



## ADMINISTRATIVE REPORT

Report Date: June 19, 2015  
Contact: Kevin McNaney  
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Meeting Date: July 8, 2015

TO: Standing Committee on City Finance and Services  
FROM: General Manager of Planning and Development Services  
SUBJECT: DTES Community Economic Development Matching Grant Project

### **RECOMMENDATION**

THAT City Council APPROVE the matching grant allocation of \$460,432 to fifteen DTES non-profit organizations (as detailed in Appendix A) to strategically advance Community Economic Development objectives of the recently approved DTES Plan; source of funds is the 2015 Capital budget for the DTES Community Economic Development.

Approval of grant recommendations requires eight affirmative votes.

### **REPORT SUMMARY**

Council approved the DTES Plan in March 2014 setting out the policies, strategies and quick start/short term actions needed to achieve the long term vision that *“the neighbourhood will be made up of mixed-income communities with a range of affordable housing options (including social housing) for all residents, local serving commerce, social services and cultural activities where all feel welcome, valued and at home”*.

Council requested staff work with the community to prepare a Community Economic Development (CED) Strategy. Work is underway and several social enterprise opportunities and economic Quick Start projects have been identified as part of the emerging directions linked to the approach of achieving “Action While Planning”.

The proposed capital grants are to be used to implement eligible projects to achieve the CED Strategy through job creation, enterprise growth and CED capacity building. In this way, the City will work with non-profit organisations to improve the lives of the low-income residents and revitalise the area without displacing vulnerable residents and valuable community assets.

A total of twenty seven (27) applications were received and fifteen (15) are recommended for funding related to community economic development. (For a more detailed description of each project - see Appendix A).

Twelve (12) applications are not recommended for approval and may be considered in future rounds for grant funding related to community asset upgrades and other quick start projects in 2016 (Refer to table in Appendix B).

Projected benefits expected from these capital projects include up to an estimated 35 jobs and 125 people trained for future employment.

### ***COUNCIL AUTHORITY/PREVIOUS DECISIONS***

- In July 2011 Council approved the Greenest City Action Plan 2020.
- In Jan 2012 Council received for information the Vancouver Economic Strategy.
- In June 2013, Council declared June 2013-June 2014 as a Year of Reconciliation in the city of Vancouver
- In 2014 Council approved \$955,814 grant allocations to DTES non-profit organizations to strategically advance social, economic and environmental objectives of the recently approved DTES Plan.
- In 2014 Council approved the DTES Plan and Social Impact Assessment (SIA).
- In Oct 2014 Council approved the Healthy City Strategy 2014-25.

### ***CITY MANAGER'S/GENERAL MANAGER'S COMMENTS***

The General Manager of Planning and Development Services recommends APPROVAL of the foregoing.

### ***REPORT***

#### ***Background/Context***

The Downtown Eastside comprises the seven neighbourhoods of Gastown, Victory Square, Chinatown, Oppenheimer District, Thornton Park, Strathcona and the Industrial Lands with mixed income communities. At least half of the 18,500 residents earn below the estimated median income of \$13,700 per annum (compared to the city wide median of \$47,300). Despite the high level of poverty and vulnerability, the DTES is a very creative, diverse area with close-knit communities, mixed uses, unique heritage assets and cultural amenities. The DTES Plan (approved in March 2014) provides the 30 year vision, strategies and policies needed to achieve a better quality of life for the residents and improved opportunities for businesses and industries.

A significant number of economic Quick Start and Short Term projects were approved in the DTES Plan (refer to Appendix C) and these proposed grants provide an opportunity to work with various partners in non-profit societies and Business Improvement Associations to implement these projects while the Community Economic Development (CED) Strategy is underway.

This work has involved six strategic economic workshops held by Simon Fraser University and identification of emerging directions in several community based working sessions. It is hoped that when resources become available the CED Strategy will be completed and brought to Council for consideration. The emerging directions identified so far relate to several strategic projects in key focus areas including;

- Revitalising Hastings Street with local shopping clusters.
- Concentrating on building local micro and social enterprise to generate social benefits and jobs.
- Creating community capacity through skills training and mentorship.
- Local hiring and local procurement linked to all neighbourhood initiatives.
- Creating affordable space to support local enterprise.
- Intensification of industrial uses wherever possible.

