



LEVEL BIPOC Grants Application Guide

LEVEL BIPOC grants provide flexible, multi-year operational funding to BIPOC-led and BIPOC youth-led and/or youth-engaging organizations in B.C. These grants support BIPOC leaders by investing in the leadership capacity of Black, Indigenous and People of Colour (POC), acknowledging the barriers and inequitable access to reliable funding faced by BIPOC charities and registered non-profits in B.C.

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Key Dates

July 15, 2024: Applications open.

August 15, 2024: Applications close at 12pm PT.

August 16 to October 2024: Applications under review.

October 2024: Invitation to schedule a validation conversation sent via email to BIPOC Leadership stream applicants. Some Youth Leadership stream applicants may also be contacted about their application before grants are awarded.

November 2024 to December 2024: Invitations for conversations will be sent via email to applicants randomly selected under the BIPOC Leadership grant stream.

- Please Note: Youth-led/engaged applicants may only require a conversation if clarification is needed before confirming grant awards.

End of December 2024: Final decisions communicated via email to all applicants.

Available Grants

This year's funding commitment is \$9 million, with at least 60 grants available. Each award will be \$150,000, divided into equal payments of \$50,000 to be distributed over three years.

These grants will be distributed through two grant streams: BIPOC Leadership and BIPOC Youth Leadership

Within each grant stream:

- **40 grants are available through the BIPOC Leadership stream** for BIPOC-led organizations who meet the eligibility criteria.
- **20 grants are available through the BIPOC Youth Leadership stream** for BIPOC youth-led and/or youth-engaging organizations that meet the BIPOC Leadership eligibility criteria AND have a record and representation of Black, Indigenous and/or other POC youth in their decision-making.

How We're Prioritizing Equitable Access to Funding

This year, LEVEL BIPOC Grants will be distributed through two grant streams: BIPOC Leadership grant stream and BIPOC Youth Leadership grant stream. Both grant streams seek to distribute funding equitably amongst:

- Black-led and Indigenous-led organizations that continue to be disproportionately impacted by institutional and systemic racism.
- BIPOC-led organizations operating primarily within smaller population centres, rural and/or remote communities.
- BIPOC-led organizations operating primarily within large urban population centres; specifically, one or more of the municipalities within [Metro Vancouver](#), the [Capital Regional District](#) and/or the [Regional District of Central Okanagan](#).

BIPOC Leadership Eligibility Criteria

To be eligible for a LEVEL BIPOC grant through the BIPOC Leadership stream, organizations must identify as “BIPOC-led” and must ensure the following criteria are met:

- You are either a registered charity OR registered non-profit society (including community service co-operatives) operating in B.C. since January 1, 2024, and has (or will have) society incorporation or charitable registration by November 30, 2024,
- Your organization’s primary purpose is to operate for community benefit,
- Your organization is BIPOC-led, meaning at least two-thirds (67%) of your organization’s leadership team and/or board/non-conventional governance structures are held by individuals who self-identify as Black, Indigenous or People of Colour;
- Your organization provides benefit to BIPOC communities in B.C. in ways that recognize the multiple, intersectional forms of systemic oppression that these communities face; and,
- Your organization has governance, sustainability, and community accountability practices in place.

Defining BIPOC-led Organizations

To be considered for a BIPOC Leadership Grant, eligible organizations must meet the following criteria:

- At least two-thirds (67%) of its entire leadership team* and/or Board/non-conventional governance structures identify as Black, Indigenous, and/or People of Colour (POC);
 - * Leadership team is defined by those in leadership positions. For volunteer-run organizations, leadership positions include all roles on the Board or other unconventional governance structures (e.g. Flat Hierarchy).
- Engage with the communities they serve in ways that are rooted in cultural history and values and honour self-determination; and,
- Have programs delivered by Black, Indigenous, and/or People of Colour (POC).

The size and type of organization will determine what titles describe leadership positions; however, BIPOC individuals are expected to influence both strategic and operational decisions.

BIPOC Youth Leadership Eligibility Criteria

To be eligible for a LEVEL BIPOC grant through the BIPOC Youth Leadership stream, organizations must meet the following criteria:

- At least two-thirds (67%) of its leadership positions (Board of Directors and/or leadership team if staff are employed and/or any other unconventional governance structure that influences operational and strategic decision-making) are held by people who self-identify as Black, Indigenous or People of Colour AND are aged 19-30 years old and,
- Your organization's governance structure actively empowers BIPOC youth to significantly influence the organization's policies, practices, strategies and decision-making processes (beyond advisory or consulting roles).

Defining BIPOC Youth-led and Youth-Engaging Organizations

LEVEL BIPOC Grants is committed to supporting work and leadership that values and prioritizes the experiences of BIPOC youth. We have a BIPOC Youth Leadership stream for organizations with a demonstrated track record of meaningfully engaging and prioritizing the experiences and wisdom of Black, Indigenous, and/or other racialized youth in their decision-making.

We recognize an organization as being BIPOC Youth-led if they meet our definition of BIPOC-led are held by people who self-identify as Black, Indigenous, and/or People of Colour AND are aged 19-30.

We recognize an organization as BIPOC Youth-engaged when its governance structures actively empower BIPOC youth to significantly influence the organization's policies, practices, strategies, and decision-making processes (beyond advisory or consulting roles).

Ineligible Organizations, Activities and Expenses

- Non-BIPOC-led organizations
- Funded activities and/or initiatives that do not benefit the populations of BIPOC communities in BC.
- Endowment funds or capital campaigns
- Activities and programs that take place primarily outside of BC
- Operating deficits or after-the-fact support
- Debt retirement
- Monetary reserves
- Mortgage pay-downs
- Large public infrastructure project

How to Apply

Step 1: Download and read the 2024 LEVEL BIPOC Application Guide.

