Vancouver Foundation's

Participatory Action Research Grants

Guidelines, September 2020

Participatory Action Research Grants support research that is co-led by community members and researchers to learn more about the root causes of pressing issues impacting the health of communities.

vancouver foundation
COMMUNITY INSPIRED

Types of Grants

There are two different grant types available, depending upon the stage of your project.

Convene Grants

Convene grants are short-term grants to help teams develop a participatory research project plan that can be submitted to funding organizations.

Investigate Grants

Investigate grants are multi-year grants to help teams answer a research question, analyze their findings, and share knowledge in a way that supports the community to take action in the future.

	CONVENE	INVESTIGATE
Purpose of grant	To develop a participatory action research project plan.	To conduct a participatory action research project.
Maximum funding	Up to $10,000 for process, plus up to an additional $10,000 for participation	Up to $100,000 per year
Length of grant	Up to 1 year	Up to 3 years
Requires matching funds	No	Yes, 50% from other sources
Application process	One-stage	Two-stage
Frequency	Submit any time (Awarded quarterly)	Submit during spring or fall

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READ THIS FIRST

Are you eligible and ready to apply?

Participatory Action Research (PAR) Grants support research that is co-led by community members and researchers to learn more about the root causes of pressing issues impacting the health of communities. The research must be a collaboration between community organizations and institutions with access to an ethics board, such as a university, health authority or other research-based organization. If your project doesn't involve research, or if it isn't co-led by community members and researchers, then please consider our Systems Change Grants Program.

If you've downloaded this document, which includes detailed program information and an application guide for both grant types, we expect that you've already:

- ☐ read the program information available on our website, and watched our video
- ☐ completed our online eligibility quiz
- ☐ confirmed that the organization acting as the primary applicant is a [qualified donee listed by the Canada Revenue Agency](https://www.canada.ca/en/revenue-agency/services/charities-giving/list-charities/list-charities-other-qualified-donees.html)[1]

If you haven't, then please complete these steps. Applying for a grant—any grant—requires a lot of time and energy. We want to help make sure that you're not spending valuable time applying to a program that you're not likely to receive funding from.

What this program funds, and what it doesn't

At Vancouver Foundation, we believe in creating meaningful and lasting impacts in communities across British Columbia. Our PAR Grants Program funds research projects that enable communities to create lasting changes within and across systems. We view the participatory action research approach to be a social innovation, because it includes affected populations as partners at all stages of the research process, instead of seeing them only as research subjects.

Participatory Action Research Grants funds research projects that:

- **are led by at least one qualified donee** listed by the Canada Revenue Agency
- **use a participatory action research** methodology
- **investigate the social determinants of health**; for example, by trying to better understand how systems behaviours work to create a complex issue (or to hold it in place), or how systems behaviours impact the health of certain groups
- **collaborate within and across sectors**, most notably through partnerships between community and research organizations, and by breaking down the silos

[1] https://www.canada.ca/en/revenue-agency/services/charities-giving/list-charities/list-charities-other-qualified-donees.html

between health and social services, education, employment, environment, or arts and culture, among others

- **are bold, creative, and equitable** in their participatory approach to understanding the social determinants of health
- **have the potential to create lasting change** for communities across British Columbia by building new knowledge that leads to action

We fund participatory action research projects that investigate any of the social determinants impacting the health of communities or populations. In addition, we have some funding that is specific to research into complex issues faced by people living with heart disease, cancer, arthritis, mental health, multiple sclerosis, Alzheimer's disease, and neurological, emotional or paediatric disorders.

We also have some dedicated funding for investigating systems of employee assistance and/or workplace performance.

Participatory Action Research Grants don't fund:

- certain types of research expenses (please review the Research Budget Guide at the end of this document)
- projects that take place primarily outside of BC
- an organization's ongoing operational or core expenses, including its cost to fundraise
- project expenses that have been incurred prior to the application date or that we feel should be covered by other funding sources
- event sponsorships (unless part of a broader project proposal)
- bridge funding, debt retirement, reserves, or mortgage pay-downs
- endowment matching grants
- capital and public infrastructure projects (libraries, schools, health care facilities)
- travel to and/or attendance at conferences, competitions, symposia or annual events (unless part of a broader project proposal)
- bursaries, scholarships and awards (unless part of a broader project proposal)

Still not sure if you should apply? We're here to help.

Vancouver Foundation has staff available to help you see your work through a systems change lens, and to help you to decide if it's the right time to apply to one of our grant programs.

Our staff hold workshops across British Columbia that you can attend, and they're also available for one-to-one consultations to discuss your ideas and to help you think about how best to develop your research proposal.

PARTICIPATORY ACTION RESEARCH GRANTS: PROGRAM OVERVIEW

In these guidelines, we review some background information that may help you complete the grant application. We outline the different types of grants available, the eligibility requirements, and the application process – including the application questions.

Please read carefully: the questions we ask in our application form may be different from what you're accustomed to seeing in other grant applications.

The social determinants of health

The biggest factors influencing whether populations of people will be healthy or ill aren't necessarily lifestyle factors like diet, smoking, or exercise. They aren't even genetic factors, or access to health services. The most important factors influencing the health of populations are life circumstances: income and income distribution, education, social support networks and social exclusion, employment and working conditions, early childhood development, gender identity and sexual orientation, and the physical environment. Together, these factors are known as the **social determinants of health.**[2,3]

The social determinants of health are shaped by the distribution of money, power, and resources, and are responsible for the differences in health status within and between communities and countries.[4] Many decisions about how money, power, and resources are distributed are made at local, provincial, and national levels, and these decisions often become our laws, policies and practices. Consequently, many of the systems behaviours that have some of the biggest impact on our health are mostly beyond our control as individuals. It also means that action taken at the community, provincial, and national levels to influence or change these systems behaviours has the potential to impact the health and well-being of a large group of people.

Participatory action research

Participatory Action Research is a collaborative approach to research that involves stakeholders – those whose lives are affected by the issue being studied – and researchers in all phases of the research process. PAR has many definitions, but it tends to have these features in common:[5]

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[2] Mikkonen, J., & Raphael, D. (2010). Social Determinants of Health: The Canadian Facts. Toronto: York University School of Health Policy and Management.www.thecanadianfacts.org/

[3] Healthy, Wealthy, & Why: The Social Determinants, Explained: via Upstream http://www.thinkupstream.net/healthy_wealthy_why

[4] World Health Organization: Social Determinants of Health. http://www.who.int/social_determinants/sdh_definition/en/

[5] McIntyre, A. Participatory Action Research. Thousand Oaks (CA): SAGE Publications, Inc.; 2008. Available from: SAGE Publishing. http://us.sagepub.com

- researchers and community members are active co-participants
- researchers and community members learn from each other
- the research team uses a process of critical reflection
- the research is action-oriented to influence systems change

At the core of PAR is the belief that research must be done with people, and not for them or on them.[6] The 'action' part of PAR refers to how evidence is gathered, and how issues are researched. The action becomes part of the subject matter being researched. Action happens throughout the project by the team to develop the research and inform its future direction. Action also means that research moves beyond just observing or studying an issue, and focuses on using the research findings to transform it.

The PAR Grants Program only funds participatory action research projects related to the social determinants of health. We believe that PAR is an innovative approach to research that engages communities and leads to meaningful action. PAR uses the expertise of participants based on their lived experience, and the specialized training of researchers, to build and implement a research project. Most PAR projects involve a process of reflection, which can lead to meaningful action in communities.

Vancouver Foundation focuses on the social determinants of health because we believe it has the greatest potential to impact the lives of communities and populations as a whole.

EXAMPLE: Preventing and Reducing Harms of Substance Use in Homeless Shelter Programs

With drug-related overdose deaths increasing rapidly, there is an urgent need to understand the risk factors for homeless shelter residents. By holding focus groups with shelter staff, residents, and harm reduction workers, researchers are learning more about the crisis and what can be done to resolve it.

What participation looks like at every stage of research

Choosing a topic and designing the research project

- The research question is related to a pressing issue that the community has identified.
- The research findings have the potential to allow community to take direct action in the future to influence the systemic behaviours that have created or sustained a pressing health issue.
- The project has an advisory group – community members (including people with living experience), researchers, and other stakeholders – who agree on how the project will be run, how decisions will be made, how conflicts will be resolved, and so on.

[6] Chevalier, JM and Buckles, DJ. Participatory Action Research: Theory and Methods for Engaged Inquiry. UK: Routledge; 2013.

- People's roles on the team are based on their interests, knowledge, skills, and experience.
- All team members value each other's expertise (e.g., lived experience, research skills).

Data collection

- The team decides how best to allocate data collection duties (e.g., administrative databases, surveys, focus groups, one-on-one interviews), and identifies any training required to do the data collection (e.g. mock interviews for practice).
- The team works through the question of who owns the research data, and whether it can be shared openly (please see Vancouver Foundation's Open Licensing Policy Statement[7] more information).

Analysis

- All team members provide insight into how to interpret the data, the implications of the results, and what kinds of conclusions can be drawn.

Knowledge Exchange and Taking Action

- Team members share results within and across their communities (e.g., reports, round tables, community meetings, research conferences, etc.).
- Team members consider how to use the evidence to take action, and the most useful/appropriate form of action to take.
- Community members are co-authors on research articles submitted to academic journals.
- Team members identify the resources that can be shared openly using a Creative Commons CC-BY-4.0 attribution license (in some situations, an alternate license such as CC-BY-SA, CC-BY-ND, CC-BY-NC may be more suitable). Please see Vancouver Foundation's Open Licensing Policy Statement[7] for more information.

[7] https://www.vancouverfoundation.ca/our-work/initiatives/open-licensing-initiative/open-licensing-policy

PARTICIPATORY ACTION RESEARCH: GRANT TYPES

We offer two different grant types to reflect the different stages of a participatory action research process: **Convene** and **Investigate**. Each of these grant types is described in more detail in the following pages, and the full list of application questions for each grant type can be found later in the Application Guide section.