While preparing the CED Strategy several “Action While Planning” initiatives and projects were identified. Eligible applications have been chosen if they include at least one of the following criteria as set out in the Guidelines (refer to Appendix D):

- Improvements to building assets, upgrades to premises and/or facades that lead to community economic development, job creation, or business enhancement.
- Building asset improvements, upgrades to premises and/or facades needed to implement the Plan.
- Feasibility studies, investigations, skills development, project management can be funded to build capacity leading to community economic development.
- Movable assets such as machinery, tools, equipment, appliances, furniture.
- Flexibility could be made for time-sensitive, strategic projects that will produce significant outcomes that meet the DTES Plan, subject to City Council’s final approval.

A total of 27 applications were received with 15 recommended for approval and 12 not recommended for approval at this time but could be explored further in future grant program rounds. A multi-departmental staff team reviewed the applications and considered the benefits to the neighbourhood being created through local hiring, job creation, new local serving retail and/or restaurant establishments, micro enterprise, safe vending and related opportunities. Recognising that the Aboriginal communities comprise at least 10 percent of the population in the DTES, particular attention was paid to considering those applications that could create economic opportunities for those residents. Examples of this approach include the Urban Tree Nursery Project by Strathcona BIA (Ref #6 in Appendix A) where the Aboriginal artists are to be encouraged to participate in the initiative to illustrate planter boxes; the Inner City Connect project (Ref #8 in Appendix A) proposes to provide wireless connectivity and computer access to a large number of Aboriginal youth (an estimated target of 500 learners) residing in social housing in Stamps Place and Maclean Housing to help them achieve improved graduation grades; and the Street Market (Ref #9 in Appendix A) which includes a large percentage of Aboriginal vendors and creative artists.

The applications were also compared to the DTES Plan Social Impact Objectives, which seek to:

- Ensure that developments and businesses fit the DTES neighbourhood context, offer needed, locally-serving uses, and do not significantly exclude or negatively impact the low-income community.
- Encourage a wide range of housing options in the neighbourhood, with a particular focus on new and improved social and affordable housing for the homeless and other low- and moderate-income singles and families.
- Ensure diverse development that is respectful of heritage assets, surrounding scale, urban pattern, and social and community context.
- Improve the overall quality, accessibility and inclusiveness of the public realm in the DTES, recognizing the uniqueness of each sub-area.
- Maintain diversity of existing businesses and commercial uses and support affordable commercial spaces for social enterprises, micro enterprises and small businesses providing low-cost goods and services for residents.
- Encourage the use of local goods and services in the construction, operation and maintenance of the proposed development or business.
- Encourage local and inclusive hiring in the construction, operation and maintenance phases of the improvement and the strengthening of social and micro economies.
- Maintain adequate health and social services within the community, as well as community amenity and gathering spaces to serve the needs of the diverse local population.
- Retain, preserve and celebrate local heritage, arts and culture for all.

### ***Strategic Analysis***

The DTES Community Economic Development Grants Program presents a strategic opportunity to implement the DTES Plan by fostering community economic development, job creation, enterprise establishment and CED capacity building. Several of the applications aim to achieve significant benefits for the Aboriginal communities (especially the youth) in the DTES through access to wireless connectivity, computer technology and education supports, safe vending and creative artistic opportunities.

The grants recommended in this report align with Council priorities and strategies, in particular Healthy City Strategy, Greenest City but mostly the Vancouver Economic Action Strategy. This economic strategy focuses in providing a healthy climate for growth, supporting local businesses and new businesses, and attracting and retaining workers. Because the recent approved grants in 2014 were mostly allocated to Community Asset Management projects, the proposed grants focus on Community Economic Development (CED) Strategy emerging directions.

The recommended grant allocations are varied in scope and strategic focus. These range from equipping and building better social enterprises to create more jobs; upgrading retail and restaurant space; innovative programs to build capacity; and, support to new micro enterprises.