Step 2: Complete the online eligibility quiz to determine which grant stream you're eligible for.

Step 3: Confirm that your organization is either a registered charity or an incorporated non-profit society (including community service co-operatives) operating in BC since January 1, 2024, and has (or will have) society incorporation or charitable registration by November 30, 2024.

Step 4: If eligible, go to the Vancouver Foundation Online Grant Management System when the online application opens on July 15th:

- For new users: If you've never applied for a grant using this system, please create a profile by selecting "Register Here" at the top left of your screen. You can also watch our How To Create a User Account video to walk you through this process.
- Returning users: If you've applied for a Vancouver Foundation grant before, you can log in with your username and password.
- If you can't remember your login credentials, please select "Forgot Password" and follow the instructions when prompted. Please check your spam/junk email folder in case the email containing the reset information was sent there.

Step 5: Log in and go to the “Apply” section (upper right-hand corner of the screen) and select 2024 LEVEL BIPOC to apply for either the BIPOC-led or Youth-led/engaged grant stream.

Step 6: Complete and submit your online application by August 15th at 12:00 pm (noon) PT. You’ll receive a confirmation email as receipt of your application submission from our online grant management system "@smartsimple.ca"

Step 7: Wait for decision via email by the end of October.

For BIPOC Leadership grant stream only: proceed to step 8.

Step 8: Follow emailed instructions to schedule a conversation with the LEVEL BIPOC team.

Step 9: Attend your scheduled conversation with the LEVEL BIPOC team.

Step 10: Wait for final decision communicated via email by the end of December.

Selection Process

While both grant streams have the same application, this year, there will be different selection processes for the two grant streams.

Randomized Selection for BIPOC Leadership Stream

Applicants who indicate they are BIPOC-led will be considered under the BIPOC Leadership stream. Forty (40) grants will be selected across six (6) pools using a randomized process.

1. All submissions to this granting stream will be assigned to either a large urban population centre pool or to a smaller population centre/rural/remote community in B.C. pool.
2. These two pools will each be further divided by organizations that are Black-led, Indigenous-led, and all other POC-led organizational models for total of six pools.
 - a. Smaller, Rural and/or Remote BC Communities, Black-led
 - b. Smaller Rural and/or Remote BC Communities, Indigenous-led
 - c. Smaller, Rural and/or Remote BC Communities, other POC-led
 - d. Large Urban BC Population Centres, Black-led
 - e. Large Urban BC Population Centres, Indigenous-led
 - f. Large Urban BC Population Centres, other POC-led
3. Applications will be randomly selected until each of the funding pools is committed.
4. Selected applicants will be contacted to confirm their eligibility and speak to their organization's governance models, sustainability, and community accountability. We may also discuss how the organization recognizes and responds to intersectional identities and challenges within BIPOC communities.
5. Selected applicants will be declined if the eligibility criteria are not met or cannot be validated, then a new organization will be selected using the same process.

Adjudication Process for BIPOC Youth Leadership Stream

Applicants that indicate that they are BIPOC youth-led and/or youth-engaged will be considered under the BIPOC Youth Leadership stream. Twenty (20) grants will be awarded using an adjudicated process led by VF staff and Community Advisors.

1. All submissions to this granting stream will be considered within a single pool of applications.
2. Staff and community advisors will read and assess the applications to identify twenty organizations to fund using our community-informed decision-making matrix.
3. Staff and community advisors will adjudicate written applications to ensure organizations meet criteria including strong youth leadership, community service in B.C., governance, sustainability, community accountability, and recognition and responsiveness to intersectional challenges within BIPOC communities.
4. If necessary, staff may schedule a conversation with the applicant to validate the provided information before confirming the awarded grant.
5. Applications for the youth leadership stream will also be considered in the BIPOC leadership stream. If the application for the youth leadership stream is not selected for adjudication, the application may still be selected through the randomized selection process.

Reporting Requirements

All organizations approved for funding are required to sign a Grant Information Sheet that details the charitable purpose and activities the grant can be used for, the amount and duration of the grant, and the payment schedule.

For Registered Charities

Grants to registered charities do not require formal reporting. Instead, we've created an optional opportunity for grant recipients to connect with us and have conversations about their work. We want to learn how we can walk alongside community to advance their priorities and hear about your experience to discuss any outcomes, challenges, and learnings.

These conversations will help inform long-term granting strategies and determine how Vancouver Foundation can intentionally support and uplift your organization, community and greater charitable sector.

For Registered Non-profits

Grants to registered non-profit societies do require formal reporting. Vancouver Foundation must meet the Canada Revenue Agency's accountability requirements for all grants to non-qualified organizations (i.e. registered non-profit society). These are mandatory requirements that will be stated in the Grant Information Sheet.

The CRA's accountability requirements for charities granting directly to non-qualified donees are new and evolving. Vancouver Foundation will take responsibility for this reporting process and we aim to make it as relational and simplified as possible for all registered non-profit societies. We will consider the CRA guidelines, focusing on:

- **Research and Review:** Learning more about the grantee's background and activities.
- **Mission Description:** Providing a general overview of the grant activities.
- **Written Agreement:** Having a clear agreement that outlines the charitable purpose.
- **Engagement and Learning:** Offering ongoing opportunities for engagement and learning.
- **Transfer Schedule:** Setting up a schedule for transferring funds over multiple years for multi-year grants.

Contact

For questions related to the LEVEL BIPOC grant program, please email us at level@vancouverfoundation.ca