

## HEALTHY COMMUNITY GRANT PROGRAM: GUIDELINES

*Peace Arch Hospital & Community Health Foundation respectfully acknowledges the history, language, and culture of the Semiahmoo First Nation whose unceded and traditional homeland we conduct our work on.*

### PREFACE

Please take a moment to review the Healthy Community Grant Program Guidelines prior to applying for a grant. This information will provide valuable information for your application.

Peace Arch Hospital & Community Health Foundation (PAHF) was incorporated in November 1988 as a BC non-profit charitable organization. The organizations mission and vision statements are as follows:

**MISSION:** To raise funds, advocate, and support initiatives to enhance the hospital campus and the health and wellness of our community.

**VISION:** To lead the way in achieving the healthiest community possible.

### PURPOSE

The Healthy Community Grants program (formerly known as “Because People Matter”) founded in 1999, was created to support the Peace Arch Hospital Foundations (PAHF) mission to raise awareness and enhance health and wellness in our community. Since inception, over 175 grants have been awarded, granting over \$2.9 million dollars.

Applications are accepted twice a year and are reviewed and assessed by a committee comprised of representatives from Peace Arch Hospital Foundation, its Board of Directors and community members representing the City of White Rock and City of Surrey. This granting program offers financial support to viable projects, programs, and initiatives that enhance the health and wellness for those living in the White Rock and South Surrey area; to assist the Foundation in creating the healthiest community possible.

## GRANTS

### Neighbourhood Grant

Neighbourhood grants are short-term grants to assist individuals and community groups to connect and engage residents through health and wellness activities – because change happens one step at a time.

### Community Grant

Help build a better tomorrow. Community grants are multi-year, big-picture projects to assist in shaping the “healthiest community possible”. This grant values innovation, collaboration, and out-of-the-box thinking from community organizations looking to implement large scale projects.

## AWARD AMOUNT & DURATION

Grant	Funding	Timeframe	Details
Neighbourhood Grant	Award range \$500 - \$10,000	Up to 1 year	<ul style="list-style-type: none"> <li>• Budget cannot include salary or overhead costs (program specific staff costs permitted).</li> <li>• Final report required.</li> <li>• If you have an open grant with the Foundation, please see below requirements *</li> </ul>
Community Grant	Award range \$10,001 - \$100,000	1 – 3 year term	<ul style="list-style-type: none"> <li>• Annual and final reports required</li> <li>• Operating and overhead costs cannot exceed 5% of budget (program specific staff costs permitted)</li> <li>• Capital construction expenses cannot exceed 25% of a project, and capital equipment will be considered at the discretion of the committee on an application basis</li> <li>• If you have an open grant with the Foundation, please see below requirements *</li> </ul>

\*See section below titled 'Individuals/Organizations With An Active Grant' for more information

### DEADLINES/AWARD DATES

	January Intake	August Intake
<b>Applications will now be completed and submitted through an online portal.</b>		
Deadline to submit Letter of Intent (LOI)	January 10, 2025 by 4:30 pm	August 2025 - TBC
Anticipated notice of LOI decision	January 24, 2025	August 2025 - TBC
Deadline to Submit Full Application	February 21, 2025 by 4:30 pm	September 2025 - TBC
Anticipated notice of funding decision	May 2025	December 2025

### ELIGIBILITY REQUIREMENTS

To be eligible for HCG funding, programs must support and promote community health and wellness. Applications **must**:

- Be compatible with PAHF mission and vision
- Have high health and medical merit
- Have high probability of a successful outcome
- Have high potential to create lasting change within the community
- Have the intended outcome of being self-sustaining (with support plan clearly identified in application)
- Provide proof of collaboration with other community groups/service providers
- Be located in the White Rock South Surrey area

And must fall within **at least one** of the following:

- Special one-time project
- Start-up project
- Public Health Education
- Innovation in health care or community health

Funding is not normally awarded for:

- For-profit businesses
- Activities of religious organizations that serve primarily their membership and/or their direct religious purpose
- Projects longer than three years in length
- Project expenses that have been incurred prior to the application date
- Bursaries, scholarships or awards within projects
- An organization's operating expenses