At a glance

	CONVENE	INVESTIGATE
Purpose of grant	To develop a participatory action research project plan	To investigate a question about the root cause(s) of a pressing issue impacting the health of communities
Maximum funding available	Up to $10,000 for process plus up to an additional $10,000 for participation	Up to $100,000 per year
Length of grant	Up to 1 year	Up to 3 years
Requires matching funds	No	Yes, 50% from other sources
Application process	One-stage	Two-stage
Frequency	Submit at any time (Awarded Quarterly)	Submit during either the spring or fall grants cycle

Convene grants

Convene grants are short-term grants to help teams develop a participatory action research project plan that can be submitted to funding organizations.

Convene grants are suited to:

- Activities that help potential teams of researchers, knowledge-users and/or community stakeholders to work together to identify research questions or emerging issues that could then form the basis of a future Investigate grant.
- 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.

- Stakeholder consultations and citizen engagement activities that help to solidify a research question or the direction of a research project.
- Establishing relationships with key stakeholders who inform practice, care, and/or policy in ways that could lead to a future grant application.

Convene grants are a one-stage application. You submit a short, but complete application form, which includes a project summary and a budget (the steps and questions are detailed in the Application Guide section).

You can apply for a Convene grant at any time through our online system. Grants are awarded quarterly, and our website hosts the latest cut-off dates.

Investigate grants

Investigate grants are multi-year grants to help teams answer a research question, analyze their findings, and share knowledge in a way that supports the community to take action in the future.

Investigate grants are suited to:

- Support research teams with a clear and viable participatory research plan that is grounded in the exploration of a complex issue affecting the health of a population.
- Encourage collaboration and knowledge exchange between and among communities, organizations and institutions affected by or interested in the pressing issue.
- Are led by communities, and are intended to inform and lead to evidence-based action in the future.

Investigate grants are a two-stage application. The first stage is to submit a Stage One project overview through our online system. Then if you're invited to proceed to the second stage, you submit a Full Application. You can apply for an Investigate grant during either the spring or fall granting cycles. It usually takes us about five months from the Stage One application submission deadline to process applications through both stages.

Stage One: Project Overview

We'll need a project overview, including information about the Applicant and Partner organizations, the research project you're proposing, the research team, and a budget (the steps and questions are detailed in the Application Guide section). We'll review your Stage One application and then decide whether to invite you to submit a full proposal.

Stage Two: Full Application (by invitation only)

If you're invited to submit a full proposal, we'll ask for more details about your research project, a detailed timeline of activities, and some supplementary materials. We'll review your full proposal and then decide whether to fund your project.

TIPS FOR A SUCCESSFUL GRANT APPLICATION

1. Complete the eligibility quiz

The quiz is available on our website.[8] It will help you to assess whether your organization is eligible to apply to Vancouver Foundation, and whether your project is likely to be funded.

2. Read through the Application Guide section before you start

Reading through the Application Guide section will help you to choose which grant type you're ready to apply for, and to help prepare you to answer the questions we ask you in our application form. It may also help you get a sense of the amount of time the application is likely to take, and the type of information you'll need to have ready.

3. Talk to one of our Grant Managers

Our Grant Managers are available to help you think through your proposal. You can contact them to talk through your idea, to help understand how your project might fit within the different grant types, or to arrange for them to meet with your project team.

4. Be sure you're applying to the right program and grant type

Review the At a glance table for an overview of the different grant types. If you're not sure which grant type is right for you, then please contact one of our Grant Managers.

5. Paint a clear picture of your project

Our reviewers need a clear picture of what you're hoping to accomplish so that they can decide whether your project should be recommended for funding. The more specific you can be about all aspects of the project (how you plan to conduct the research, and the resources you'll need), the easier it will be for the reviewers to decide.

That means:

- you've clearly described the who, what, when, where, and how of your proposal
- your budget aligns with your project activities
- your project timeline is realistic, and aligns with your budget
- the proposal's narrative, budget and timeline all describe the same project, in a different way

6. Be sure you're ready to take on a participatory action research project

Participatory action research requires an intentional investment of time and resources. Partnerships and research activities might only proceed after months of development work and discussions. It's not something anyone can do well "off the side of their desk."

You may want to consult with your Board of Directors, staff, volunteers, donors or community members to ensure that if your proposal is funded, you and your team will be able to take on the new work and keep your other work going.

[8] https://www.vancouverfoundation.ca/grants/participatory-action-research-grants/eligibility-quiz

APPLICATION GUIDE

In this guide, we provide an overview of the application process for both Participatory Action Research grant types: **Convene** and **Investigate**.

We list each of the questions you need to answer in your application, and provide more detail and prompts on how to answer them. We've also identified the questions that are specific to each of the grant types.

If your project does not involve participatory action research that is co-led by community members and researchers, then you may want to consider the Systems Change Grants Program instead. You can find more information about the Systems Change Grants Program on our website.[9]

General recommendations

We suggest you prepare a draft of your application using word processing software; likewise, we suggest you draft your project budget using spreadsheet software. Preparing your application in this way will allow you to write, revise, and save your work in stages and then, once you've checked your character counts (including spaces), you can copy and paste everything into the online system.

Your research project application will be assessed by knowledgeable staff and volunteer advisors, many of whom have extensive knowledge and experience related to PAR. Although you can assume a fairly high level of technical knowledge, please write in plain English and avoid unnecessary jargon and acronyms.

For additional information on community-based research, please see: Breathing life into theory: Illustrations of community-based research – Hallmarks, functions and phases[10] and Participatory Action Research.[11]

By submitting an application, you consent to Vancouver Foundation sharing information about the application and/or your organization with our staff, donors, advisors, and community partners. If you have any questions about the application process, please call one of our Grant Managers at 604.688.2204.

Logging into our online portal

Click on the link to our online application system from the Participatory Action Research Grants Program web page.[12]

Click "Register Here" if it's your first time at the site, or enter your email and password if you're returning to the site.

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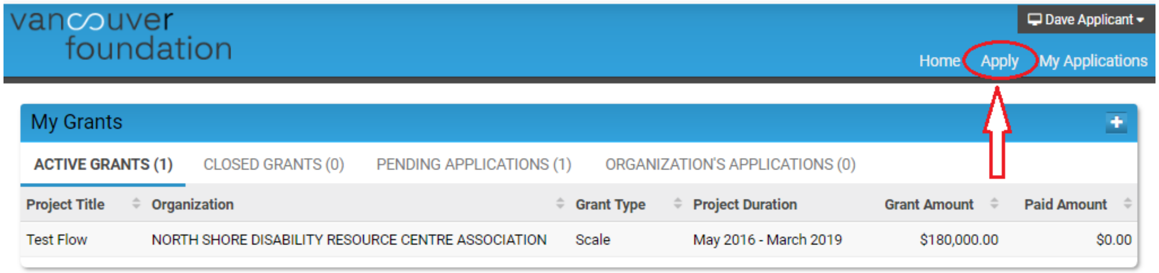
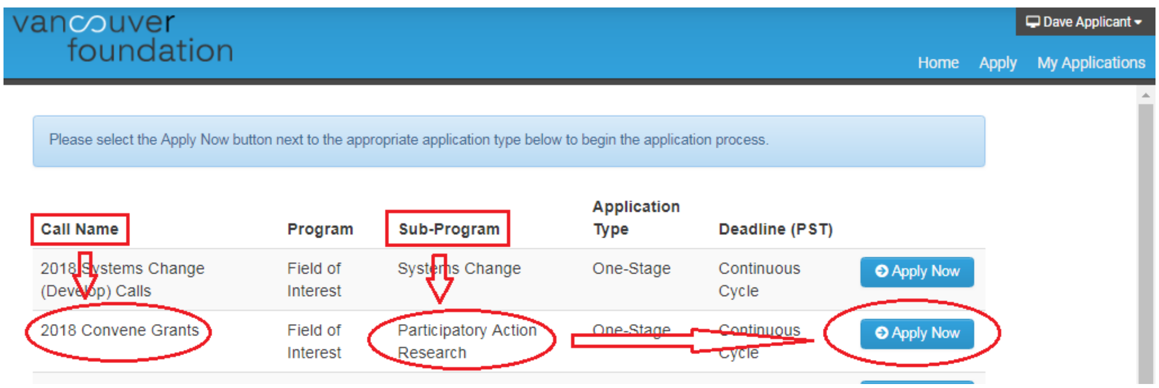
[9] https://www.vancouverfoundation.ca/grants/systems-change-grants
[10] http://dx.doi.org/10.5130/ijcre.v7i1.3486
[11] https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2566051/
[12] https://vf.smartsimple.ca/s_Login.jsp

Applying for a grant

Once you're logged in to the "Home" screen, choose "Apply" from menu items.

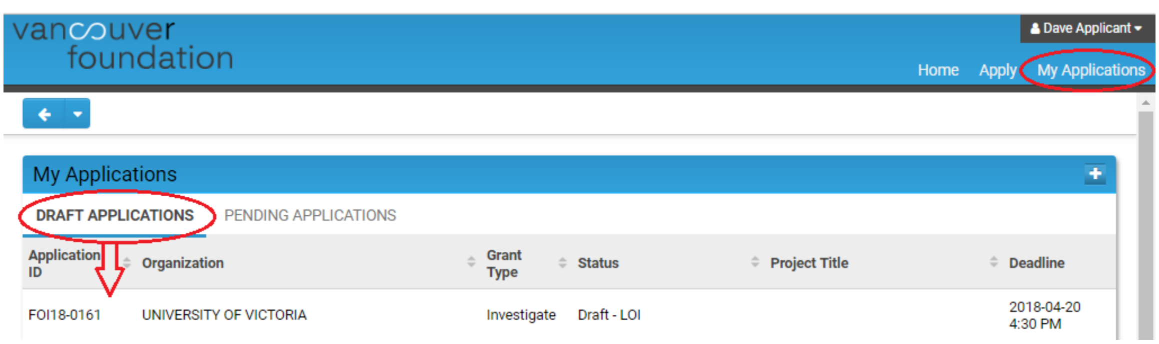


From the list of open grant calls, select either the Convene or Investigate grant types and then select 'Apply Now'.



