

Collaboration Grant Stream: Systems Change 2024 Grant Question List

1. The Applicant

- a. CRA number, if applicable
- b. Applicant Organization, Organization Address
- c. Name of Contact

2. Collaboration Summary

- a. Systems Change Collaboration Grant Title
- b. Grant Request Amount (\$)
- c. Systems Change Collaboration Snapshot

Description: This summary may be shared on the Victoria Foundation website, with donors, and the media to provide a detailed understanding of your funding request. For additional details about your request, you can share these in the following question, Systems Change Collaboration Summary. (Word limit 60 words/400 characters).

Please describe your Grant Request in 1-3 sentences.

- a. Please describe the purpose of your collaboration, including:
 - The problem, issue or challenge you are working together to address, and for whom
 - The shared outcome, goal or aspiration of the collaborative (what conditions you hope to change, for whom)
- b. Please provide a summary of what your grant request would be used for.
- c. Please list the key partner organizations involved in the collaboration.

Partner Organization	Organization's Role in the Collaborative	Name of Contact Representative	Contact's Role in the Collaborative (if applicable)

3. Evidence of Need

Description: Please describe the specific issue or challenge you are working on, and why systems change and collaboration are important to support change on this issue.

Please describe how your project will demonstrate Systems Change. What is the problem or challenge you are addressing and why is this approach important to achieve that?

**Why is collaboration important for addressing your problem or challenge?
What can partners achieve together that they could not do alone?**

4. Stage of Development

Description: Collaborative systems change work is long term and the nature of the work evolves and changes over time. In this section we would like to understand more about your collaborative's current stage of development, and the kinds of work that you are currently focused on. For each question, please select the best option from the dropdown menu.

How long has your collaborative been working together?

still forming, not yet operational
less than 1 year
1-2 years
3-5 year
5+ years

Which of these stages of activity are you currently focused on:

Assessing readiness to collaborate
Gathering data
Formalizing partnerships and organizational champions
Developing shared goals and strategies
Implementing and aligning action across organizations
Sustaining efforts and adapting based on learnings
Other, please describe below

5. Activities

Description: Please describe the main activities you propose to undertake with this grant.

There are four main types of activities that commonly support collaborative systems change work which may change over time, depending on your collaborative's stage of development. There is no expectation that this grant will support work in all of these areas. Please indicate "not applicable" where this is the case. If there are additional categories of activities that are important to your work, please add these in the "Other activities" section.

For example, specific activities might include: developing partnership agreements or recruiting additional leadership; convening lived experts as an advisory or focus group; implementing a specific strategy; or conducting interviews to assess the impact of work so far.

Please describe what activities, if any, you will undertake in the following areas:

Governance, coordination & leadership	
Community engagement	
Strategy development and implementation	
Learning, real-time evaluation or measuring impact	
Other activities (not covered above)	

6. Impact

Description: In this section we would like to hear about the “end results” of your grant funded work and how this may contribute to longer-term outcomes or impacts. In many cases, a grant funded project or period of work may be incremental to longer-term system change results or impacts, and it may be quite focused in terms of who is engaged. We do not expect the project to impact all aspects of our community.

How will this funding support your collaborative to make progress on your shared systems change problem or goal? Please describe the primary outputs and/or outcomes that you expect to achieve through your grant funded activities, and how/if these will support you to make progress towards longer-term outcomes or impacts.

What impacts, if any, will this funding have on the following:

- Partner organizations and/or sector(s) involved
- People with lived experience of the issue
- Equity deserving groups
- The community

7. Vital Signs

Description: Victoria’s Vital Signs® report is Victoria Foundation’s annual well-being check-up of the region. The Victoria Foundation is a broad-based funder and provides support across many Vital Signs issue areas. [Click here for 2023 Report](#); Vital Sign descriptions are on the last page.

Note for requests that are not project-based: Please indicate the Vital Signs that best reflect your organization’s work overall.

Please select one primary Vital Signs issue area that this funding will support.

Please select up to three secondary Vital Signs issue areas that this funding will support.



