



CITY OF VANCOUVER

ADMINISTRATIVE REPORT

Report Date: November 27, 2007
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VanRIMS No.: 05-5000-10
Meeting Date: December 11, 2007

TO: Vancouver City Council

FROM: Director of Social Planning

SUBJECT: 2007 Social Services Partners in Organizational Development Grant - Fall Cycle

RECOMMENDATION

THAT Council approve a Social Services Partners in Organizational Development (POD) grant of \$15,000 to the Centre for Sustainability for subsequent distribution to four Vancouver community services organizations; source of funds to be the Partners in Organizational Development component of the 2007 Community Services Grants budget.

GENERAL MANAGER'S COMMENTS

The General Manager of Community Services RECOMMENDS approval of the foregoing.

COUNCIL POLICY

On April 3, 2007, Council approved \$30,000 as a reserve to be used for two subsequent grants to the Centre for Sustainability. On June 12, 2007, the first grant of \$15,000 was allocated by Council to the Centre for Sustainability. Approval of grant recommendations requires eight affirmative votes.

PURPOSE

This report recommends approval of a grant to the Centre for Sustainability as the City's contribution to the Social Services POD Grant Program. The City funds are only used to support organizational capacity building activities for Vancouver groups e.g. development of strategic plans and board development. City funds will help community services agencies whose work fits within the Community Services Grants eligibility criteria, i.e. agencies that provide services or programs for residents who are experiencing social, physical, and/or economic disadvantage and/or who face discrimination.

BACKGROUND

The Social Services Partners in Organizational Development (POD) Grants program is a multi-funder initiative started in 1989. The 2007 funding partners are: Vancouver Foundation, United Way of the Lower Mainland, City of Vancouver, and the Ministry of Children and Family Development. The Centre for Sustainability (CFS) administers the POD Grants Program on behalf of the participating funders.

Social Services POD grants are exclusively for contracting consultants to assist non-profit community services agencies with organizational development activities. A committee of staff from The CFS and contributing funding agencies reviews all applications. Details on the 2007 POD Grant Program Description and Guidelines are attached as APPENDIX A.

On April 3, 2007, Council approved an allocation of \$30,000 for the POD portion of the Community Services Grants. These reserved funds were set aside to be used for the 2007 Spring and Fall POD Grant allocations to the CFS. The \$30,000 POD reserve is distributed in two separate allocations. The first \$15,000 allocation was approved on June 12, 2007. The remaining \$15,000 is the subject of this report. This grant will be used as the City's contribution to the 2007 Fall POD cycle.

DISCUSSION

The total budget for the 2007 Fall Social Services POD grant cycle, administered by the CFS, is \$112,373. The funding partners and their respective contributions are listed in Table 1 below. Approximately 13% of this budget is expended on administering the program while the balance is allocated to the awards. The City's contribution is directed to Vancouver-based groups only, while other funding partners contribute to organizations in Vancouver and throughout the province.

Table 1 - 2007 Fall POD Funding Partners and Budget

City of Vancouver	\$15,000
Vancouver Foundation	\$30,000
United Way of the Lower Mainland	\$30,000
Ministry of Children and Family Development	\$25,000
Carry Over from Previous POD Cycles	\$12,373
<i>Sub-total:</i>	\$112,373
Less 13% administration fee for the Centre for Sustainability	\$14,609
TOTAL	\$97,764

The 58 Social Services POD applications received this Fall totalled \$259,433 in requests, while the budget available for grants was \$97,764. Of the total grant applications, 22 were from groups located in Vancouver and/or providing services to Vancouver residents, with requests totalling \$105,276.

The City's POD allocation of \$15,000 will be used along with other funder contributions of \$6,450 to support four Vancouver Social Services groups, as noted in Table 2 below. These groups were selected by all funding partners to receive support based on the merit of their applications.

Table 2 - Vancouver Organizations to Receive 2007 Fall POD Grants from City Funds

Organization	POD Project	Request	Grant	City Share
Downtown Eastside Women's Centre	Communications Plan	\$5,000	\$5,000	\$3,500
Multicultural Helping House Society	Board Development	\$5,000	\$5,000	\$3,500
Pacific Foundation for the Advancement of Minority Equality (The LGTB Centre)	Communications Plan	\$5,000	\$5,000	\$3,500
Vancouver Status of Women	Board Development	\$4,500	\$4,500	\$2,550
Sub-Total		\$19,500	\$19,500	\$13,050
13% administration fee				\$1,950
TOTAL				\$15,000

As a result of the City being a funding partner for this grant program, an additional four Vancouver groups will receive a total of \$16,826 from funding provided by the other funding partners, as noted in Table 3 below.

Table 3 - Vancouver Organizations to Receive 2007 Fall POD Grants from Other POD Funders

Organization	POD Project	Request	Grant
BC Association for Individualized Technology and Supports for People with Disabilities (BCITS)	Strategic Plan	\$4,500	\$4,500
Deafblind Services Society of BC	Organizational Change and Renewal	\$2,500	\$2,500
Society for Canadian Women in Science and Technology	Strategic Plan	\$4,876	\$4,876
West Coast Legal Education and Action Fund (LEAF)	Marketing Plan	\$4,950	\$4,950
TOTAL:		\$16,826	\$16,826

FINANCIAL IMPLICATIONS

Approval of this \$15,000 grant will leave no unallocated balance in the 2007 Community Services Grant budget.