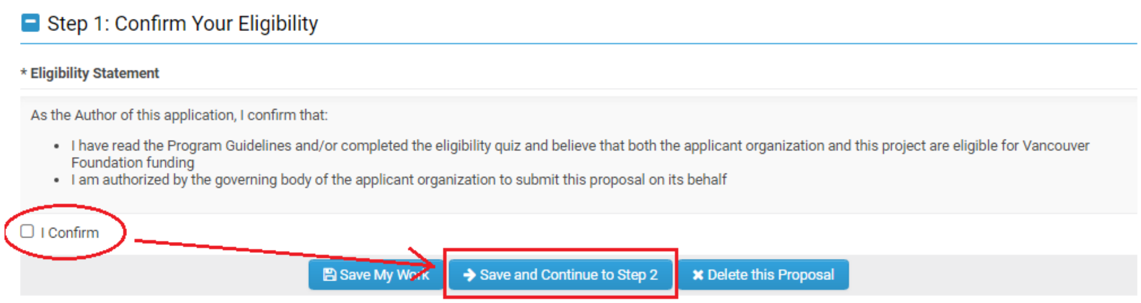
You're now working within the application form. You can save your work in progress at any time by selecting the "Save My Work" button at the bottom of the screen.

This will also allow you to exit the application form. When you return, you can find your draft application by navigating to the "My Applications" menu item from the "Home" screen and then select the application you want to return to from the list.



Step 1: Confirm your eligibility

Review the eligibility statement and then tick the checkbox of the “I Confirm” statement. Click the “Save and Continue to Step 2” button to continue to the next section.



Step 2: Identify the Applicant and Partnering organizations

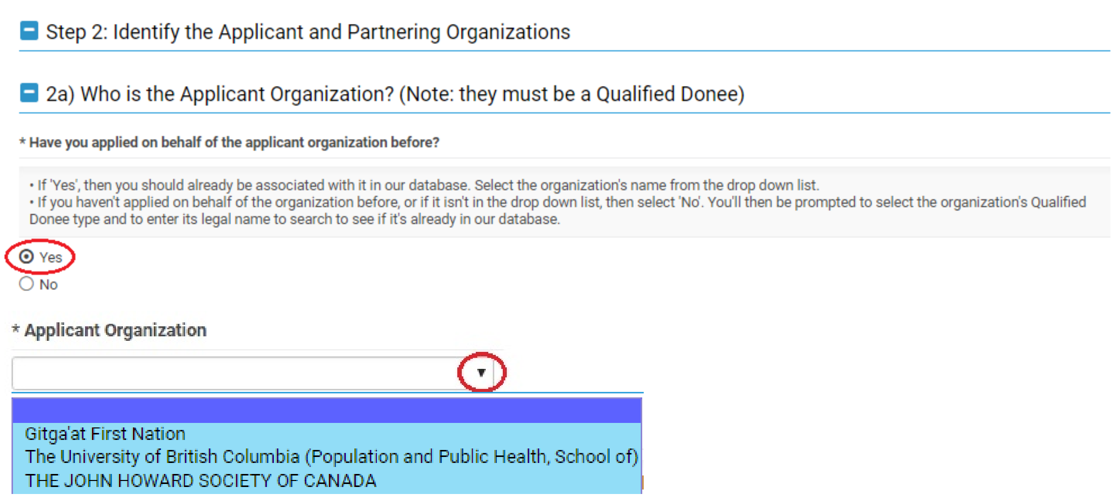
Project proposals must be submitted by a partnership between a community organization and an organization recognized for research within BC that has access to a research ethics board.

2a): Identify the Applicant Organization

Either organization in the partnership can be the lead applicant, as long as it’s [a qualified donee listed by the Canada Revenue Agency.](https://www.canada.ca/en/revenue-agency/services/charities-giving/list-charities/list-charities-other-qualified-donees.html)[13]

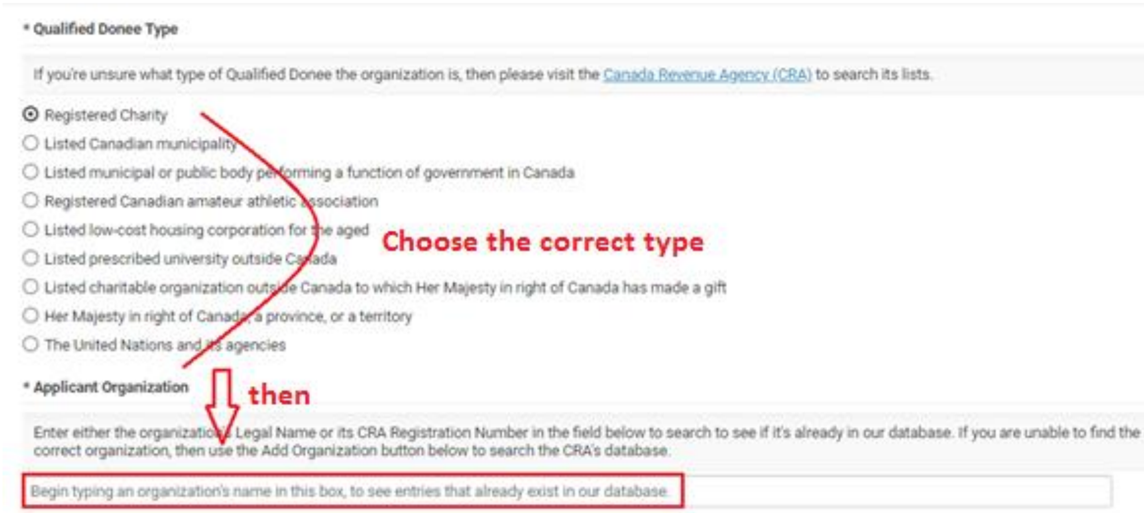
Have you applied on behalf of the applicant organization before? If you have, then you may already be associated with it in our database.

Select the organization's name from the drop-down list.



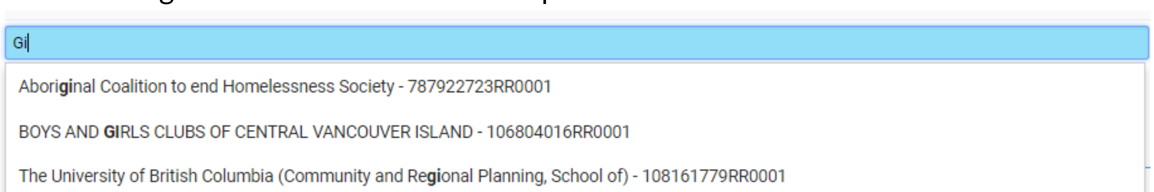
[13] https://www.canada.ca/en/revenue-agency/services/charities-giving/list-charities/list-charities-other-qualified-donees.html

If you haven't applied on behalf of the organization before, or if it isn't in the drop-down list, then select “No”. You'll then be prompted to select the organization's Qualified Donee Type and to enter its legal name to search to see if it's already in our database.



Begin typing the applicant organization’s legal name or its CRA Registration Number (if it has one). As you type more letters, the entries in our database that contain these letters are displayed.

Select the organization’ name from the drop-down list.



If you are unable to find the correct organization in our database, then use the “Add Organization” button to search the CRA's database for a registered charity, or contact us to add an organization for you if it’s another type of qualified donee.

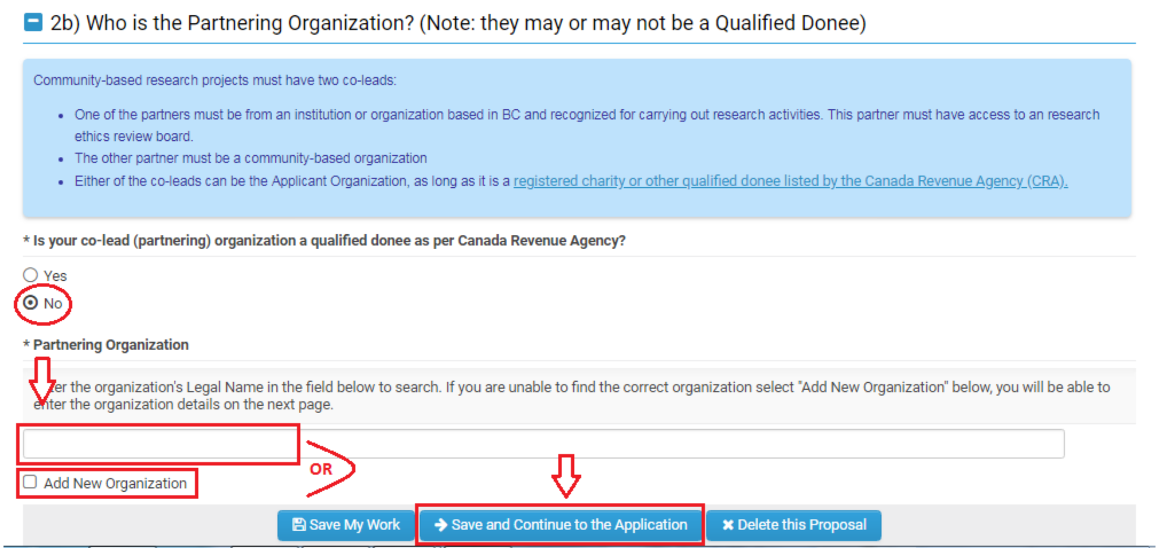
Before you contact us, please visit the CRA's listings[14] to verify that the organization is included on the CRA's list.