The DTES Capital grants will also support partnerships to build capacity, leverage additional matching funding (at least 50%) through sourcing other funds. Other funding partnerships

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include the Central City Foundation, VanCity Foundation and other external funders (including various foundations and other government departments and agencies) have agreed to provide matching funding. All projects will be monitored regularly and the matching funds leveraged for each application will be confirmed before the final grant is released.

***Implications/Related Issues/Risk (if applicable)***

***Financial***

Recommendation A seeks approval for fifteen (15) grants amounting to a total of \$460,432. The source of funds is the 2015 Capital Budget for the DTES Community Economic Development.

Once the grants have been approved by City Council, a Letter of Understanding will be signed between the applicants and the City of Vancouver outlining the terms, conditions, budget, project completion date and grant release details including confirmation of leveraged funds.

***CONCLUSION***

The grants and funding recommendations in this report align with the policy objectives of the DTES Plan and the draft Community Economic Development Strategy emerging directions. Awarding these grants will help the City to address its priorities of fostering community economic development, particularly in urgently needed creation of local jobs, safe vending spaces, stronger social enterprise and micro business start-ups.

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2015 DOWNTOWN EASTSIDE COMMUNITY ECONOMIC DEVELOPMENT GRANTS  
RECOMMENDED

No.	Organization	Project Description	Outcomes	Project Cost	Amount Requested	Amount Recommended	Comments
1	H.A.V.E	Upgrade training and commercial kitchen facility with new exhaust and fire suppression systems	Safer and upgraded facility to continue the training of 100 local residents per year in chef school, catering and restaurant work; placement of 80 trainees per annum in work in local restaurants; supply of food to local SRO residents and catering services to local businesses	\$15,766	\$7,883	\$7,880	H.A.V.E provides valuable community based training and support to skills development and local jobs
2	Lung Kong Tin Yee Association	Installation of internal ventilation systems and interior improvements to restaurant premises	Optimising restaurant space in a Society building to enable about 10 -12 local jobs retention of culturally unique restaurant which fits the Chinatown heritage character and Chinatown revitalisation.	\$260,000	\$75,000	\$50,000	Limited to the internal upgrade only – façade work referred to the Heritage Façade Grant process
3	Mah Society	Renovation and improvements to restaurant premises and restoration of sign above entrance	Improvements to enable estimated 15% increase in turnover of restaurant and additional jobs (1 full time and 2 part time); improved revenue stream for ongoing maintenance of heritage asset in Chinatown	\$104,000	\$50,000	\$50,000	Aligns with the Chinatown Revitalization for job creation and ongoing heritage character

No.	Organization	Project Description	Outcomes	Project Cost	Amount Requested	Amount Recommended	Comments
4	Ecotrust Canada	Establishment of an Urban Economic Innovation Lab	Three year partnership with SFU Radius to provide mentorship and training to Social Enterprises to support growth and estimated 45 additional local jobs	\$241,200	\$42,800	\$24,200	Aligned with the DTES Plan local economy and CED emerging directions. Assistance for communications, tools, publications reports, office space and equipment.
5	Mission Possible	Purchase of a 25 foot portable aerial work platform	This equipment will enable safer and more professional building maintenance services to the local landlords and local jobs for 20 residents and to grow their customer base.	\$11,785	\$5,892	\$5,892	Aligned with the DTES Plan and CED Strategy emerging directions
6	Strathcona BIA	Urban Tree Nursery (phase 2) – additional tree planters and trees along poorly treed streets in DTES	Additional part time jobs and improved business environment along selected sidewalks. Increase exposure of local artists.	\$21,000	\$10,000	\$10,000	Continuation of project funded in 2012/13
7	Groundswell Education Society	Development of BBQ food based microbusiness to train and mentor youth at risk in DTES.	Support training and mentorship to local youth at risk in the DTES. Create up to 20 additional jobs.	\$132,100	\$50,000	\$23,250	Aligned with the DTES Plan and CED Strategy emerging directions. Support for specialized training, professional kitchen and equipment.

