



Welcome to the Internal VF LEVEL grants program! This guide should give you all of the information you need to complete your application. We appreciate the time and effort you take to prepare your submission and hope this guide will make the process easier.

## Introduction

- Your application will be assessed by learning and evaluation team staff and volunteer advisors, all of whom have knowledge and experience related to the LEVEL initiative. Although you can assume a fairly high level of technical knowledge, we recommend that you write in plain English and avoid unnecessary jargon.
- By submitting an application, you consent to and acknowledge VF may share information about the application/project with our colleagues, donors, advisors, community partners and board.
- If you have question or comments, please contact Trilby or Vincent.

## Definitions

For the purpose of this application, the following definitions will be used:

### Racialized

We recognize race as a social construct, not a biological one. We understand racialized immigrants and refugees as belonging to a “racial minority”, “visible minority” or as seen as “people of colour” or “non-white” ([adapted from OHRC](#)).

### Racial Equity

Racial equity is both an outcome and a process. As an outcome, racial equity is achieved when racial identity no longer determines one’s life trajectory, experiences, and socioeconomic outcomes. It includes the elimination of policies, practices, attitudes, and cultural messages that reinforce and perpetuate differential outcomes by race or fail to eliminate them. It also includes the presence of deliberate systems and supports to achieve and sustain racial equity through proactive and preventative measures. As a process, racial equity is applied when those most impacted by structural racial inequity are meaningfully involved in the creation and implementation of the policies and practices that impact their lives (Adapted from the Centre for Social Inclusion and the Centre for Assessment and Policy Development).



### Assessment Criteria

**Builds on Organizational Assets.** Projects should use, enhance or expand the skills, capacities and assets of VF staff and stakeholders.

**Commitment.** The applicants must demonstrate commitment to the project through a meaningful contribution of their time and knowledge.

**Evidence-Informed Practice.** Proposals should describe practice informed by both existing evidence (“what we know to be true”) as well as interest in collective gaps in knowledge (“what we don’t know”).

**A Commitment to Structural and Systemic Change.** Proposals should demonstrate a willingness to rethink current policies and practices and address the root causes of the barriers that Indigenous, immigrant and refugee youth face within the non-profit and charitable sectors.

**Intercultural Fluency.** The applicants should demonstrate culturally responsive and appropriate principles, practices, and policies in working alongside diverse cultural communities or a willingness to develop them as a result of this project.

**Commitment to Learning.** Applicants should be willing to be brave, vulnerable, humble and open to learning, and to sharing what they are learning with the organization and the LEVEL community.

### Grant type available

**Develop Grants** are short-term grants that generate ideas and build capacity and common ground for shared action and learning by stakeholders. Grants may support work such as determining organizational readiness or convening stakeholders in development of practice and/or policy changes. For example, organizations could explore what decolonizing their board structure or recruitment and retention strategies might look like. Activities are typically completed within 6 months.

**Maximum grant:** \$1,000 for approximately 6 months.



## Application Guide

### Section A: General Information

#### 1. Names of team members and respective departments

Provide the names of each team member and the department they work in.

### Section B: Project Details – Questions Asked of All Applicants

#### 1. Working title for the project

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

#### 2. Anticipated Project Start and End Dates

Indicate the anticipated start and end dates for your project.

## Full Proposal - Develop Grants

**(Maximum 1500 characters per question unless otherwise indicated)**

#### 1. Provide a concise summary of your project.

Provide a concise summary of your project. This should include how the project idea originated, the need for the project, and what you intend to do.

#### 2. Describe the organizational issue or challenge that you want to address. Indicate whether your project will focus on board or staff leadership.

Please describe the issue that you are attempting to address. Among other things, this should tell us about the gap you're trying to address and how you have established that there is a need for your project.

#### 3. Why will developing a plan to create and strengthen staff and board leadership opportunities for Indigenous and immigrant/refugee individuals and/or communities within the sector be meaningful?

Tell us about the impact you hope your project will have. How do you plan to share what you learn?

#### 4. How do you foresee this plan supporting learning and awareness of racial equity in your organization or community? What are the anticipated outcomes of your project? Be specific.

Outcomes are the results of your project. What changes do you expect as a result of this project?

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



**5. Where are you in the design and development process? What have you done to move your ideas forward and what activities do you still need to do? Be specific.**

Provide an overview of steps you have taken so far and what you are planning next.

**6. Use the table below to describe the activities you will undertake to achieve your outcomes.**

Provide a brief description of the activities you plan to undertake that will help your project contribute to the outcomes indicated in the Level Call for Proposals.

**EXAMPLE**

TIMELINE	KEY STEPS	PERSON RESPONSIBLE
January 2019 - mid February 2019	Facilitate community dialogues	Jane Smith, Instructor
March 2019	Outreach/recruit community team	Project Assistant (TBD)
April 2019 - June 2019	Conduct environmental scan and meetings with local staff of partnering organizations	Sheila Thomas, Marketing Coordinator

**7. How will this project support the development of intercultural fluency when working with and alongside diverse racialized communities and individuals?**

Tell us about the existing policies, practices or relationships that you have, want to develop or that require strengthening in order to demonstrate intercultural fluency.

**8. Tell us a little bit about your team. Why have you included the members that you have? Is there anyone else that you intend to include or collaborate with in the development process? Indicate any unlikely or non-traditional partners you plan to engage.**

Describe staff involvement and the extent to which you are collaborating across the organization for this specific project.

**9. What are some of the questions and learnings you hope to explore through the project?**

What are you curious about? What questions are driving your work and/or approach? What would you like to learn?



## Section C: Budget

### 1. Expenditures

Projects will be funded up to \$1,000 to cover expenses such as consultation, food, travel, resources, etc.

Anything above and beyond \$1,000 will be considered on a case by case basis.

- Separate your project's expenses into logical categories. Put each category on a separate line in the budget table.

#### EXAMPLE

Budget Line Item	Cost
Purchase resources	\$50
Food for meeting	\$100
Consultation	\$500
TOTAL	\$650

## Section D: Submission

- 1) Please submit your application by filling out the PDF application located in the Learning & Evaluation Inifinet Page under Resources.  
(<https://vancouverfoundation.sharepoint.com/sites/projects/L-and-E/default.aspx>)
- 2) Email the completed PDF to [trilby.smith@vancouverfoundation.ca](mailto:trilby.smith@vancouverfoundation.ca)