



International Decade for People of African Descent Advisory Committee

Date: July 25th 2022, from 5:00pm to 6:30pm

Location: Via teams

Meeting Agenda

Item	Description	Owner	Timeline
1.	Welcome and Land Acknowledgement	Dominique	5:00pm – 5:05pm
2.	Approval of the minutes from July 13th	All	5:05pm – 5:10pm
3.	Continuation of the discussion on the IDPAD grant program development process (Draft Council report attached) <ul style="list-style-type: none">○ Applicant eligibility and criteria Organizations and/or individuals○ Grant streams○ Report to Council○ Delegation of authority	All	5:10pm – 6:20pm
4.	Closing remarks	William	6:20pm – 6:30pm



Council Member Motion
For the Committee of the Whole Meeting of August 4th 2022

To: Committee of the Whole **Date:** July 22 2022
From: Mayor Helps and Councillor Dubow
Subject: International Decade of People of African Descent Youth Grant Program

BACKGROUND

In order to address anti-black racism in Victoria and to make Victoria a more welcoming and safe city for all residents, in June 2020, Council adopted the United Nations International Decade of People of African Descent, 2015-2024. To put this into action, Council appointed an International Decade of People of African Descent Advisory Committee to support the Decade's three themes:

- **Recognition:** Support efforts to recognize and celebrate the contributions of Black Victorians as part of the City's contributions to mark the decade.
- **Justice:** Support efforts to promote equitable outcomes for Black Victorians on issues relating to policing. Designing, implementing and enforcing effective measures to eliminate the phenomenon popularly known as "racial profiling" and eliminating institutionalized stereotypes concerning people of African descent.
- **Development:** Support efforts for positive outcomes for Black Victorians in area of housing, employment and entrepreneurship

The purpose of the International Decade for People of African Descent (IDPAD) Advisory Committee is to provide Council with recommendations on the following:

- The recommended approach to implementing the IDPAD proclamation within the City of Victoria and community at large, including the development of a three-year action plan
- Receive and communicate out City activities and updates related to the IDPAD implementation to "parent" organizations the member represents, where applicable
- Best practices to raise awareness in the general public about the heritage and culture of people of African descent and around the IDPAD broader goals and actions
- Advise Council on emerging issues and trends of significance to Black communities as they relate to City services and programs through semi-annual reports
- How to ensure the interests and needs of Black communities are reflected in City programs and service delivery.

To help deliver this work and to empower youth of African descent, in January 2021, Council approved an annual budget allocation of \$25,000 for a grant program to “support Black children and youth leadership opportunities by providing grant funding to Black-led organizations, with the grant program to be co-designed by the IDPAD advisory committee.”

In the fall of 2021, the IDPAD Advisory Committee was established. One of the first priorities of the advisory committee is the development of the youth grant program, which is the subject of this report. The IDPAD Committee has undertaken community engagement to receive community input on the creation of the grant program including holding a very well-attended townhall on Saturday June 18th at City Hall.

The proposed grant program reflects the input from the community, including the proposed delegation of the granting process and decision making to the IDPAD committee. We also recommend that the IDPAD report to Council on the program with a list and description of projects funded, lessons learned in year one of the program and any suggested improvements for future years.

GRANT PROGRAM

Purpose

The purpose of the IDPAD youth grants is to support youth of African descent in Victoria.

Criteria

The grant program is to create opportunities for youth of African descent including but not limited to:

- Creating safe spaces for youth of African descent to gather
- Delivering youth-led programs
- Delivering programs that build confidence and self-empowerment, including navigating systemic racism
- Creating a black youth council
- Learning about educational, scholarship and career opportunities

Eligible applicants

Individuals of African descent ages 24 and under in Greater Victoria as well as organizations led by people of African descent in Greater Victoria that serve youth ages 24 and under.

Eligible costs

Program materials
Insurance and permit fees
Equipment rentals
Professional facilitation costs
Honorarium for participants

Ineligible costs

Purchase of capital assets or paying off a debt.

Program space

The City's NeighbourHub on Douglas Street can be available for booking for programs hosted by grant recipients.

Timeframe

The grant funding must be used and project or program completed within one year of receipt.

Award amounts

Individuals can be awarded up to \$1000. This funding must be used to the benefit of the wider community of African descent as per the criteria above. Organizations can be awarded up to \$5000. This funding must be used to the benefit of the wider community of African descent as per the criteria above.

Evaluation

The grant applications will be evaluated by members of the IDPAD Advisory Committee, or a subcommittee of members. The IDPAD Advisory Committee as a whole will be the final decision-making body. The grant applications will be evaluated based on the criteria laid out above and on the capacity of the individual or organization to carry out the project or program, based on information provided in the grant application form.

Timeline

The 2022 grant process will open September 1st. Grant applications are due September 21st. Grant recipients will be notified by October 15th 2022.

