

Indigenous Priorities Fund

Submission Guidelines 2024

The Victoria Foundation acknowledges with respect the Lekwungen speaking people of the Songhees and Esquimalt Nations on whose traditional lands our offices are located.

Overview

The Indigenous Priorities Fund along with the Indigenous Granting Advisory is a pilot collaboration between Victoria Foundation and Indigenous people living within the South Island region to create an Indigenous-led granting program. This collaboration builds on the Victoria Foundation's continuing relationship with Indigenous communities, and the recommendation of the Foundation's Reconciliation Task Group.

The Indigenous Priorities Fund currently has approximately \$675,000 available for granting this fall. The purpose of this Fund, as defined by the Indigenous Granting Advisory, is to support thriving social, cultural, and legal infrastructure for Indigenous communities in the capital region.

The Advisory is made up of Indigenous people living in the capital region. It was formed to develop a granting approach that better reflects Indigenous values and priorities. The Advisory is also the lead on reviewing and making decisions on requests for funding to the [Indigenous Priorities Fund](#).

The Advisory has identified the following values to guide their work:

Guiding Values

Good mind and good heart.

Work and collaborate in a good way.

Rethink ways of doing, especially around granting.

Walk and learn with humility.

Be reflective.

Be proactive and responsive.

Granting Process

Applications will be accepted starting on **Tuesday October 1** and will **close Monday November 4 at 4pm**. Applications can be made online through [Survey Monkey](#) or orally to staff. If you choose to do an oral application, please contact Sushil Saini at grants@victoriafoundation.bc.ca no later than Monday October 21.

We invite you to attend one of two Open Houses, that will be held for those wishing to meet with Indigenous Granting Advisory members and Victoria Foundation staff. These will be held on Esquimalt and Songhees territory, and on W̱SÁNEĆ territory. Please see our [website for more information](#). These events are an opportunity to share with us more about your project and community and learn more about the grant call. This is a family event with good food and art activities for children.

Reporting for grant recipients will take place approximately one year after the grant is awarded, at a community gathering where recipients will share their learnings with the community.

Should you have any questions about the application or the Open Houses, or simply wish to talk through the process, please contact Sushil Saini, Manager Strategic Initiatives, at grants@victoriafoundation.bc.ca. We can meet with you in-person, by phone or online.

Please note that the current funding available through the Indigenous Priorities Fund in 2024 is from the Victoria Foundation's discretionary funding available as well as a donation from the Sisters of St. Ann and other donors. To learn more about giving opportunities to the Indigenous Priorities Fund, please contact donor services by phone at 250-381-5532 or by e-mail at DonorServices@victoriafoundation.bc.ca.

2024 Grant Call

Funds are granted from the Indigenous Priorities Granting Fund, which currently has approximately \$675,000 available to grant in 2024. The purpose of the Fund is to support thriving social, cultural, and legal infrastructure for Indigenous communities in the region.

Applicants must be based within the capital region and the benefits of their proposed initiative must serve Indigenous people living [in this region](#).

Granting priority is given to Nations, followed by Indigenous-led organizations to address priorities they have identified within their communities. Organizations that are not Indigenous led but offer Indigenous serving programming can also apply.

Grant amounts are:

1. Up to \$50,000 for Nations
2. Up to \$25,000 for individual organizations

3. Up to \$50,000 for organizations collaborating with a Nation (this requires a band council resolution (BCR) confirming support.)
4. Up to \$25,000 for organizations collaborating (one of which should be an Indigenous-led organization.)

Clarification on Collaboration funding

To qualify as a collaboration, a proposed collaboration with a Nation requires a band council resolution (BCR) confirming support. (This does not need to be submitted with your application, but it will be required before funds can be distributed if approved.)

For collaborations between organizations and/or Nations, all groups must be actively participating in the proposed initiative and working together towards a shared goal. Accepting funding as a qualified donee and passing the funds on to another organization does not qualify as a collaboration.

Nations can apply individually for funding, as well as being a collaborating partner (but not the primary applicant) in a collaboration grant. In this way each Nation or organization applies only once as the primary applicant.

Clarification on Intermediary applications

Intermediary partnerships are eligible, for example, an Indigenous Nation or organization that is not a registered charity or qualified donee can partner with an organization that is a registered charity or qualified donee who in turn can apply on their behalf.

If you are a registered charity or qualified donee that would like to support a non-qualified donee in their application to this grant in an intermediary relationship, please reach out first by email at grants@victoriafoundation.bc.ca as a meeting is required with the Foundation and both partners before you can apply.

For more information about what is a qualified and non-qualified donee, is available [here](#).

Eligibility to Apply

- All primary applicants must be registered charities with the CRA or qualified donees as defined by the Canada Revenue Service (CRA).
- Applying Nations or organizations must be based in the Capital region and the proposed activities must be carried out within the Capital region.
- Eligible Nations and organizations can apply for this funding even if you have a current grant with the Victoria Foundation.

Areas Ineligible for Funding

The Indigenous Priorities Granting fund does NOT offer grants for:

- Fundraising campaign costs and contributions
- Sponsorships
- Capital campaigns (e.g., for new buildings, land, monuments)
- Political activities that are prohibited by the [Canada Revenue Agency](#).
- Grants primarily benefiting individuals (outside of the activities of eligible organizations)
- Deficit reduction (e.g., debts or loans)
- Retroactive requests (any expenses incurred before September 1, 2024)
- Requests without specific benefit to the residents or environment of the Capital Region
- Religious activities or services including faith-based programming or proselytizing
- Requests without specific benefit to Indigenous people living [in the region](#)

Areas Eligible for Funding

The fund supports thriving social, cultural, and legal infrastructure for Indigenous communities in the capital region. This could include:

- Support for existing programming, like youth, health, or elder programs, run by the Nation or organization.
- Support for Nation/organization internal organizational development work.
- Support for community events.
- Support for new initiatives, pilot projects.
- Equipment, i.e.) freezer for a food security program, or other equipment
- Food or other supplies for cultural programming.
- Development of bylaws, policies, and processes.
- Feasibility studies for initiatives identified in strategic plans.