No.	Organization	Project Description	Outcomes	Project Cost	Amount Requested	Amount Recommended	Comments
8	Ray Cam Association (inner City Connect – Community Wi-Fi)	Establishment of community Wi-Fi connectivity in the DTES along Hastings Street and at Stamps Place and Maclean Park housing	Connectivity to the digital world and education/training support for youth at risk, access to computers and digital technology for residents and estimated 500 pupils to improve graduation outcomes, community information sharing and local economic opportunities	\$95,200	\$45,2000	\$45,200	Aligned with the DTES Plan and CED Strategy emerging directions
9	DTES Street Market Society	Equipment, storage and facilities for relocated market at the proposed CED Hub in DTES, including public washroom for use by market and CED community participants.	Relocation of the Street market from Pigeon Park to the 501 Powell St CED Hub to provide a stable and secure environment for survival vending ( 150 -200 vendors)	\$239,327	\$80,000	\$65,000	Aligned with the DTES Plan and CED Strategy emerging directions
10	Hives for Humanity	Upgrade to existing facilities to enable improved processing of product, local food and local job creation	Increase number of workshop participants, volunteer hours, work opportunities and revenues.	\$50,000	\$25,000	\$25,000	Aligned with the DTES Plan and CED Strategy emerging directions

No.	Organization	Project Description	Outcomes	Project Cost	Amount Requested	Amount Recommended	Comments
11	PHS Service Society	Transition of Hastings Urban Farm to proposed CED Hub at 501 Powell St	Provision of 75 hours of low barrier volunteer opportunities and 60 hours for part time employment	\$45,000	\$20,000	\$20,000	Important for greening the CED Hub and local well being
12	PHS Service Society (East Van Roasters)	Modifications to chocolate production space – local social enterprise	Space to install new machine to increase production and achieve 8 additional jobs for local women residents	\$112,370	\$50,000	\$25,000	Second phase of expansion to meet increased orders. Support 50% of capital improvements.
13	Cultivate Canada	Replace and expand growing boxes	Replace and expand 800 boxes, 2 life skills training staff for DTES, 15 hours of agricultural training and additional food production	\$107,740	\$50,000	\$50,000	Aligned with the DTES Plan and CED Strategy emerging directions
14	Potluck Café Society	Expansion of the food procurement system	Purchase of a delivery vehicle to meet the increased business growth and enable them to create additional low-barrier employment in addition to the current 17.	\$299,750	\$50,000	\$50,000	Aligned with the Food Strategy and CED Strategy emerging directions
15	DTES Womens' Centre Association	Feasibility study on developing a social retail enterprise project	Establishing a suitable retail enterprise, an alternative vending opportunity or an employment alternative to street vending.	\$25,760	\$12,880	\$9,000	Aligned with the DTES Plan and CED Strategy emerging directions – 50% matching the consultant fees.

2015 DOWNTOWN EASTSIDE COMMUNITY ECONOMIC DEVELOPMENT GRANTS  
Not Recommended

No.	Organization	Project Description	Amount Requested	Amount Recommended	Comments
1	Downtown Eastside Neighbourhood House	Christmas Hamper Project	\$5,000	\$0	Fund raising initiative rather than economic development and job creation – recommend apply for Social Policy operating grant
2	Dug Out Drop in centre	Interior renovation program and local artwork display	\$6,000	\$0	Building improvements to Social group space – recommend apply to next round DTES grant in 2016.
3	Vancouver Womens' Health Collective	Feasibility study of economic opportunities for women in the 'foodscape'.	\$6,500	\$0	Needs assessment , nutrition training and education workshop – recommend to seek Social Policy funding
4	Kokoro Dance	Purchase of musical instruments	\$35,500	\$0	Not aligned with guidelines and economic development criteria – recommend apply for Cultural funding
5	Building Opportunities with Business Inner-city Society	Establish an eastside Community Fund as an alternative business financing program	\$50,000	\$0	Recommend this concept be considered within the CED Strategy Emerging Directions process