For future years, the grant process will open on February 1st. Grant applications will be due February 21st. Grant recipients will be notified by March 15th.

Reporting requirements

All recipients must submit a short report to the City's Equity, Diversity and Inclusion office within 30 days of project or program completion.

GRANT ADMINISTRATION

As laid out above, the IDPAD Committee will administer the grant process with the assistance of city staff.

City staff will:

- Place the application form on the IDPAD page of the City's website
- Issue a press release when the grant process opens
- Promote the grants on the City's social media channels
- Collect the grant applications and collate them for the IDPAD Committee
- Notify successful and unsuccessful applicants
- Issue a press release to announce the grant recipients
- Send out the final report forms to all recipients and collate them for the IDPAD Committee's review

The IDPAD Advisory Committee will:

- Promote the grant program in their networks

- Evaluate the grant applications based on the criteria laid out above and on the capacity of the individual or organization to carry out the project or program, based on information provided in the grant application form.
- Make a final decision on successful and unsuccessful applicants in the timeframe laid out above
- Work with City staff on the two press releases, including providing a media contact for the press release
- Review the final reports submitted by grant recipients
- Make an annual presentation and/or provide a report to City Council to share grant program outcomes, including making any proposed changes to the grant criteria or process, which will be considered for approval by Council

CONCLUSION

The IDPAD Advisory Committee has put a lot of thought and work into the creation of this grant program and has sought the input of community members of African descent to do so. They very much look forward to getting this grant program underway and to supporting and empowering youth of African descent in our community. They also look forward to reporting to Council at the conclusion of the first year of the grant program to share the projects and programs funded and any lessons learned going forward for future years.

RECOMMENDATIONS

1. That Council delegate the grant process including decision making to the IDPAD Committee based on the criteria presented in this report.
2. That Council request a report and/or presentation from the IDPAD Committee on year one of the program including a list of projects funded, lessons learned in year one of the program and any suggested improvements for future years.
3. That Council forward these recommendations forward for consideration at the daytime Council meeting of August 4th.

Respectfully submitted,

Mayor Helps

Councillor Dubow



Meeting Minutes

International Decade for People of African Descent Advisory Committee

Date: July 13th, 2022, from 5:17pm to 6:50pm via MS teams

Attendees: Dominique Makay, Kenny Panza, Dr. Christian Kumi, Hissein Idris, William Goldiet,

Council Liaisons: Councillor Dubow, Mayor Helps

City Staff: Silvia Mangué, Albert Galiev, Pierre-Paul Angelblazer, Layla Monk

Regrets: Barbra Hudlin

Time of Meeting: 5:17 p.m.

Item	Description	Notes
1.	Welcome and Land Acknowledgement	<ul style="list-style-type: none">• Dominique Makay gave the land acknowledgement
2.	Approval of the June 13 th minutes	<ul style="list-style-type: none">• Approved as circulated
3.	Debrief on the town hall engagement	<p>Attending community members were engaged and receptive to the grant program. While some operational details, wide-spread consensus that the beneficiaries of the grant should be “youth.”</p> <p><i>Finding and creating community space:</i></p> <p>Feedback from the town hall was that finding, or creating a community space was needed to provide a hub for building community awareness on existing programs and local educational and recreational opportunities.</p> <p>The committee discussed receiving a dedicated timeslot at the Neighbourhub, or finding space in a local church, in order to advertise the space as a part of the application process, thereby opening applications to programming for the space.</p> <p><i>Programming:</i></p>

		Members of the committee discussed the importance of programming in schools and creating safe and welcoming spaces for children of African descent.
	Report on the IDPAD grant program development process	<p>Layla Monk; Financial Analyst, discussed the basic standards and criteria of City grant programs. Emphasis was placed on the inability of businesses to apply for the grant.</p> <p><i>Definition of youth:</i> Committee discussed youth as grant beneficiaries. Youth was defined as people under 26, with no restrictions on geographic location.</p> <p><i>Report to Council:</i> Mayor Helps was tasked with drafting a report to Council in order to secure funding and set guidelines before any change in Council. A draft of the report will be circulated ahead of the next IDPAD meeting, in order to allow members to provide input before it appears on the agenda.</p> <p><i>Applicant Eligibility:</i> Committee discussed whether organizations or individuals, or both ought to be able to apply for the grant.</p> <p>Organizations have access to resources, and the ability to apply for other grants, however they also have expertise to make use of the grant. Individuals can apply with creative ideas and programs, but may only represent themselves, and have trouble reaching the broader community.</p> <p>Ultimately, as the committee may select the grant recipients, it was decided that leaving it open to all would be best in order to receive a diverse range of applications.</p> <p>“Organizations, or initiatives, led by people of African descent, creating positive social impacts for black youth.”</p>
	Grant streams prioritization	<i>Referred to the next meeting.</i>

	Delegation of authority and next steps	<i>Referred to the next meeting.</i>
4.	Closing remarks	<p><i>Next Meeting:</i></p> <p>By unanimous consent, the Committee agreed to meet on the 25th of July, 2022 in order to discuss the grant further.</p> <p>The Committee will discuss members' level of interest in determining criteria, communications, and the selection of the grant recipient.</p>
5.	Meeting Adjourned	Meeting adjourned at 6:50 p.m.

