vancouver
foundation

Participatory Action Research Grant Online Application Guide

Participatory Action Research Grants (PAR) 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.

Table of Contents

Introduction

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

All applications must be submitted through Vancouver Foundation's [online grant management system.](#)

Click "Register Here" if it's your first time on the site or enter your email and password if you're returning to the site. If you cannot remember your password; you can reset your password under "Forgot your password."
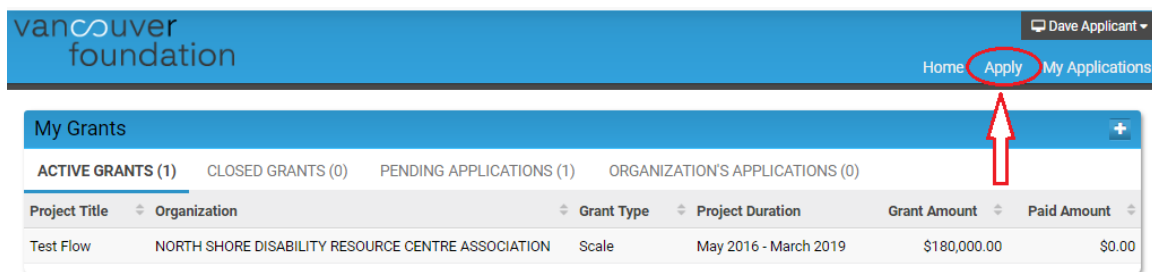
Please note that temporary passwords are sent by SmartSimple and may be directed to your junk or spam folder. Password activation links have a 24-hour expiry time.

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 the organization is [a qualified donee listed by the Canada Revenue Agency.](#)[1]

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.

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 is already in our database.

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

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's 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[2] 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".

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[2] 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.

> Do you want to leave this site?
>
> Changes you made may not be saved.
>
> **Leave**   Cancel
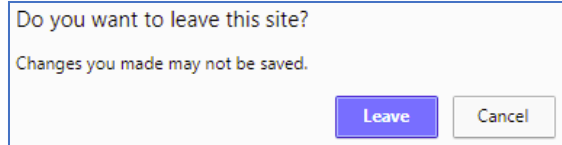
4) Action Buttons

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

← Change Organization(s)
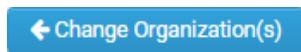
Allows you to revisit the pages where you identified the Applicant and Partnering organizations, if you wish to make a change before you submit the application.

🖫 Save My Work

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!*

→ Validate and Submit

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 (for Investigate grants). 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.

> Please correct the following errors and try again.
> - Required Updates cannot be empty.
> - Who is the Project Contact at the Applicant Organization? cannot be empty.
> - Is the Executive Director/President/CEO information above accurate? cannot be empty.
> - Confirmation of Executive Director/President/CEO's signing authority cannot be empty.

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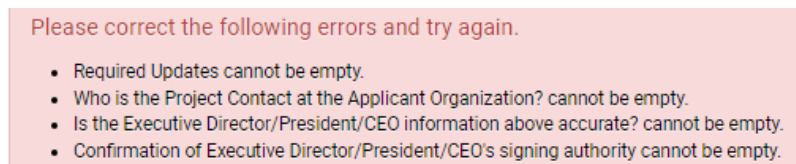
This button will delete your application and it will disappear from the list in your My Applications portal. *Use this action carefully!*

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.
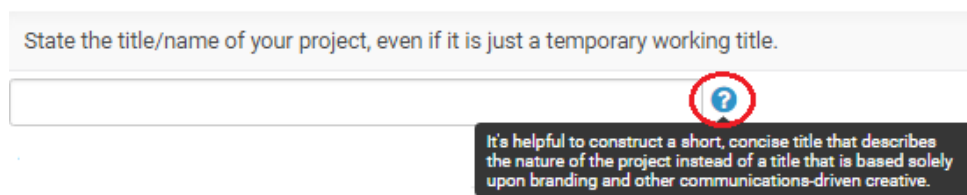
Other navigation tips

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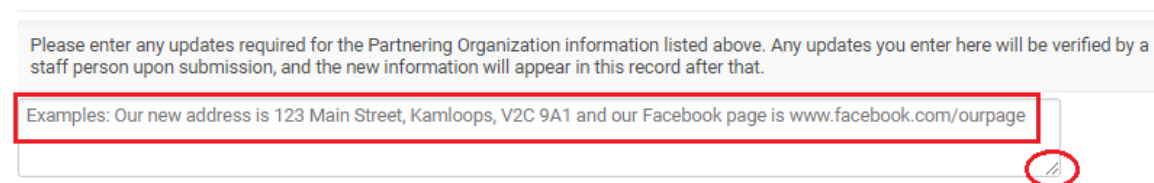
State the title/name of your project, even if it is just a temporary working title.

It's helpful to construct a short, concise title that describes the nature of the project instead of a title that is based solely upon branding and other communications-driven creative.

(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.

Please enter any updates required for the Partnering Organization 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.

Examples: Our new address is 123 Main Street, Kamloops, V2C 9A1 and our Facebook page is www.facebook.com/ourpage

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

Project Contact

...

Executive Director/President/CEO

(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.

APPLICANT ORGANIZATION   PARTNERING ORGANIZATION   PROJECT DETAILS   RESEARCH TEAM ›

(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.

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.

‹ APPLICANT ORGANIZATION   **PARTNERING ORGANIZATION**   PROJECT DETAILS   RESEARCH TEAM ›

(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.

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.

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.

‹ APPLICANT ORGANIZATION   PARTNERING ORGANIZATION   PROJECT DETAILS   **RESEARCH TEAM** ›

- 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 – Investigate grants only

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.[3]
- 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.

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[3] 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	✖

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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	✖

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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	✖

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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%

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

* 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.
- 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 advisors or other funders at our sole discretion. A list of approved grants[4] 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).

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> Please check this box if your project proposal include any number of activities that would be considered public policy dialogue and development activities.

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.

→ Validate and Submit

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.

> Please correct the following errors and try again.
>
> - Required Updates cannot be empty.
> - Who is the Project Contact at the Applicant Organization? cannot be empty.
> - Is the Executive Director/President/CEO information above accurate? cannot be empty.
> - Confirmation of Executive Director/President/CEO's signing authority cannot be empty.

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.

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.