2b): Identify the Partnering Organization

Follow the same steps as 2a) to enter the Partnering Organization, if it is a qualified donee. If it’s not a qualified donee, then select “No” and then begin typing in the text box to see if it’s already in our database. If it is, select its name. If it’s not, then select “Add New Organization”.

[14] https://www.canada.ca/en/revenue-agency/services/charities-giving/list-charities/list-charities-other-qualified-donees.html

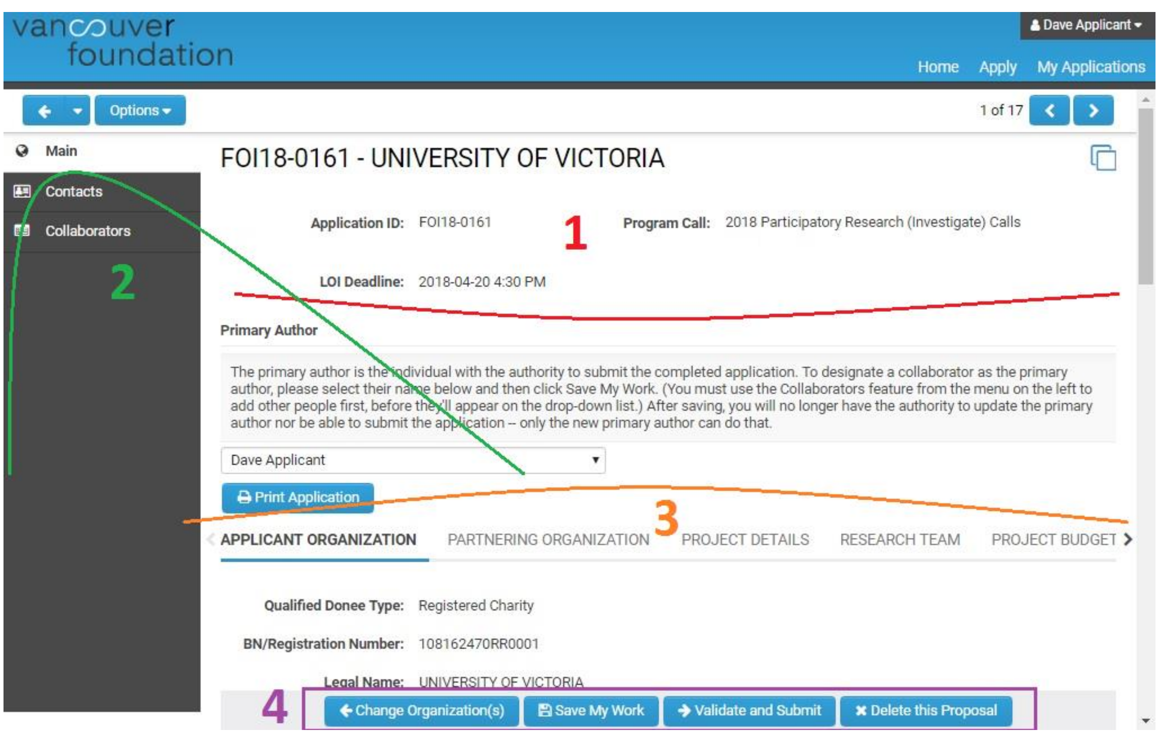
Make sure that the text selection box above the “Add New Organization” checkbox is empty if you’re adding a new organization. Finally, click on the “Save and Continue to the Application” button to continue into the main application form.



Navigating the online application

Whenever you open an application from the “Home” screen, you will see the main portion of the application form.

This is where you enter and confirm the content of your application.



1) Basic Information

This section of the screen displays the basic information about your application, such as the application ID number, the applicant, the granting program that the proposal is applying to and the application deadline. More information is added to the section as you proceed in the process and save your work (such as the project's title).

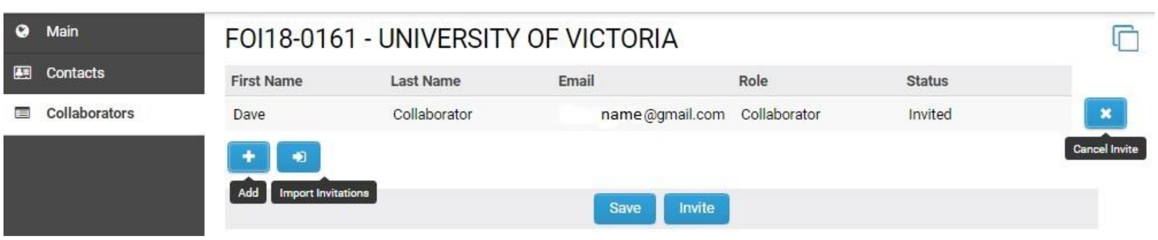
2) Primary Author, Collaborators and Contacts

These sections display the names of the people associated with the application.

(a) The Primary Author is the person who started the application, or is the person that the application has been transferred to. For example, a Development Manager may begin the proposal and then transfer the Author role to the Project Contact or Lead Researcher once the process is further along. Only people listed as Collaborators can have the application transferred to them.

(b) Collaborators are people who work with the Primary Author to fill out and complete the application form. You can add as many collaborators as you like; however, only one person can edit an application (and save their work) at a time. The system will alert you if someone else is working in the application at the same time as you.

- To add a new collaborator, click on the "Collaborator" menu item near the top left-hand side of the page.
- Enter the name and email address of the person you want to invite and then click "Invite". The person will then receive an email with a link to accept or decline the invitation. Ask them to check their junk mail folder if they don't receive an email.
- Use the "Add" or "Cancel" buttons to add or remove people from your list.
- Click on the "Main" menu item in the top left corner to return to your application.



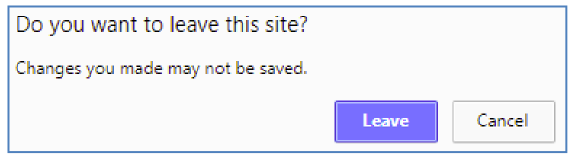
(c) Contacts are people who have different roles associated with the application. For example, the Project Contacts for the Applicant and Partnering organizations will be listed here, as will the Signing Authority if the application is approved.

3) *Section Tabs*

This area contains the tabs for each of the narrative sections within the application form. You can simply click on the name of the tab to move from one section to another. You can also click on the **<** or **>** arrows at the beginning and/or the end of the row of tabs to move farther along the sections.

Although you don't need to select 'Save My Work' before moving to a new tab, you will want to save often if you're jumping back and forth between sections as you complete the application.

The system will alert you at the top of the browser if you have any unsaved entries when you're about to exit the system.



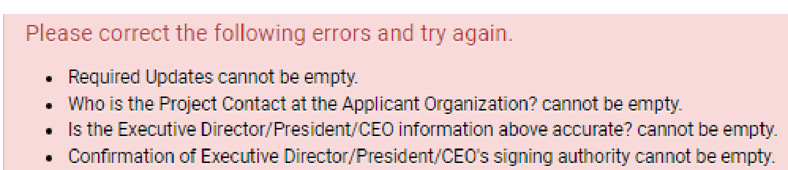
4) Action Buttons

Use the following buttons for specific actions related to your application.

Allows you to revisit the pages where you identified the Applicant and Partnering organizations, if you wish to make a change before you submit the application.

Allows you to save your work in progress, so that you can leave and come back to your application in the future. ***Tip: use this button frequently as you progress through the application!***

Performs a final validation of your application form before it is submitted. This action will check to see that all the mandatory fields are filled out and that your budget is balanced. A list of errors will appear at the top of the screen if there are any. Click on each item in the list to be taken to the area in the application form where the error occurs.



This button will delete your application and it will disappear from the list in your My Applications portal. ***Use this action carefully!***

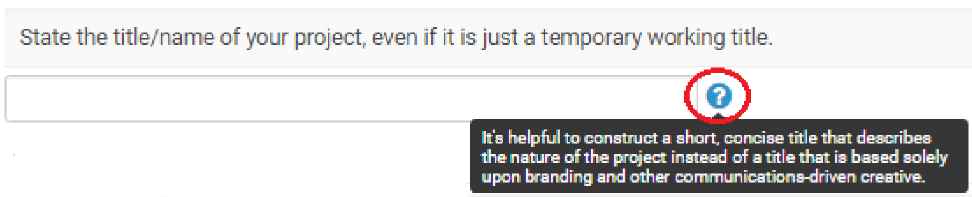
Please contact us if you unintentionally delete your application, as we may be able to retrieve it for you. You will receive a warning screen asking you if you really want to perform this action, before the record is deleted.

Other navigation tips

(a) An asterisk indicates required information.

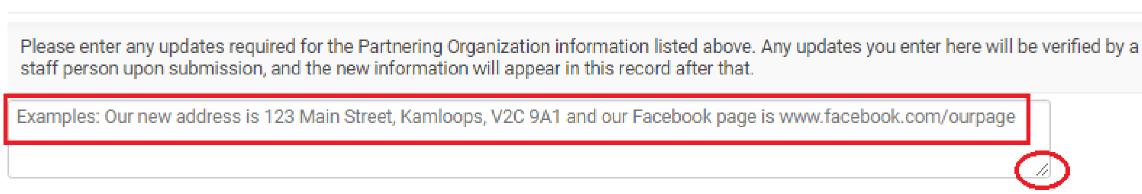
(b) Press the "Save My Work" button if it looks like there is something missing or if a logical next step isn't appearing.

(c) Clicking on any question mark symbol will reveal extra content that will help to explain the intent of the question, or will provide additional instruction on how to complete the question accurately or to perform an action correctly.