No.	Organization	Project Description	Amount Requested	Amount Recommended	Comments
6	Lookout Emergency Aid Society	Lookout maintenance training vehicle	\$45,000	\$0	Consider relationship with other existing similar social enterprises - recommend apply to next round DTES grant in 2016.
7	ATIRA	Renovation of 56 East Hastings St for legal advisers/advocate offices	\$4,900	\$0	Modifications not align with CED grant guidelines - recommend apply to next round DTES grant in 2016.
8	PACE	Purchase of kitchen appliances for new premises	\$5,000	\$0	Not aligned with CED grant guidelines - recommend apply to next round DTES grant in 2016.
9	DTES Skate Board Society	Purchase of skate boards, helmets, gloves and associated equipment	\$48,746	\$0	Not aligned with CED grant guidelines - recommend apply to next round DTES grant in 2016.
10	Groundswell Education Society	Professional service clinic, workshops, networking events for local residents and non-profit groups.	\$15,500	\$0	Not aligned with CED grant guidelines - recommend apply for Social operating grant
11	Ecotrust Canada	The Amp Collective: facility upgrade, projector and speakers in meeting room	\$7,500	\$0	Not aligned with CED grant guidelines - recommend apply to next round DTES grant in 2016.
12	Cheng Wing Yeong Tong Benevolent Society	Improve and renovate basement and foundation to rent restaurant space	Not stated	\$0	Chinese Society Building grant funding previously approved for basement renovations

**QUICK START and SHORT TERM PROJECTS-** (amended version of the DTES Plan appendix B)

<b>A - Well-Being</b>
1. Enhance residents sense of safety, inclusion and belonging, including implementing actions from the City’s Task Force on Sex Work and Sexual Exploitation and Missing Women’s Inquiry
2. Improve access to affordable, nutritious, and culturally-appropriate foods
3. Continue to prioritize that the safety of women, children, seniors, and culturally-diverse groups through well-designed spaces and inclusive programs
<b>B - Housing</b>
1. Address urgent social housing needs. Create 850 new social housing units in first 5 years.
2. Develop a strategy to leverage an expanded and targeted DTES rent subsidy program linked to the SAMI initiative.
3. Offer grants to non-profits to upgrade SROs while maintaining affordability
4. Continue working with the Residential Tenancy Branch to improve tenant/landlord relations.
5. Amend the SRA By-law and clarify the fee Council can attach to an SRA permit.
6. Explore creative financing using a ‘cost-benefit’ approach for scattered supportive housing sites.
<b>C - Economy</b>
1. Investigate regulatory changes and building code modifications to accelerate small conversions and renovations of business premises (especially in older buildings that are costly to maintain) to allow business owners who wish to make physical improvements.
2. Work with the four Business Improvement Associations to create a neighbourhood-wide business characteristics survey.
3. Work with VEC and BIAs to attract suitable new enterprises with retail strategies
4. Use City-owned properties, affordable leases, and revitalization tax supports to provide affordable goods and services to the area.
5. Undertake a study of vending alternatives and the establishment of neighbourhood market-selling facilities.
6. Explore changes to the industrial zoning classification for Railtown, to support additional office use which aligns with the evolving cluster of high-tech and digital small businesses located in the area.
7. Support a permanent location for the DTES Street Market for safer survival vending, and opportunities for sale of locally-produced arts and crafts.
8. Facilitate social and green enterprise practices and innovative business methods to achieve Social Impact objectives and Greenest City Action Plan objectives
9. Innovate and support opportunities for market-selling, small business and micro-enterprise opportunities for DTES residents to build the survival economy
10. Identify, secure and maximize economic/business assets that serve the low-income community (particularly in the CBDA)