If you have questions about the eligibility of your proposed idea, please contact Sushil Saini at grants@victoriafoundation.bc.ca

How to Apply

Starting October 1, 2024, applications can be submitted on [Survey Monkey](#) by **4pm on November 4, 2024**. The link will be available in these guidelines and on the Indigenous Priorities Fund webpage on October 1, 2024.

* Please note that [this link](#) will not be live until October 1st.
(<https://www.surveymonkey.com/r/6PDFDJM>)

Applications can also be made orally to staff. To do so, contact Sushil Saini at grants@victoriafoundation.bc.ca by October 21st.

Application Questions

Survey Monkey will not allow you to start an application and return to it later, so your application must be **started and submitted in one session**. The questions in the application are listed below so you can prepare in advance.

Administration Questions

- Legal name of Nation/ Registered charity
- Otherwise known as (name commonly known by in the community, optional):
- Are you a Nation, Indigenous-led organization, or a non-Indigenous led organization with Indigenous serving programs?
- Name of person submitting application and their contact information.
- Are you applying for a collaboration grant? If so, please list the partner organizations, the main contact person, and their contact information.
- Are you applying together with a non-qualified donee in an intermediary relationship?
 - If so, a meeting is required with the Victoria Foundation and representatives of both organizations. Have you completed this meeting and submitted the requested confirmation?
 - Please list the non-qualified donee, the main contact person and their contact information.

Request Questions

- What is the community need that this proposed initiative will address and how does this proposed initiative address that need?
- Does the applicant Nation or organization have a strategic plan? If so, how does this proposed initiative align with your strategic plan? If this initiative does not align with a strategic plan, what is the emerging need served by this proposed initiative?
- How much are you requesting? (list amount)
- How do you plan to use these funds? (formal budget is optional)
- Do you have other sources of funding for this initiative?

Additional Question for Individual applications

- If you are an organization applying individually, have you notified the relevant local Nations of this initiative being proposed on their territories? (This can be done with a letter to the Chief and Council of the local Nations on whose lands your initiative operates, and also includes local Nations whose members your organization serves. A copy of the letter is not required at the time of application but may be requested before allocating funding.)

Additional Questions for Collaborations

- What are the responsibilities of each collaborating partner in carrying out this initiative? Please note that collaborations for the purpose of this application are defined as both

partners actively participating in the proposed initiative and working together towards a shared goal.

- For organizations applying in collaboration with a local Nation, do you have a Band Council Resolution (BCR) in place? (This does not need to be submitted with your application, but it will be required before funds can be distributed if approved.)

Deadline

Applications through [Survey Monkey](#) are due by **4pm on Monday November 4, 2024.**

If you prefer to do an oral application please contact Sushil Saini, Manager of Strategic Initiatives directly by October 21, 2024, at ssaini@victoriafoundation.ca

Application Assessment Process

Applications will be reviewed by Victoria Foundation staff for eligibility and alignment with the criteria outlined below.

The Indigenous Granting Advisory will review and discuss the applications. Decisions on recommended applications are made by consensus among the Advisory.

If questions arise during the assessment process, staff will reach out to applicants for more information.

Criteria for Assessment

The Indigenous Granting Advisory has chosen the following criteria to be used in the assessment of applications:

- Type of organization: Nations are first priority, Indigenous-led organizations are second priority, and other organizations with Indigenous programming are third priority.
- Community need that will be addressed by the application including benefits and impact for Indigenous people through proposed initiative.
- Alignment of the Strategic Plan or emerging community need of the applicant Nation/Registered Charity with the proposed initiative.
- Alignment with Fund's purpose to support thriving social, cultural, and legal infrastructure for Indigenous communities in the region.
- Notice provided to all local Nations on whose lands the organizations operate, and programming is taking place.

Further Criteria for Collaboration Grant applications

- Participation and suitability of collaborating partners to the proposed initiative.
- Band Council Resolution (BCR) if one of the collaboration partners is a Nation.

Notification of Decision

In mid-December, Foundation staff will contact all applicants, whether they were successful or not, by phone, followed by a confirmation email.

Funds will be deposited within two weeks of notification by our office. Funds will be transferred by early January.

Relationship & Reporting

Foundation staff are available to support recipients and may reach out from time to time to continue the relationships begun through the grant application process. We all have the same goals to meet the needs of local Indigenous people as defined by local Indigenous people, and we invite you to reach out at any time. We are available to provide support beyond the cheque.

Reporting for grant recipients will take place within one year of receiving the grant, in 2025 at a community gathering. There, recipients will be invited to share their learnings with the community and, if so moved, they can also provide feedback on the granting process for the Advisory's and Foundation's learning.

In terms of financial reporting, grantees can report separately on how revenues were spent by having a conversation with staff or filling out a brief form. Reconciled Budgets and annual financial statements are **not** required.

Indigenous Priorities Fund Granting Timeline

Timeline	Dates
Open Call for Applications	Tuesday October 1
Submission Deadline	Monday November 4 (4pm)
Staff review complete	Friday November 15
Advisory review and recommendations	November 22 to December 3.
Victoria Foundation Board approval	December 12
Notify all applicants	January 2024
Funds distribution starts	January 2024
Stewardship	Ongoing and at community gatherings in early 2025 and early 2026