- Travel to and/or attendance at conferences, competitions, symposia or annual events (for PAH staff, please see the Staff Education Grant Program)
- Debt retirement or deficits
- Large scale public infrastructure projects (capital construction expenses of a project up to 25% and capital equipment will be considered at the discretion of the committee on an application basis)
- Repeat project applications, unless there is a proven significant change in the project
- Research projects are ineligible

### **INDIVIDUALS/ORGANIZATIONS WITH AN ACTIVE GRANT**

Individuals/organizations may apply for grant funding if they have an open grant with PAH Foundation, as long as the current grant is concluding within six months of the next intake. Subsequent funding will not be disbursed until satisfaction of current grant requirements are met, including Grant Final Report received by the Foundation and all invoices submitted.

### **BUDGET RESTRICTIONS (CAPITAL & OPERATING COSTS)**

**Neighborhood Grant:** budget cannot include salary or overhead costs.

**Community Grant:** Capital, operating, and overhead expenses will be considered on an individual basis and must be clearly detailed on the budget. They may include:

The following will be considered for approval:

- Capital construction expenditures related to the project up to 25% of total project budget
- Operating costs to a maximum of 5% of the total project budget
- Overhead costs up to a maximum of 5% of the total project budget
- Capital construction expenses of a project up to 25%, and capital equipment will be considered at the discretion of the committee on an application basis

\*Wages for program specific staff (outside of organizations salary or operating costs) are permitted.

### **PEACE ARCH HOSPITAL APPLICANTS**

All funding requests from Fraser Health/Lower mainland Centralized Services should be a part of Peace Arch Hospital's capital and operational budgets. For Peace Arch Hospital and Community Health projects and initiatives, please complete a PAH/FH Community Grant application.

## APPLICATION PROCESS

### Before you Begin

Review grant Guidelines and [Eligibility Checklist](#) to ensure your project meets the requirements of the granting program.

Review the [Grant Preparation](#) document to assist you in gathering your information to complete the online grant application.

### Stage One: Complete Letter of Intent (LOI)

A letter of intent must be submitted within the required time frame to be considered to complete a full application. Receipt of the LOI and resulting decision will be acknowledged by email; eligible projects will be invited to move forward in the application process and complete a full application.

### Stage Two: Complete Application (by invitation only)

Successful LOI submissions will be invited to complete a full application. Application forms must be fully complete and submitted within the outlined intake period. The following supporting documentation must be included with completed applications:

#### Neighbourhood Grant:

- Detailed budget (with supporting invoices, quotes, receipts etc.)
- Letter of Support (minimum one)

#### Community Grant:

- Detailed budget (with supporting invoices, quotes, receipts etc.)
- Copy of organizational chart
- Financial statement from previous year
- Letters of support (minimum two)

### Incomplete Applications

Applications received that are incomplete, unsigned by approved signatories or are extraordinarily long will be disqualified. Applications may be re-submitted once the errors are corrected (if done so within intake dates).

### Late Applications

Applications received after the posted deadline, will not be accepted, and will be asked to reapply in the next intake period.

## REVIEW PROCESS

### Letter of Intent

Submitted letters of intent will be reviewed by a committee comprised of PAHF employees, to determine eligibility. Decision notices will be sent, in writing to all applicants regardless of decision.

### Full Application

Applications that satisfy all eligibility criteria will be reviewed by PAHF staff to ensure completion, before being presented to the Healthy Community Grants committee to undergo a formal review process. This committee is comprised of; Peace Arch Hospital representatives, City liaisons from the City of White Rock and City of Surrey, community representatives, Peace Arch Hospital Foundation Board members, and Executive Director.

All applications undergo a formal review process, using a standardized evaluation rubric. Applicants may be asked additional questions about their application and/or may be asked to present to the HCG Committee. The Committee's recommendations are sent to the PAHF Board of Directors for final approval.

### Decision Notice

All applicants will be notified in writing of the Board's funding decision, and if applicable, an approval letter containing important grant process information will be included. Applicants agree and accept that all decisions by PAHF are final.