Vital Signs issue areas	Primary Vital Sign issue area	Secondary Vital Sign issue area(s)
Arts & Culture		
Belonging & Engagement		
Economy		
Environmental Sustainability		
Getting Started in our Community		
Health & Wellness		
Housing		
Learning		
Safety		
Sports & Recreation		
Standard of Living		
Transportation		

8. Timeline

Description: The timeline for funding may start no earlier than September 1, 2024. There is no recommended funding end date, this is based solely on the needs of your organization. The final report due date will be automatically populated for one month after your provided end date. Note that organizations can apply for a grant while having an ongoing and “open” grant from the previous 2 years. Therefore, your chosen end-date will not impact your eligibility to apply for funding again in next year’s Community Grants Program.

Funding Start Date	
Estimated Funding End Date	

9. Demographics

Description: Suggested 1-3 paragraphs

Please describe the community you serve, including demographic information. Who will benefit from this grant specifically?

Geographic Areas

Description: As a regional funder, we need to understand where the Foundation's funding will have impacts. If your organization or project supports just one or two geographic areas, please indicate those. If your organization or project will have impacts throughout all or most of the Capital Region, please include “Region-wide” as

one of your geographic choices.

Please identify up to three geographic area(s) that this funding will support.

	North Saanich
	Saanich, Central Saanich, Sidney
	Colwood, Langford
	Juan de Fuca Electoral District, Highlands, Malahat
	Metchosin, Sooke
	View Royal, Esquimalt
	Downtown Victoria, Oak Bay
	Southern Gulf Islands, Salt Spring Island
	Region-wide

10. Budget

Description: Note that to complete this section you will need to click on each of the above tabs: Expenses / Revenues / Budget summary. Once each tab is complete, you can proceed to the next section of the application by selecting the "Budget summary" tab above, where the "Go to next step" button is located.

a. Expenses

- Please include expenses that reflect the **total** funding request costs. List **all** of your expenses, including those covered by in-kind contributions, if applicable.
- Please describe the basis for your calculation in Expense details below (e.g. unit costs). It is important to break out this cost detail to inform careful review of your budget.
- The categories for expense types include:
 - Communications (website, media)
 - Evaluation costs (internal and external costs to show impact)
 - Facilities (rent, telephones, utilities, venue costs)
 - Human Resources (salaries, honoraria, contractors)
 - Marketing (promotion, outreach)
 - Materials and Supplies (equipment)
 - Overhead costs
 - Political activities (learn more about the CRA's guidance on allowable political activities [here](#).)
 - Printing/photocopying
 - Transportation (bus tickets, gas)
 - Other (please provide details)
- In the table below, please enter for each expense item:

Expense type (choose from drop-down list)	Item	Cost (\$)	Expense details (max. 25 words)

b. Revenue

- Please list confirmed and potential sources of cash revenues associated with this funding request. For example, if you are requesting funding to support rent, what other sources of funding do you have or anticipate for rent?
- The **in-kind contributions**, if applicable, should be entered in Section 2 below.
- In the Revenues table below, please enter the following for each revenue source:

Source (from drop-down list)	Amount (\$)	Confirm (Potential/ Confirmed)	Notes (if relevant) (max. 25 words)

c. In-kind Contributions

- Please indicate the source of **confirmed** in-kind contributions associated with this funding request (e.g. volunteer hours, donation of meeting room space, donation of refreshments).
- Note that these items should also be included under Expenses on the previous tab.
- In the In-kind Contributions table below, please enter the following for each source:

Source	Contribution type (max. 25 words)	Value (\$)

d. Financial Statement

Please upload a recent financial statement for your organization (ideally completed within the last 12 months; interim statement is OK if needed).

11. Attachments

Most applications do not require any attachments. Supporting materials such as financial information and list of Board members for your organization will be reviewed on the CRA website. Grants staff will contact you if additional information is required.

- In certain cases, funding requests that involve **environmental restoration** and/or **public schools** may require documentation to proceed.
 - Funding requests involving **public schools** must show evidence of support from the schools (e.g. letter signed by the principal of each school identified, ongoing partnerships).
 - You must provide documentation if your funding request requires approvals for **waterway and/or land use changes**.
 - Please indicate below if relevant, and upload the requested document(s). If you have not yet secured the relevant document(s), please contact us at 250.381.5532 or grants@victoriafoundation.bc.ca.
- a. Are you involving public schools in your project? (Yes/No; optional document upload)
 - b. Are you undertaking an environmental restoration project that requires approvals (e.g. waterway or land use changes)? (Yes/No; optional document upload)