation
Co-lead Researcher	\$58,000	\$58,000	\$0	\$116,000	\$20,000
Co-lead Researcher	\$60,000	\$60,000	\$0	\$120,000	\$20,000

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Research Assistant	\$5,824	\$5,824	\$0	\$11,648	\$11,648
Research Coordinator	\$20,800	\$20,800	\$0	\$41,600	\$21,600
Publicity	\$2,000	\$0	\$0	\$2,000	\$2,000
Room rental for community dialogue	\$650	\$0	\$0	\$650	\$650
Food for community dialogues	\$600	\$0	\$0	\$600	\$600
Child care subsidies for participants	\$360	\$720	\$0	\$1,080	\$1,080
Transcription of interviews	\$3,000	\$0	\$0	\$3,000	\$3,000
Room rental for Advisory Committee meetings	\$1,300	\$0	\$0	\$1,300	\$1,300
Food for Committee meetings	\$800	\$0	\$0	\$800	\$800
Participant honorariums	\$1,000	\$2,400	\$0	\$3,400	\$3,400
Political activities	\$0	\$120	\$0	\$120	\$320
Digital recorder	\$225	\$0	\$0	\$225	\$225
Production of research report	\$0	\$1,000	\$0	\$1,000	\$1,000
Workshop room rental	\$0	\$850	\$0	\$850	\$650
Office supplies	\$300	\$300	\$0	\$600	\$600
Telephone	\$300	\$300	\$0	\$600	\$600
TOTAL	\$155,159	\$150,314	\$0	\$305,473	\$89,473

Researchers

Vancouver Foundation will not contribute to the salary costs of researchers who are full-time faculty members or full-time salaried researchers.

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- 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.

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. This may include travel for the project leads, research team members and/or participants (if not covered in honorarium).

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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.

Other

Include such expenses as non-recoverable GST, 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. For Test grants, Vancouver Foundation will cover 50% of the project's costs, up to \$225,000.

7.3 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 table](#), as either a standalone expense or as part of a broader expense category (such as salaries).

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

7.3.1 Project Budget Justification (Asked at Full Proposal stage.)

Describe and justify in detail the need for research assistants, coordinators, professionals, their specific duties, their qualifications and specific pay scales etc.

EXAMPLE

BUDGET LINE ITEM	JUSTIFICATION
Research Assistant	A community member will be hired to transcribe interviews, conduct literature reviews, and collect data from the community over telephone interviews and general administrative duties. The position is for 2 years, 7hrs/wk at \$16.00/hr.
Research Coordinator	A community member will be hired to coordinate interviews, fieldwork and act as a liaison between the Research team and the community. This person is also responsible for coordinating the community dialogues and advisory committee meetings. The position is for 2 years, 20hrs/wk at \$20.00/hr. The United Way of the North Valley has confirmed \$10,000/yr of funding for this position for 2 years.
Co-lead Researcher	This position is held by Sheila Thomas, the Housing and Social Development Manager at the Community Housing Organization. The Community Housing Organization has raised \$40,000 cash to be put towards this position. The remainder \$28,000/yr has been requested from the K Foundation.
Co-lead Researcher	This position is held by Dr. Jane Smith, a registered clinical psychologist within the North Valley Health Authority. A private donor has pledged \$100,000 towards funding her research and this money will be used towards buy-out time from her clinical practice.
Publicity	This covers the notices and radio announcements to be made regarding the community dialogues. The cost to print 1000 pamphlets to distribute within the community is: \$0.50/pamphlet x 1000 = \$500 and another \$200 for labour. The local radio company charges \$1,300 to air an announcement about the community dialogues for one week.
Room rental for community dialogues	Community hall charges \$325/day. We will host two, three-hour dialogues with the community, therefore \$325 x 2 = \$650
Food for community dialogues	We will be providing snacks and beverages at the community dialogues. An assortment of fresh fruit, muffins, coffee, tea and juice for an estimated 200 people/day = \$600.