<b>D - Arts &amp; Culture and Heritage</b>
1. Stabilize key existing physical assets and secure ownership in public domain
2. Retain/create flexible multi-use neighbourhood spaces such as studios, offices, rehearsal/production and indoor/outdoor space
3. Support community efforts to recognize Aboriginal First Nations heritage and the Salish Sea Civilization concept
4. Support community initiatives raised and noted in the <i>Historical and Cultural Review - Powell Street (Japantown)</i> document, such as raising the stature of the Japanese Canadian heritage, applying for designation of the Vancouver Japanese Language School and Hall site as a National Historic Site of Canada
5. Initiate the work on updating the Vancouver Heritage Register.
6. Create a framework and business plan for a Chinatown Society Building Grants Program
7. Implement the Council approved “Chinatown Neighbourhood Plan and Economic Revitalization Strategy” in the context of heritage.
<b>E - Parks &amp; Open Space</b>
1. Convert over-paved or under-used areas into mini-parks or plazas where possible.
2. Review existing street trees to fill gaps and replace ailing trees, and prioritize planting new trees in areas with few or no existing street trees.
3. Make existing parks more useable by adding new features
4. Enhance the public realm to improve walkability, and reinforce the distinct identity of historic areas
<b>F - Community Place-Making</b>
1. Adopt a Social Impact Management Framework to protect and enhance identified community assets, and manage neighbourhood change to provide benefits and opportunities for local resident
2. Hastings Street and Kiwassa Urban Design Framework and Public Realm Plan
3. Undertake improvements to Water Street and Maple Tree Square, including the public realm, pedestrian, cyclist, and traffic safety, and introduce amenities for community programming and celebrations.
<b>G - Well-Managed Growth &amp; Development</b>
1. Amend land use and development policies and bylaws to support plan implementation, including the adoption of a new DTES Rezoning Policy and Social Impact Objectives



# DTES Community Economic Development Grants - 2015

Deadline: 4:30pm - Friday June 5, 2015

## PROGRAM SUMMARY & APPLICATION GUIDELINES

### 1. INTRODUCTION

The Planning Department is accepting applications to its 2015 Downtown Eastside (DTES) Community Economic Development (CED) Grants Program. We are looking for a small number of projects that will support the local economy using a community economic development approach.

The Canadian CED Network defines Community Economic Development as:

*“Action by people locally to create economic opportunities that improve social conditions, particularly for those who are most disadvantaged.”*

Further, the DTES Plan includes four goals for the local economy:

1. Retaining local business
2. Attracting new business
3. Enhancing local-serving retail
4. Encourage inclusive local employment

### 2. PROGRAM SUMMARY

- Matching grants are available in the range of \$5,000 to \$50,000.
- Grants are for capital projects in the DTES (see map).
- Projects are to be completed by December, 2016
- Applicants need to be Vancouver-based non-profit organizations or social enterprises
- Applicants should share 50% of the project cost.



Source: City of Vancouver | Central Area Planning - DTES team. © 2014 City of Vancouver | Central Area Planning Sub-area Overview 2012-2015

### 3. ELIGIBLE ORGANIZATIONS

We welcome applications from Vancouver-based organizations that are:

- Registered non-profit societies
- Business improvement associations
- Community service co-ops
- Charities registered with Canada Revenue Agency (CRA)
- Social enterprises wholly owned by a non-profit society

In addition, organizations must:

- Be in good standing with the Registrar of Societies, be financially stable with sound administration and have a proven track record of public service.
- Have an independent, active governing body composed of volunteers whose main responsibilities shall be program and policy development and fundraising. The Board is held responsible for the effectiveness of services provided and the financial accountability for funds received from all sources. Voting members of the Board of Directors of a Society may not be remunerated for services to the society, but they may be reimbursed for expenses.
- If in City-owned or leased facilities when applying, assure work to be done is in accordance to the terms and conditions in the lease.

We do **NOT** fund organizations that:

- Focus mainly on health care or education (excluding childcare or out-of-school care)
- Exclude certain people or groups because of their religion, ethnicity, gender, age, sexual orientation, language, disability, or income

### 4. ELIGIBLE PROJECTS

Your organization may apply if your project is located in the Downtown Eastside and is for:

- Improvements to building assets, upgrades to premises and/or facades that lead to community economic development, job creation, business enhancement etc.
- Feasibility studies, investigations, skills development, project management etc. can be funded to build capacity leading to community economic development
- Movable assets such as machinery, tools, equipment, appliances, furniture
- Flexibility could be made for time-sensitive, strategic projects that will produce significant outcomes that meet the DTES Plan, subject to City Council's final approval.