Neither PAHF nor the Healthy Community Grants Committee will enter into any discussion about the reasons for approval or denial of any application, nor release any material related to the review process. Application material becomes the property of PAHF.

## RESPONSIBILITY OF GRANT RECIPIENTS

- Successful grant recipients are expected to carry out their projects as described in their application. If changes are required, a written request will need to be submitted to PAHF for approval prior to any alterations of the plan. Failure to do so could result in PAHF nullifying any funding commitments made, or stopping further payments.
- PAHF encourages applicants to provide details of opportunities to recognize PAHF for approved grant funding. Marketing material for the project that includes references to PAHF or uses its logo requires approval by PAHF in advance of publishing.
- Projects are to be completed within the assigned timeframe. Read the terms and conditions in the approval documentation clearly. If needed, requests for extension must be submitted in writing for approval three months prior to original end date.

- Grant recipients may be requested by PAHF to make a presentation to the Healthy Community Grants Committee, or to PAHF Board of Directors.
- The Healthy Community Grants Committee and PAHF staff appreciate the opportunity to make site visits to see successful projects first hand.
- In some cases, PAHF may ask permission to feature your project and story in PAHF's marketing and communication vehicles.

## RECOGNITION

- Grant recipients must provide a minimum of two opportunities to recognize PAHF for approved grant funding (social media posts, newspaper article, promotional posters etc.). Marketing material for the project referencing PAHF or using its logo requires approved by the Foundation in advance of publishing. Please submit materials to [amycross@pahfoundation.ca](mailto:amycross@pahfoundation.ca) for approval.
- Logo files can be obtained from [amycross@pahfoundation.ca](mailto:amycross@pahfoundation.ca)
- Preferred wording:
  - Bought to you by the Peace Arch Hospital Foundation Healthy Community Grant program
  - Generously funded by a Peace Arch Hospital Foundation Healthy Community Grant
- Please send copies/proof of recognition pieces and PAHF mentions to [amycross@pahfoundation.ca](mailto:amycross@pahfoundation.ca) to be kept on file.

## REPORTING REQUIREMENTS

All funded applicants are expected to file a report upon completion of the project, to be submitted alongside the last reimbursement payment request. If the project is approved as a multi-year venture, a status report will be submitted annually and upon completion. Report templates can be acquired by emailing [amycross@pahfoundation.ca](mailto:amycross@pahfoundation.ca).

Grant Term	Status Report	Final Report*	
One Year Project	n/a	Upon completion of project, or funds	*Final reimbursements will not be awarded until final report is received
Multi-Year Project	One per year, to align with completion date	Due upon completion of project, or funds	

## REIMBURSEMENT PROCESS

- Detailed invoices with copies of receipts will be submitted to PAHF for reimbursement as the expenses are incurred, or at the conclusion of the project, and must directly reflect those expenses described in the approved budget.
- Invoices must directly reference budget line items, and provide supporting documentation for claimed expenses.
- Final invoice reimbursements will not be issued until final report submitted and all recognition pieces complete.

## CODE OF CONDUCT

The Healthy Community Grant Committee reserves the right to reject or refuse receipt of any application if the applicant or associated parties have engaged in conduct that, in the sole and absolute discretion of the Committee, is considered contrary to our ethical standards, in violation of the principles outlined in these guidelines or which may otherwise jeopardize our organization's reputation within the community. Such conduct includes, but is not limited to:

- Falsification or misrepresentation of information
- Harassment, discrimination, or other behavior deemed inappropriate
- Previous breaches of grant terms or conditions
- Actions that compromise the fairness and integrity of the application process.

Decisions regarding refusals will be made at the sole discretion of the Healthy Community Grant Committee and are final. Applications will be notified of the decision in writing 8-10 weeks after grant submission.

### **Still not sure if you should apply? We're here to help.**

Completing grant applications is no easy feat, still unsure if your project qualifies? Call the Foundation office at 604-535-4520 to speak to our Community Engagement Officer.