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Child care subsidies for participants	Subsidies for the first year will be provided for parents participating in the community dialogues. This price is estimated on the average child care costs being \$15/3hr x 4 children x 2days = \$360 Subsidies for the second year will be provided for parents attending the advisory committee meetings. This price is estimated on the average child care costs being \$15/4hr x4 children x 4 days = \$960.
Transcription of interviews	40 interviews @ \$75 each = \$3,000. We will only transcribe interviews in the first year of the project.
Room rental for Advisory Committee meetings	Community hall charges \$325/day. We will be hosting four (4hr) advisory committee meetings, therefore \$325 x 4 = \$1,300
Food for Advisory Committee meetings	Lunch for the advisory committee meetings is set for \$20/person. We are hosting 4 advisory committee sessions with 10 members. Total = \$200/meeting. Making the total cost for the year \$800.
Participant honorariums	\$25 gift certificates to be given to each telephone interview participant. \$25 x 40 = \$1000. Honoraria for community advisory committee (10 members) - \$20/hr/participant. We plan on scheduling 4 advisory committee meetings throughout the whole duration of the project (3 hours each), therefore 10 members x \$60 x 4 days = \$2,400.
Digital recorder	Digital recorder to be purchased for interviews and focus group recordings. This is a one time cost of \$225 at the beginning of the project.
Production of research report	Print company charges \$0.10/page. Therefore, 200pg report x \$0.10 x 50 copies for various stakeholders = \$1,000.
Community action and training workshop room rental	Community hall charges \$325/day. We will be hosting two (6hr) consecutive community action and training workshops with the host community, therefore \$325 x 2 = \$650. Facilitator = \$200
Political activities	As part of the community action and training workshop, we will provide participants with templates they can use to contact their elected representative to urge them to change the government's housing policy. Templates and 'How-To' Guide printing = \$120
Office supplies	Includes photocopying, postage and stationary costs of project. A portion of the BC Housing funding will be applied to this cost.
Telephone	Phone line: \$25/month x 12 months. We will require access to a phone line during the duration of the project as we will be conducting phone interviews and corresponding with the Research Coordinator on the field regularly. Community will cover up to \$100/year on telephone costs.

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7.4 Revenues

List each anticipated source of revenue, and indicate the amount requested per year from them. 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. Put a cash value on those in-kind contributions for which you can assess a market value. Remember that in-kind contributions should be reflected in your expenses (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 in the project. 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 obtained to proceed.

EXAMPLE (for a 2-year project)

Revenue Source	YEAR 1 Requested	YEAR 2 Requested	YEAR 3 Requested	Total Revenue	Amount Confirmed	Contact/Tel:
Vancouver Foundation	\$47,879	\$41,594		\$89,473		G. Bertha: 604.688.2204
United Way of the North Valley	\$10,000	\$10,000		\$20,000	\$10,000	G. Mary: 250.999.9999
Workshop leader: in-kind		\$200		\$200	\$200	Judy Hay: 250.555-5555

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K Foundation	\$27,000	\$27,000		\$54,000		K. Hoskins: 250.444.4444
Private Donor	\$49,280	\$50,520		\$100,000		C. Ray: 604.222.2222
Community Organization's Contributions:						Community Housing Organization
Cash	\$20,000	\$20,000		\$40,000	\$40,000	D. Jones 604.889.0000
In-Kind gifts	\$1,000	\$1,000		\$2,000	\$2,000	D. Jones 604.889.0000
TOTAL REVENUE	\$155,159	\$150,314	\$0	\$305,473	\$52,200	

Section G: Supporting Documents (Asked at Full Proposal stage.)

The following documentation is required to be uploaded as part of your application, for **BOTH** the Applicant and Partnering organizations.

Please note that a signature page is no longer required during application. Signatures are only required for applications that are approved.

8.1 Audited financial statements for last completed fiscal year. This should include a balance sheet or statement of financial position AND an income statement, or statement of activities or profit and loss statement. (If you do not have audited financials, then please submit the most recent year-end financial statement.)

8.2 An operating budget for the current fiscal year

8.3 The most recent interim (monthly or quarterly) income statement, comparing actual to budgeted expenditures, year-to-date.

8.4 Board of Directors and/or Advisory Committee list, including their names and positions.

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8.5 Letters of Support

You can include up to three letters from organizations that are working with or that endorse your project (e.g. other funders, or community members who support your initiative, etc.). These letters should demonstrate genuine knowledge of and/or involvement with your project and be unique from one another.

8.6 Research Ethics Certificate

Vancouver Foundation must have assurance that all research will be conducted in an ethical, safe, and humane manner, respecting the rights of the community.

A certificate of approval from a research ethics board is required. Typically, the research ethics board is located within the research partner's own institution; however, ethics approval from a qualified 3rd party is also acceptable.

If you have applied for, but have not yet obtained this certificate, you may still submit your application. Applications with ethics approval still pending will be reviewed and can be approved, conditional upon the receipt of ethics approval.

8.7 Letters of Release

Researchers working strictly in a clinical setting may request a contribution for release time of up to one day/week (20% of salary) if there is a letter from the agency/institution providing the rationale for the request, 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. These letters must be provided by the institution and/or agency to which the individual is affiliated.

8.8 Graduate Student Attachment

Please include details if one or more grad students are 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, amount, purpose, duration, the contribution to this project (if any) and a rationale for additional salary remuneration.

Section H: Review and 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 Primary Researchers
 - 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](#).

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- 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 your 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.