Your project must align with the Social Impact Objectives (Chapter 1), or help implement a Quick Start project in the Local Economy (Chapter 10) of the DTES Plan.

You can read the DTES Plan at <http://vancouver.ca/files/cov/downtown-eastside-plan.pdf>

Funding will **NOT** pay for projects already completed.

## 5. APPLICATIONS REVIEW

Your application will be reviewed by staff and we may invite your organization for an interview.

We will review your application based on these considerations.

- a. How the project supports community economic development by:
  - Maintaining diversity of existing businesses and commercial uses and supporting affordable commercial spaces for social enterprises, micro enterprises and small businesses providing low-cost goods and services for residents.
  - Encouraging the use of local goods and services in the construction, operation and maintenance of the proposed development or business.
  - Encouraging local and inclusive hiring in the construction, operation and maintenance phases of the improvement.
  - Establishment of new CED initiatives or strengthening of social and micro enterprises.
- b. The effectiveness and type of service offered by your organization and project partners.
- c. Data and targets that measure project outcomes (for example: number of local jobs created, number of people trained, or amount of local-serving retail space).
- d. The amount of matching funds contributed by the applying organization.
- e. The amount of financial support secured from other sources.
- f. The cost of the project.

## 5. COST SHARING

The DTES Capital Grants Program uses a cost-sharing arrangement with your organization in order to build capacity and leverage funding from other sources. Other funding sources could include government programs, the private sector, trusts, donations, cooperatives, applicant's own reserves and in-kind contributions.

In general, the City's contribution will not exceed 50% of the total project cost, from \$5,000 up to a maximum of \$50,000. If you have a substantial capital project that requires a grant more than \$50,000, please contact us to discuss before submitting your application.

Your organization does not need to secure all funding at the time of application. When the application is approved, you have up to one year to raise the funds and complete the project.

## 6. GRANT PAYMENT

After City Council has approved your project, payment terms will be determined and described in the Terms of Reference (ToR) and Letter of Understanding (LOU) that is signed by The City and your organization.

A grant can only be paid after your organization has confirmed that all matching project financing and contribution is in place.

If your organization is not able to meet conditions of the grant, start or complete the project based on an agreed timeline, the project may be terminated and any funds paid to the project will need to be returned to the City.

## 7. CITY COUNCIL DECISION ON CAPITAL GRANTS

City Council makes the final decision on your application. City staff will review all applications and make recommendations to City Council.

## 8. HOW TO APPLY

**APPLICATION DEADLINE IS:  
4:30PM - Friday June 5, 2015**

To apply, please follow these steps:

1. Complete and sign the application form.
2. Submit application either by:
  - a) Email: Scan the signed form, save it as a PDF document and email it with the subject "DTES Community Economic Development Grants" to: [dtes.grants@vancouver.ca](mailto:dtes.grants@vancouver.ca) .
  - or
  - b) In person to: Planning and Development Services, ground floor - 515 West 10<sup>th</sup> Avenue, attention: Wesley Joe.  
In person deliveries are accepted Monday to Friday, 8:30-4:00 pm

You may find the application form online at

<http://vancouver.ca/home-property-development/dtes-local-area-plan.aspx>

## 9. SUPPORTING DOCUMENTATIONS

The following documents are required as attachments to support your request:

1. A least two current detailed cost estimates.
2. Drawings and plans of the proposed project, if applicable.
3. Letter from Worker's Compensation Board confirming the applicant is registered in good standing and the registration number.
4. Letters of confirmation from other funding sources, if available.
5. A copy of your BC Registry Certificate of Good Standing, if not previously submitted in other grant applications.
6. If the property is not owned by the applicant, a copy of the lease and a letter from the landlord/property owner authorizing the proposed project. If the property is located in a City-owned facility, a letter from the City authorizing the project is not required, as staff will consult with the Facilities Department directly. However it is very strongly advised that you contact your City representative in the Facilities Department in advance of making an application to us to make them aware of your project.

If you have questions about your application, please contact Wesley Joe or Helen Ma from the Downtown Eastside Planning Group.

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