CONCLUSION

The Director of Social Planning recommends approval of the grant to the Centre for Sustainability which will be used to assist several Vancouver social services organizations with their organizational and strategic development.

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Social Services Partners in Organizational Development

(Social ServicesPOD)

Fall 2007 Program Description and Guidelines

A Program of:

the Centre for
SUSTAINABILITY

Building Effective Not-for-Profit Organizations in B.C.
902 - 938 Howe Street Vancouver BC V6Z 1N9
Tel. 604.331.0366 Fax. 604.331.0388
www.centreforsustainability.ca

Deadline: Friday October 26, 2007

What is Social Services Partners in Organizational Development (Social ServicesPOD)?

- Social ServicesPOD, a program of the Centre for Sustainability, provides grants to health and social service not-for-profit organizations in British Columbia to help them adapt to change, improve their organization and respond to diversity. Social ServicesPOD funding enables groups to work with an experienced consultant or resource person to enhance organizational effectiveness.

Social ServicesPOD offers short-term support to strengthen organizations.

Program rationale

- Established in 1989, Social ServicesPOD responds to the need for health and social service not-for-profit organizations to strengthen their practices and adapt to an increasingly complex environment. Challenged by financial uncertainty, demographic shifts, heightened competition and growing service demands, it has become vital for community groups to have strong governance and management practices and the ability to adapt to ongoing change and diversity.

Social ServicesPOD helps organizations address such questions as:

- Are our programs and mission relevant to changing community needs and reflective of diversity?
- Do we have clear goals and strategies?
- Do board and staff have a common understanding of their roles and responsibilities?
- Are our services and practices accessible & sensitive to diverse communities?
- Does our fundraising plan meet our current and future needs?

Who can apply?

- Social ServicesPOD is available to health and social service organizations that are registered not-for-profit societies in good standing in the Province of British Columbia. Organizations must deliver the majority of their services in the province. It is very important that you correctly provide your organization's society registration number on your application, as this number will be verified.

Who is NOT eligible?

- Professional Associations, Foundations, Hospitals, Universities, Colleges and School Districts are not eligible for Social ServicesPOD funding.

What does a Social ServicesPOD grant cover?

- Social ServicesPOD funding can only be directed towards the professional fees of a consultant or resource person. **No other expenses are eligible.** Grant requests are considered to a maximum of \$5,000.

Can an organization receive Social ServicesPOD funding more than once?

Yes, with the following restriction: funding will be granted no more than twice in any five year period.

What activities are funded?

- Activities to strengthen organizations and improve overall organizational effectiveness, such as:
 - Planning - including overall strategic, financial, fundraising, marketing, or communications plans. Planning can be defined as the drawing of a road map to guide the organization in its future activities.
 - Development of strategies to facilitate organizational change and renewal. Examples of appropriate requests in this category include planning for: agency collaboration or merger; significant reduction or expansion of services; and executive transition or significant change in management structure.
 - Board development - related to specific governance and management issues.
 - Diversity/Access Planning - planning to help an agency better attract and provide services to people of different ethnicities, physical and mental abilities, genders, or sexual orientation; assessment and planning for barrier-free and culturally sensitive employment, programs and services and communication.

What activities are NOT ELIGIBLE FOR Social Services POD funding

- Planning, development or evaluation of specific programs or services (i.e. activities that relate to particular programs, and not to the organization as a whole)
- Implementation activities arising from planning
- Retroactive requests
- Staff or volunteer training
- Room rental, food, beverage or incidental costs associated with organizational development activities
- Writing or updating of policies, procedures or by-laws
- Ongoing operational costs
- Hiring of part time or full time staff
- Attendance at conferences
- Annual board retreats
- Translation or interpretation services
- Writing of job descriptions
- Social enterprise research and business planning. Support for such work is available through the Enterprising Non-Profits Program that is administered by the Vancity Community Foundation. Contact the ENP Coordinator at 604-871-5477

- In addition, incomplete or late applications will not be considered for Social ServicesPOD funding.

How is our application assessed?

- Organizations will be assessed on the basis of the information contained in the application form. The Program Advisory Committee will look in particular for the following in their assessment of each application:
 - A clear and compelling expression of the organization's need to embark on the planning project for which it has requested funding;
 - Indication that the project's activities will be inclusive and involve Board, staff and other stakeholders;
 - A good understanding of how the project's expected outcomes will serve to strengthen the organization;
 - Indication that a reasonably comprehensive selection process will be used to select the project consultant;
 - A budget that is appropriate for the project's size and scope.
- In the case where a choice must be made between two equally qualified organizations, preference may be given to the organization that would be unable to engage in organizational development activities without the support of Social ServicesPOD.

How does an organization apply?

- Interested organizations are encouraged to obtain a copy of the application package with as much lead time as possible prior to the deadline. Please ensure that you carefully read the Program Description and Guidelines and Application Instructions before submitting an application. If you have questions about the suitability of your project or about the application process in general, please contact the Centre for Sustainability at (604) 331-0366.
- Please ensure that you complete all sections of the application and make your submission by the application deadline. Applications may be submitted by mail, courier or hand delivered; those sent by mail or courier should be postmarked by the application deadline.

Application deadline is as follows:

Fall: Friday October 26th, 2007

Activity between January 2008 and September 2008

You can download an application package from our website www.centreforsustainability.ca/programs or request one by email at programs@centreforsustainability.ca or (604) 331-0366.