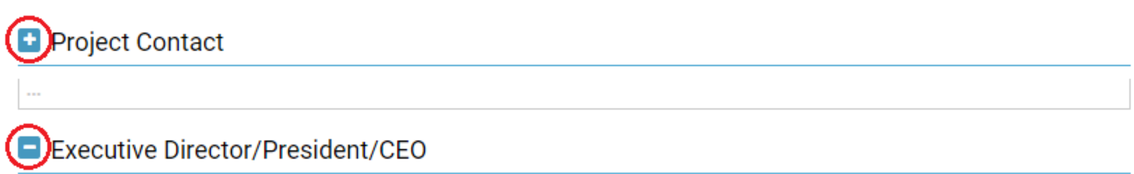


(d) Some fields in the form have text pre-entered into them. This information is there to provide additional clarity or guidance and will disappear once you begin typing into the field.

(e) You can expand the size of some text fields by grabbing and dragging the bottom right-hand corner.



(f) You can expand or collapse some sections of the application form by clicking on the **+** or **–** icons in the title bar.

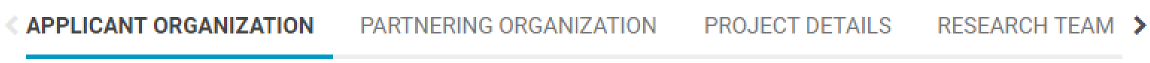


(g) Pressing some buttons (such as "Enter Budget") opens a new window in your web browser. The main application window will remain open, but may appear hidden.

You may need to switch between windows, tabs, or applications (Alt-Tab in Windows, Command-Tab for Mac) in order to return to the main application.

Applicant Organization – all grant types

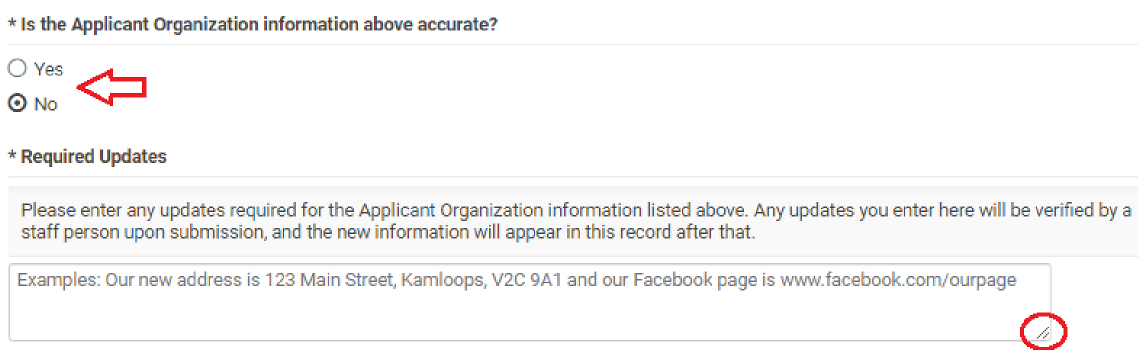
There are four subsections to complete in order to verify the Applicant Organization's details. Click on the **+** or **–** icons to expand or collapse each subsection.



(1) Applicant Organization Details

The details related to the Applicant Organization are displayed in this section, and are pre-populated from the information already in our system or from information inherited from the Canada Revenue Agency's listing you selected previously.

Please review and confirm whether the information is correct. If any of the information is missing or is incorrect, then please select "No" and type the correct information into the "Required Updates" text field. If you need to type in a lot of changes, you can resize the text field by holding and dragging the bottom right-hand corner.



(2) Project Contact

Use the drop-down list to identify the Project Contact at the Applicant Organization. The Project Contact MUST be a representative of the Applicant Organization, and should be able to speak, in detail, to the project's objectives and budget, and to serve as the main contact for Vancouver Foundation.

If the correct Project Contact is not listed in the drop-down, then use the "Add Project Contact" button to submit a new contact. A new window will open where you can add and submit the details. After you submit, the new window will disappear. Click the "Save My Work" button at the bottom of the main application page. The person you just added should now appear in the Project Contact drop-down list. Select the person.

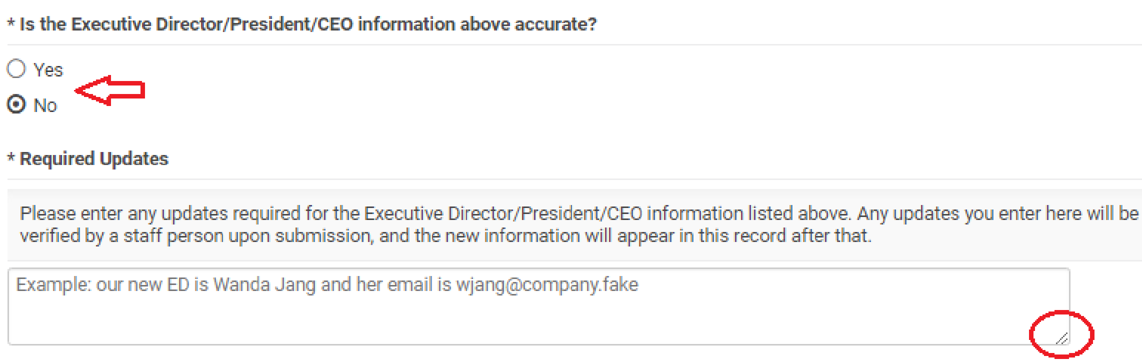
Note: The Project Contact's email address will be used for all correspondence related to this application.

(3) Executive Director/President/CEO

The details related to the Executive Director/President/CEO are displayed in this section, and are pre-populated from the information already in our system or from information inherited from the Canada Revenue Agency's listing you selected previously.

Please review and confirm whether the information is correct. If any of the information is missing or is incorrect, then please select "No" and type the correct information into the "Required Updates" text field. If you need to type in a lot of changes, you can resize the text field by holding and dragging the bottom right-hand corner.

Please double-check that the Executive Director/President/CEO's email address is correct. If this application is awarded a grant, then information related to the award will be sent to the email address listed.


*** Is the Executive Director/President/CEO information above accurate?**

Yes

No

*** Required Updates**

Please enter any updates required for the Executive Director/President/CEO information listed above. Any updates you enter here will be verified by a staff person upon submission, and the new information will appear in this record after that.

Example: our new ED is Wanda Jang and her email is wjang@company.fake

Will the Executive Director/President/CEO listed act as the Signatory to accept the legal and financial responsibilities associated with this grant? Select "Yes" if she or he will. If someone other than the Executive Director/President/CEO will authorize this grant, then select "No" and enter the details for this person in the Signatory section that follows.

(4) Signatory

If the Executive Director/President/CEO listed will not act as the Signatory, then enter the information for a senior staff person at the Applicant Organization who has the authority to accept the conditions associated with this grant in writing. This person is commonly a Vice-President or Department Head. For organizations that are volunteer-operated, please enter the Board Chair/President instead.

Please make sure that the email address is entered correctly. If this application is awarded a grant, then the electronic signature notification for the Grant Agreement will be sent to this email address. Requests for electronic signature cannot be forwarded to another individual, and only the owner of the email address listed can electronically sign the Grant Agreement.

Note: The Signatory information section will be updated with the new information you provide once your application is submitted.

Partnering Organization – all grant types

There are four subsections to complete in order to verify the Partnering Organization's details. Click on the **+** or **–** icons to expand or collapse each subsection.

(1) Partnering Organization Details

The details related to the Partnering Organization are displayed in this section, and are pre-populated from the information already in our system or from information inherited from the Canada Revenue Agency's listing you selected previously.

Please review and confirm whether the information is correct. If any of the information is missing or is incorrect, then please select "No" and type the correct information into the "Required Updates" text field. If you need to type in a lot of changes, then resize the text field by holding and dragging the bottom right-hand corner.

If you selected the "Add New Organization" option during the Partnering Organization identification process (see Step 2b: Identify the Partnering Organization for more details), you will instead be presented with a list of fields to fill in. The mandatory requirements are indicated with an asterisk.

- Operating Name (if different from the Legal Name) – 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 commonly uses).
- Profile or Purpose Statement – please briefly summarize the main purpose and/or mission of the Partnering Organization.

(2) Project Contact

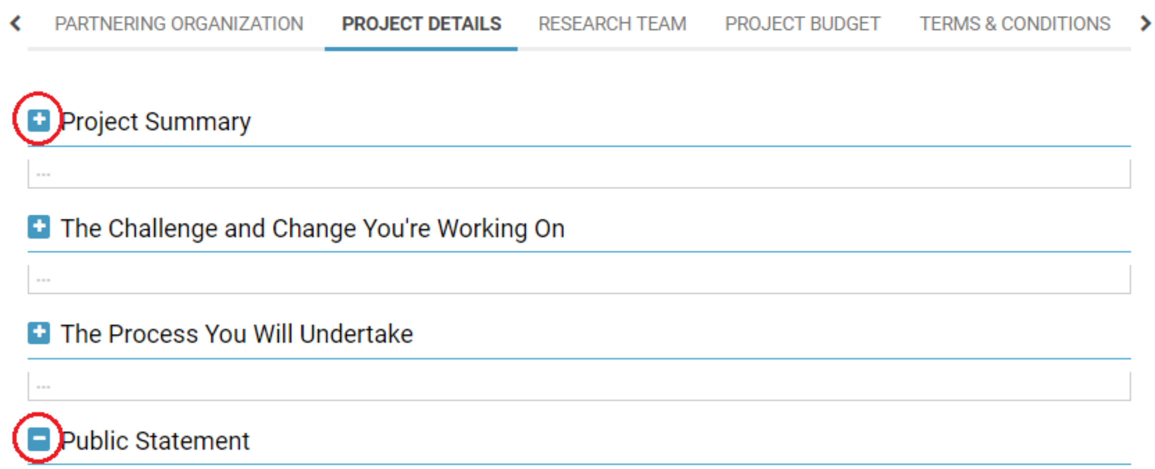
Use the drop-down list to identify the Project Contact at the Partnering Organization. The Project Contact MUST be a representative of the Partnering Organization, and should be able to speak, in detail, to the project's objectives and budget, and to serve as the main contact for Vancouver Foundation.