To: International Decade for People of African Descent Advisory Committee (IDPAD)

Date: July 6, 2022

Subject: IDPAD Grant Program Development Process

PURPOSE

The purpose of this report is to outline to the IDPAD Committee a typical process for developing and administering a community grant program so that the Committee can determine what it has capacity to take on itself and which components they may need City support for.

GRANT PROCESS

Establishing a new grant program can be done in a number of ways – from very complex and involved to focused and streamlined. The more complex the process is, the more time-consuming it is to establish and administer. Therefore, the Committee might want to consider making this program and process simple.

For the Committee's awareness, staff do not have much capacity to support the establishment and administration of a new grant program; as such, should the Committee determine it does not have capacity to take on this work, a recommendation to Council would be appropriate so that Council can be requested to approve new resources to lead or support this work.

Phase 1: Develop a Policy

A policy will need to be created, once the scope and potential criteria for the policy are identified.

The following are the sections that could be included in the policy:

1. Purpose – outline what the grant is for. For example, this grant program was established to support youth with various activities.
2. Criteria – this would outline what the grant program is trying to achieve. It could be something as simple as outlining the types of activities that could be funded.
3. Eligible applicants – this would outline who can apply for a grant. For example, if the program is intended for youth, then it could be as simple as stating that youth up to the age of 18 (or whatever age the Committee determines) are eligible.
4. Eligible and ineligible costs – this would outline the types of expenses that the grant can be used for and which cannot. For example, many grant programs cannot be used to buy capital assets or to pay off a debt.
5. Timeframe for when the grant needs to be used by.
6. Award amounts – specify if there is a maximum award amount.
7. Evaluation – outline how the applications will be evaluated to determine which ones are successful.
8. Expected timeline for grant award decisions.
9. Reporting requirements – the policy could include a section requiring successful applicants to provide a report on how the implementation of their activity went. If so, a final report template to use would be helpful.
10. Repayment requirement - There could be a requirement for applicants to repay the grant if it is not used consistent with the application.

New grant policies must be approved by Council. However, pending input and decision from the Committee, the Mayor intends to bring a report to Council requesting that Council delegates authority to the IDPAD committee. This authority could include the development and administration of the program, including the evaluation of applications and awarding the grants. If full delegation is requested and approved, it would mean that the Committee would have full responsibility for the program development and administration.

Phase 2: Develop an Application Form and Intake Process

An application form is typically used for applicants to fill out and should include at a minimum:

1. Name and contact information
2. Description of the program or project
3. The amount of the grant request
4. Outline of why the grant is needed
5. Program or project timeline
6. Attestation section to confirm that the organization or individual is not a business. The City is prohibited from providing grants to a business and an individual can be considered by the Canada Revenue Agency to be a business as a 'sole proprietor'.
7. Deadline for submitting the grant
8. Other sections could be added to ensure that information related to any policy criteria is captured.

The intake process would typically include the following:

1. Determine how applicants can get an application form (in person, online, emailed etc.)
 - a. If in person, determine location where applicant can pick forms up
 - b. If in person, determine who will print the application form and be the contact person
 - c. If emailed, determine who will be responsible for sending the application forms by email to the applicants
 - d. If online, who will set up the webpage and all associated requirements
2. Determine how applications will be accepted (paper dropped off somewhere or mailed/emailed somewhere etc.)
3. Determine if a specific email address is needed to receive grant applications
4. Determine who the point of contact will be to answer any questions from applicants
5. Determine what type of communication materials for prospective grant applicants will be needed and who will produce and distribute. Depending on the level of promotion and communication that is desired, this can be a significant effort.

Phase 3: Develop an Evaluation Process

1. Determine the process for how applications will be reviewed and selected

NEXT STEPS

1. IDPAD Committee to determine their capacity to develop and administer this grant program. Options:
 - a) Full responsibility by IDPAD Committee – the Committee determines it has the capacity to take on the development and administration of the grant program.

The report to Council (see step 2) would request the delegated authority for this to happen.

- b) Partial capacity – the Committee determines it does not have capacity to take on all aspects of the grant program development and administration and would seek City support by passing a motion recommending to Council that they request staff to report back on resource requirements to support the components the IDPAD Committee is unable to take on.
2. August 4th report from Mayor to Council requesting that Council delegates authority to the IDPAD Committee. Pending discussion and decision by this Committee, the scope of the authority requested will be determined (full or partial to develop, administer and award grants under this program).