If the correct Project Contact is not listed in the drop-down, then use the "Add Project Contact" button to submit a new contact. A new window will open where you can add and submit the details. After you submit, the new window will disappear. Click the "Save My Work" button at the bottom of the main application page.

The person you just added should now appear in the Project Contact drop-down list. Select the person.

Project Details – Convene grants

There are four subsections to complete in order to describe your project's details. Click on the **+** or **–** icons to expand or collapse each subsection.



(1) Project Summary

(a) State the title/name of your project, even if it's just a temporary working title.

(b) Indicate the anticipated start and end dates (month/year) for your project.

Vancouver Foundation will consider applications for 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 project that is already running does not increase the likelihood that it will be funded.

(2) Questions About the Challenge and Change You're Working On

(a) Systemic Issues and Root Causes (3,000 characters)

Have you articulated a research question? If so, then what is it? If not, then what pressing issue(s) impacting the health of a population does your research team want to better understand, and that a research question could develop from?

Describe some of the key elements within the system you intend to investigate and how they might relate to each other to create the systemic behaviours that are at the root cause of the pressing issue(s).

(b) Systemic Change (1,500 characters)

Why will researching this issue be meaningful? How do you foresee it enabling the community to act on the issue being researched?

What's the degree of community support that exists for the research you're proposing? What are your ideas at this point on how this research project might position the community to influence or change the system's behaviours? How will this change be transformative, and why will it matter?

(c) Research and Evidence (1,500 characters)

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

To what extent has this pressing issue been explored already? How might your initiative differ from or build upon other work related to this issue? The evidence could be formal research, statistics, white papers, information gathered through community networks or peer groups, knowledge of similar projects or work in a similar system, and so on.

(d) Literature Review (document upload – 5 MB maximum)

Please attach and upload a literature review (2-page maximum) of the research that is related and pertinent to your project.

(3) Questions About the Process You Will Undertake to Convene

(a) Process (3,000 characters)

Where are you currently in the design and development process? What have you done to move your ideas forward, and what activities do you still need to do?

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 a viable project plan.

(b) Collaboration (1,500 characters)

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?

How has the community's experience contributed to the identification and development of the research question? How will this project align with the principles and processes of participatory action research?

(4) 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).

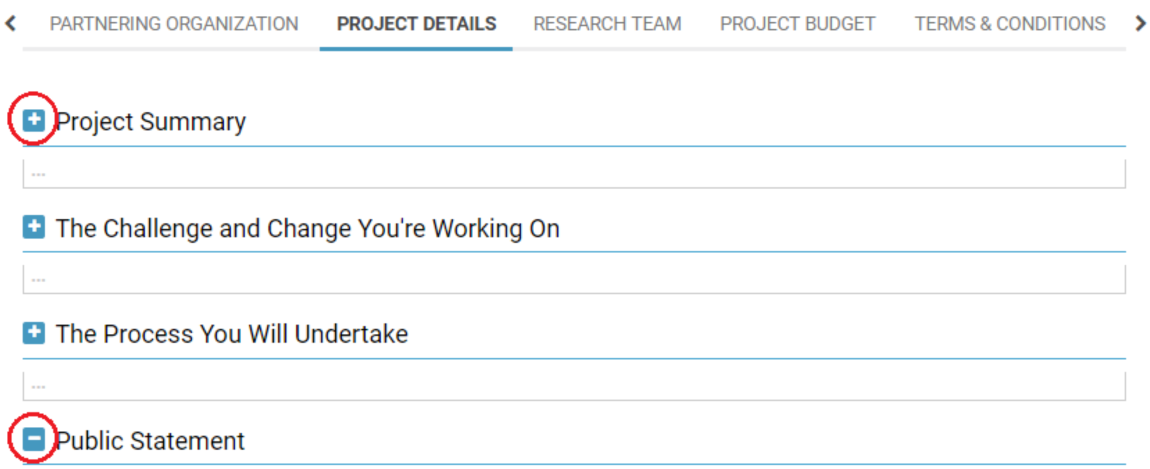
Many people do not have a background in your area of expertise and so please use plain, compelling language (avoiding jargon) to write a paragraph that answers the following questions.

(a) Project Description (700 characters)

What is the pressing health issue that your team is trying to understand? Why is this understanding meaningful? How will your Convene process lead to a fully formed and viable research project?

Project Details – Investigate grants

There are four subsections to complete in order to describe your project's details. Click on the **+** or **–** icons to expand or collapse each subsection.



(1) Project Summary

State the title/name of your project, even if it is just a temporary working title. Indicate the anticipated start and end dates (month/year) for your project.

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.

(2) Questions About the Challenge and Change You're Working On

(a) Systemic Issues and Root Causes (3,000 characters)

What is your health-related research question, and how did you identify it?

State your research question. Describe some of the key elements within the system you intend to investigate and how they might relate to each other to create the systemic behaviours that are at the root cause of the pressing issue(s). How did the community's experience contribute to the identification and development of the research question?

(b) Systemic Change (1,500 characters)

Why will researching this issue be meaningful? How will the findings enable the community to act upon the issue being researched?

What's the degree of community support that exists for the research you're proposing? What are your ideas at this point on how this research project will position the community to influence or change the system's behaviour? How will this change be transformative, and why will it matter?

(c) Research and Evidence (1,500 characters)

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

To what extent has this research question been explored already? How might your initiative differ from or build upon other work related to this issue? The evidence could be formal research, statistics, white papers, information gathered through community networks or peer groups, knowledge of similar projects or work in a similar system, and so on.

(d) Literature Review (document upload – 5 MB maximum)

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

(e) Anticipated Outcomes (3,000 characters)

What are your anticipated outcomes for the project (short, medium, and long term)?

Define the overall goal(s) and specific objectives of the project. Keep in mind that goals tend to be longer-view. Your project probably won't achieve the goal(s) on its own. Objectives are more sharply focused, and short- or medium-term. They describe realistic and specific expectations of what you plan to achieve.

Examples

- Enhanced awareness by service providers regarding the barriers to appropriate shelter and housing for women fleeing domestic violence.
- Increased percentage of women in suitable housing two months after fleeing domestic violence.
- Adaptation of recommendations by planner and developers to remove the structural barriers to appropriate shelter and housing.
- Additional financial support from policy makers to increase the number of units of appropriate shelter and housing in the next official community plan.

(f) Readiness (1,500 characters) – **asked at stage 2**

Is the system/policy environment receptive and capable of supporting or integrating the results of your research? How have you tested this?

In what ways do you see the system being ready for change? For example, what kind of community support already exists for change? Tell us about the capacity of the current system to adapt and to allow for a future intervention based upon your research to shift the system's behavior.

(3) Questions About the Process You Will Undertake to Investigate the Research Question

(a) Process (3,000 characters)

Describe your research methodology, including the community involvement and participatory nature of the research.

Provide a complete description of your proposed methodology, including its design, recruitment, samples, instruments, data collection and analysis. How does this research project align with the principles and processes of participatory action research? Please be specific.

(b) Collaboration (1,500 characters)

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?

List your community and cross-sector partners and describe the extent to which you are collaborating with them on this research project. Indicate whether these collaborations are confirmed or still in development. Describe how people in the community who are affected by the issue are involved in the project, and their specific roles at various stages within the project. Be as specific as possible. Finally, describe the nature and origins of the relationship between the Applicant and Partnering organizations.

(c) Monitoring and Evaluation (1,500 characters) – **asked at stage 2**

How will you assess your progress towards the anticipated outcomes? How will you incorporate what you are learning into the ongoing development of the project?

What evaluation tools/processes will you use? (e.g. pre- and post-participant surveys or feedback forms, anecdotal information from participants, photo-voice, etc.) What are the risks associated with this project? What processes will you put into place to recognize and respond to these risks?

(d) Shared Learning and Knowledge Exchange (1,500 characters) – **asked at stage 2**

How will the knowledge generated by this project be shared with others?

Describe your knowledge exchange plan including presentations and publications, as well as reporting to partners and community. 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, and who is the target audience?

(4) Public Statement

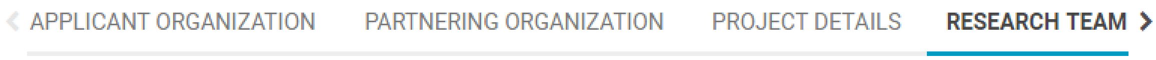
Vancouver Foundation shares excerpts from approved grants on our website and with our donors and Board of Directors. We might also share your proposal with other funders or external reviewers that we think may have valuable insight into your work (such as your local community foundation). Many people 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.

(a) Project Description (700 characters)

What is the pressing health question that your team is investigating? Why is this investigation meaningful? How will your research project position the community to influence systems change?

Research Team – all grant types

This section allows you to list the two research co-leads, as well as the additional research team members. We expect a genuine partnership and equal involvement in the design of the research project between researchers and community representatives.



- Click the "Update Research Team" button. A new window appears in your web browser.
- Click the **+** button in each section to add a row. You can remove a row by clicking the **X** at the end of the row.
- Click the "Save" button at the bottom of the new window to save your work in progress.
- Click on the "Close" button when you're finished entering the information. (You can save, close, and return to the table later). The new window will disappear and you will be returned to the main application page.
- Click the "Save My Work" button at the bottom of the main application in order to populate the Research Team Overview list with the individuals that you entered.
- **Stage 2 – Investigate Grants:** Click the "Download Appendix 1" link to download and save the document to your hard drive. This document needs to be completed and attached for each member of your research team. You can now click on the "Upload Appendix 1" button to upload a personal profile for each member of the team.
- You can click on the "Update Research Team" button again at any time to add to or to revise the list of research team members.

Lead Researcher from the Applicant Organization

Provide the name, title, email and phone number 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. (You can resize the Short Biography text field by grabbing and moving the bottom right-hand side corner of the text field).

- 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.
- A maximum of one lead researcher from the Applicant Organization is permitted.
- Phone numbers must be entered in the format (XXX) XXX-XXXX.

Lead Researcher from the Partner Organization

Provide the name, title, email and phone number of the co-lead researcher from the Partner Organization.

Describe their role on the project and include a short biography of their research, community, or life experience related to this project. (You can resize the Short Biography text field by grabbing and moving the bottom right-hand side corner of the text field).

- A maximum of one lead researcher from the Applicant Organization is permitted.
- Phone numbers must be entered in the format (XXX) XXX-XXXX.

Additional Members on the Research Team

List the names, titles, emails and phone numbers of the additional individuals 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. (You can resize the Short Biography text field by grabbing and moving the bottom right-hand side corner of the text field).

- A minimum of two and maximum of ten additional members is permitted.
- Phone numbers must be entered in the format (XXX) XXX-XXXX.

Project Timeline – Investigate grants (stage 2 only)

Please describe the proposed activities for this project. Provide as much detail as possible for a realistic projection of your activities.

The timeline, project details and budget sections of the application should all describe the same project, in different ways.

Example:

TIMELINE	KEY STEPS	PERSON RESPONSIBLE
January 2018 – mid February 2018	Facilitate community dialogues	Research Coordinator – TBD
March 2018	Outreach/recruit community research team	Dr. Jane Smith and Sheila Thomas, Co-lead Researchers
April 2018 – June 2018	Conduct environmental scan and meetings with government officials and local staff of housing organizations	Dr. Jane Smith and Sheila Thomas, Co-lead Researchers

Click the “Update Project Timeline” button. A new window appears in your web browser.

Click the **+** button in each section to add a row. You can add and include up to fifteen rows within the table. You can remove a row by clicking the **X** at the end of the row.

Within each row, describe the timeline, key steps and the person responsible for each major milestone of your project. There is a maximum 500 characters allowed in each field, and you can resize the text fields by grabbing and moving the bottom right-hand corner.

Click the “Save” button at the bottom of the new window to save your work in progress.

Click on the “Close” button when you're finished entering the information. (You can save, close and return to the table later.) The new window will disappear and you will be returned to the main application page.

Click the “Save My Work” button at the bottom of the main application in order to populate the Project Timeline summary table. You can click on the “Update Project Timeline” button again at any time to add to or to revise the summary table.

Project Budget – all grant types

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

(a) How many years will the requested amount be spread out over?

Select the number of years that the project will run and that funding is required for and then press "Save My Work". Your selection determines how many columns appear in the budget template.

The duration of the project should equal the duration of the funding request. For example, you can't request 3 years of funding for a 1-year project. However, if you're planning a 3-year project and are only requesting 2 years of funding, then please select 3 years. This will allow you to describe the project activities and expenses in the third year but not require you to request funding from Vancouver Foundation in the third year.

- Click the "Enter Budget" button. A new window appears in your web browser.
- Click the "Save" button at the bottom of the new window to save your work in progress.
- Click on the "Close" button when you're finished entering the information. (You can save, close and return to the table later). The new window will disappear and you will be returned to the main application page.
- Click the "Save My Work" button at the bottom of the main application in order to populate the Budget Summary table. You can click on the "Enter Budget" button again at any time to add to or to revise the summary table.

(1) Revenue

There are four sub-sections available for you to list your sources of project revenue. The first section is reserved for your request to Vancouver Foundation. The next two sections allow you to list the cash and in-kind contributions that your organization – and the other organizations you're partnering with – are contributing to the project. The final section allows you to list the contributions you are soliciting (or have secured) from other external funders.

- Click the **+** button in each section to add a row. You can add and include as many rows as you need. You can remove a row by clicking the **X** at the end of the row.
- List each anticipated source of revenue, and indicate the amount requested per year from each source.
- Indicate the amount that is confirmed for each source at the time of application. Please provide the name and telephone number/email of each funding contact.

- In-kind contributions relate directly to real, anticipated and essential expenses in the project budget (that is, they should be project expenses as well). In-kind contributions can be in the form of cash-equivalent good or services, which, if not donated, would have to be purchased with project funds. In-kind contributions can also include the time of paid staff within partnering organizations (e.g. experts in a specific area) spent providing direction or participating in 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.[15]
- Categorize the source of external funding. Use "Other" if the available category types don't describe the funding source accurately.
- The revenue figures you enter are summarized automatically at the bottom of the table.

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, it is our practice to approve a grant on the condition that sufficient funding is obtained before proceeding.

(2) Expenses

There are two sub-sections available for you to list the entire range of your expenses. The first section allows you to list the expenses associated with the administrative and operational processes of your project; the second section allows you to list the expenses associated with community participation and knowledge dissemination.

- Click the **+** button in each section to add a row. You can add and include as many rows as you need. You can remove a row by clicking the **X** at the end of the row.
- Categorize and describe each expense. Use "Other" if the available category types don't describe the funding source accurately.
- List the costs per year for each expense and then, under the Total Requested from VF column, indicate how much of the total cost for this expense is requested from Vancouver Foundation.
- Provide a justification for each expense. (e.g. the need for research assistants, community co-ordinators, professionals, their specific duties and pay scales, etc.)
- The expense figures you enter are summarized automatically at the bottom of the table.
- A detailed list of eligible expenses follows the examples below.

[15] Adapted from Social Sciences and Humanities Research Council. http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/cash_inkind-especes_en_nature-eng.aspx

Example of a 1-year revenue budget

Revenue

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. Provide the name and telephone number/email of each funding contact.

Section 1: Vancouver Foundation

Name	Year 1 Requested	Total
Vancouver Foundation	$70,000.00	$70,000.00

Section 2: Partners' Contributions (cash)

Name	Description	Year 1 Requested	Total	Confirmed Amount	Contact Name	Contact Phone or Email
Faculty of Nursing	research budget	$6,050.00	$6,050.00	$6,050.00	Research Director	(250) 123-4567
Social Service Agency	program budget	$8,640.00	$8,640.00	$8,640.00	Executive Director	ED@agency.example
Health Authority	to be determined	$0.00	$0.00	$0.00	Regional Director	(250) 123-4567

+

Section 3: Partners' Contributions (in-kind)

Name	Description	Year 1 Requested	Total	Confirmed Amount	Contact Name	Contact Phone or Email
Faculty of Nursing	researchers & students	$43,316.00	$43,316.00	$43,316.00	Research Director	(250) 123-4567
Social Service Agency	staff & peer participation	$6,602.00	$6,602.00	$6,602.00	Executive Director	ED@agency.example
Health Authority	to be determined	$0.00	$0.00	$0.00	Regional Director	(250) 123-4567
Community Centre	meeting rooms	$1,000.00	$1,000.00	$1,000.00	Outreach Manager	OM@centre.example
Corporate Sponsor	tablet	$100.00	$100.00	$100.00	Sponsorship Manager	(250) 123-4567

+

Section 4: External Funding

Name	Funder Type	Year 1 Requested	Total	Confirmed Amount	Contact Name	Contact Phone or Email
Canadian Foundation	Charitable Foundation	$30,000.00	$30,000.00	$30,000.00	Grant Manager	grants@CF.example
Research Foundation	Charitable Foundation	$25,000.00	$25,000.00	$0.00	Grant Manager	(250) 123-4567

+

Revenue Summary

	Year 1	Total	Confirmed Amount	Percent
Vancouver Foundation	$70,000.00	$70,000.00		37%
Partners' Contributions (cash)	$14,690.00	$14,690.00	$14,690.00	8%
Partners' Contributions (in-kind)	$51,018.00	$51,018.00	$51,018.00	27%
External Funding	$55,000.00	$55,000.00	$30,000.00	29%
Total Revenue	$190,708.00	$190,708.00	$95,708.00	

Example of a 1-year expenses budget

Expenditure

Instructions:

1. List the expenses for the entire project, and not just the portion that will require Vancouver Foundation funding.
2. List the major types of expenses under each section, using the drop-down lists. It's best to separate some expenses out (such as salaries for different people) so that we understand the breadth of the project; however, there's no need to get too granular.
3. Specify the amount of Vancouver Foundation that you plan to allocate against any expense. Vancouver Foundation typically funds a proportion of a project's total budget and so there's no need to spread its funding out against all expenses listed.

Section 1: Project/Administrative Expenses

Expense Type	Description	Year 1 Costs	Total	Total Requested from VF	Percent Requested from VF	Justification
Salaries	Co-lead, Faculty	$23,660.00	$23,660.00	$0.00	0%	2 days/week @ $32.50/hr
Salaries	Co-lead, Community	$32,760.00	$32,760.00	$28,860.00	88%	3 days/week @ $30.00/hr
Salaries	Graduate students (x2)	$39,312.00	$39,312.00	$19,656.00	50%	2 days/week @ $27.00/hr
Salaries	Research coordinator	$4,160.00	$4,160.00	$4,160.00	100%	2 hr per week @ $40/hr
Professional Fees	Transcription	$2,500.00	$2,500.00	$2,500.00	100%	100 hours @ $25.00/hr
Professional Fees	Scoping literature review	$2,500.00	$2,500.00	$0.00	0%	10 days @ $250/day
Equipment	Spectrometer	$4,000.00	$4,000.00	$0.00	0%	dichroic beam splitter, notch filter and diode source
Equipment	Drug reagent/test strips	$4,000.00	$4,000.00	$0.00	0%	based on estimate from current purchaser, XYZ Pharmacy
Equipment	Tablet computer	$100.00	$100.00	$0.00	0%	for tests & analysis of samples
Salaries	Spectrometer technicians	$22,000.00	$22,000.00	$0.00	0%	supervised by Dr. Watt (2 positions, estimated at 2 days per week)
Salaries	research assistants	$12,000.00	$12,000.00	$0.00	0%	supervised by Dr Watt (2 positions, estimated at 1 day per week)
Professional Fees	Research navigator service	$2,940.00	$2,940.00	$0.00	0%	10 days @$294. Fees for health research project officer, Regional Centre.
Rent and Utilities	Faculty office space	$5,000.00	$5,000.00	$0.00	0%	based on rates with tech support
Administration and Leg	grant administration	$1,050.00	$1,050.00	$0.00	0%	15 hours per year from Faculty Research Centre
Professional Fees	tech support	$3,840.00	$3,840.00	$0.00	0%	based on 5 hours/month
Administration and Leg	office space, tech	$4,800.00	$4,800.00	$0.00	0%	based on $200/month

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Section 2: Participation/Community Engagement Expenses

Expense Type	Description	Year 1 Costs	Total	Total Requested from VF	Percent Requested from VF	Justification
Honorariums	research participants	$1,500.00	$1,500.00	$1,500.00	100%	$50 x 30 participants
Bursaries and Stipends	peer researcher	$18,200.00	$18,200.00	$18,200.00	100%	2 days/week @ $25/hr
Catering	Street Collage meetings	$750.00	$750.00	$650.00	87%	$25 per meeting
Travel and Accommoda	Policy forum/conferences	$4,636.00	$4,636.00	$4,636.00	100%	travel for 3 to Vancouver to present at Provincial OD Task Force

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Expenditure Summary

	Year 1	Total	Vancouver Foundation	Vancouver Foundation
Project Expenses	$164,622.00	$164,622.00	$55,176.00	34%
Participation Expenses	$26,086.00	$26,086.00	$25,986.00	100%
Total Expenses	$190,708.00	$190,708.00	$81,162.00	43%

(3) Eligible Expenses

Note: Vancouver Foundation is a certified Living Wage employer, and we encourage and support community groups to end low pay in the non-profit and charitable sector by offering living wages to all paid positions within their projects. There are many different Living Wages in British Columbia. Please refer to the Living Wage Statement on our website for more information.

Researchers
Vancouver Foundation will not contribute to the salary costs of researchers who are salaried researchers at their institution (i.e., individuals with a portion of their salary protected for research time).

- 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 these cases, a letter must be included from the organization/institution confirming that he/she will be released full-time and that his/her duties will be covered by either an existing staff member or a new hire. This letter is one of the supporting documents that is 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, postdoctoral fellows). Please show your calculation of salary costs (e.g. rate, hours per week, number of weeks, benefits: 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, and clarify 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 is 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 exchange 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 Exchange
Describe what activities will be undertaken to share and discuss 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).

Political Activities
Vancouver Foundation understands that non-partisan political activities, as part of a larger project, can be a useful way to address complex issues. Learn more about allowable political activities[16] and consider whether these activities will add value to your project.

University Overhead/Indirect 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 the budget template allows you to include and to justify unusual items.

[16] http://www.cra-arc.gc.ca/chrts-gvng/chrts/cmmnctn/pltcl-ctvts/menu-eng.html

Supporting Documents – Investigate grants (stage 2 only)

The following documents are an important part of your application. Required documents are indicated with an asterisk and must be uploaded here before you are able to submit.

Note: Only Word or PDF documents will be accepted. Do not use symbols or special characters in your file name. The document file size limit is 5 MB.

(a) * Audited financial statements for last completed fiscal year

Submit a full financial statement (preferably audited) for each organization’s most recently completed fiscal year, including any statement of accumulated surplus or deficit (e.g. balance sheet). If you do not have audited financials, then please submit the most recent year-end financial statements.

(b) * Operating budget for the current fiscal year

Submit each organization's current fiscal year operating budget.

(c) * Most recent year-to-date income statement or statement of activities

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

(d) * List of Board of Directors or Senior Governance Body of each organization

Attach a list of each organization’s Board of Directors, including their names and positions. If your organization does not have a Board of Directors, please include information for an equivalent senior governance body. We do not require information that may be considered confidential, such as home mailing addresses or telephone numbers for your Board.

(e) * Letters of support (maximum 3)

You can include up to three letters from organizations that are working with you on this specific project or have endorsed your project (e.g. other funders; and 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.

(f) Research Ethics Certificate(s)

Vancouver Foundation must have assurance that all research will be conducted in an ethical, safe, and humane manner that respects the rights of the community, and a certificate of approval from a research ethics board is required. Typically, the research ethics board is located within one of the research partners’ 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 in the future.

(f) 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.

(g) Letter requesting allowance for Graduate Student participation and/or salary

Please include details if one or more graduate 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.

Terms & Conditions

‹ ARCH TEAM | PROJECT TIMELINE | PROJECT BUDGET | SUPPORTING DOCUMENTS | **TERMS & CONDITIONS** ›

* Please review and agree to the final Terms and Conditions.

☑ I agree to the following terms and conditions:

- Vancouver Foundation will not assess an incomplete application.
- Vancouver Foundation may elect to assess only one application if more than one application is submitted on behalf of the same primary researchers.
- Vancouver Foundation requires 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 Vancouver Foundation's Open Licensing Policy.[17]
- 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 application with community

[17] https://www.vancouverfoundation.ca/our-work/initiatives/open-licensing-initiative/open-licensing-policy

advisors or other funders at our sole discretion. A [list of approved grants](https://www.vancouverfoundation.ca/grants/search-grants)[18] is made public on Vancouver Foundation's website.

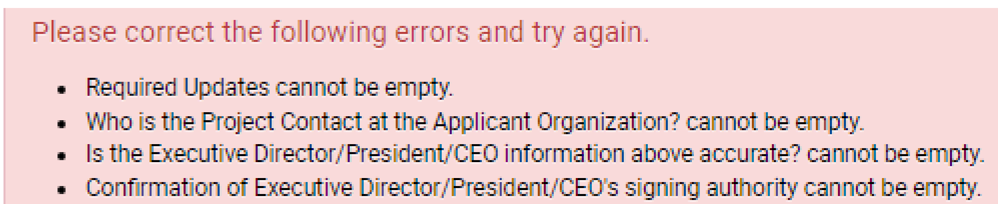
- The information provided in this application is true, accurate and complete (to the best of my knowledge).

Validate and Submit

The final step in the application process is to validate and submit the information.

The "Validate and Submit" button performs a final validation of your application form before it is submitted. This action will check to see that all the mandatory fields are filled out and that your budget is balanced.

A list of errors will appear at the top of the screen if there are any. Click on each item in the list to be taken to the area in the application form where the error occurs.

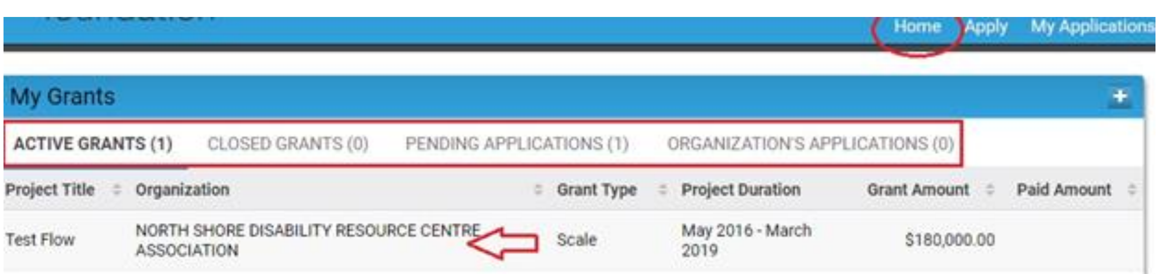


After you submit an application

Once you have successfully submitted an application, you will not be able to make any changes online; however, you can still login and view your application or print a copy for your records.

Whenever you log into the online system, you're taken to the "Home" screen. Within this portal, you can see all applications you're associated with in the "My Grants" section. Click on the "Active", "Closed" and "Pending" tabs to see applications with these statuses.

The "Organization's Applications" tab allows you to see all the grants that other people have submitted on behalf of the organization you're associated with. Click on any listed item to open the entire record.

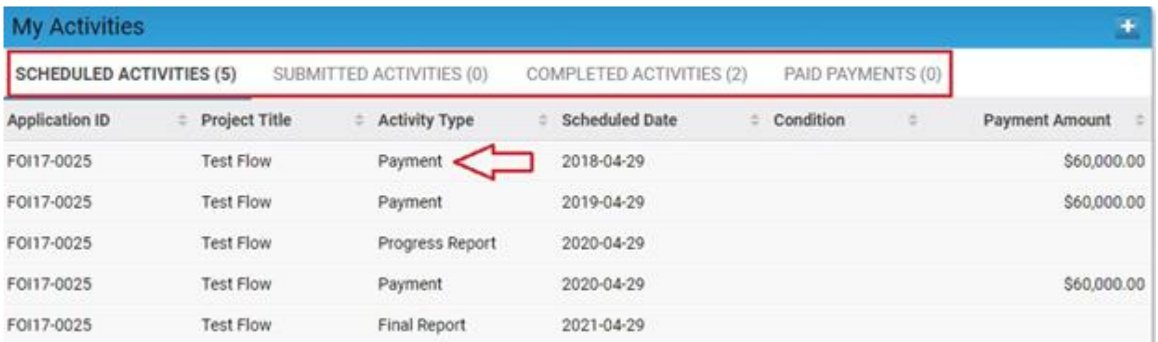


[18] https://www.vancouverfoundation.ca/grants/search-grants

The “My Activities” section lists all of the actions that you’re associated with. The “Scheduled Activities” tab lists all of the upcoming activities associated with the Project Contact. This is also the area where you’ll see communication requests from Vancouver Foundation staff.

The “Submitted Activities” tab lists the ones that are still in progress, and the “Completed Activities” tab lists all the actions that are finished.

The “Paid Payments” tab lists all of the payments that Vancouver Foundation has made to the Applicant Organization for grants that list you as the Project Contact.



Clicking on the “My Applications” menu item in the top right-hand corner takes you to a listing of the “Draft Applications” that you have started, but not submitted, as well as the “Pending Applications” that you’ve submitted and that are still in review.

Click on any listed item to open the entire record.