

2024

CITY OF VICTORIA



2015 – 2024

INTERNATIONAL DECADE FOR PEOPLE OF

**AFRICAN DESCENT**

# Youth Grant Application Guide

The City of Victoria acknowledges and recognizes the International Decade for People of African Descent (IDPAD) 2015-2024 for the purpose of promoting respect, protection and fulfillment of all human rights and fundamental freedoms of people of African descent, as recognized in the Universal Declaration on Human Rights.

The IDPAD Youth Grant is an annual grant program to support and empower Black youth in Victoria.

## Contact information

For any questions or assistance with the IDPAD Youth Grant program or application, contact [IDPADgrants@victoria.ca](mailto:IDPADgrants@victoria.ca).

# How to Apply

Explore this application guide for information about the grant and what information is needed to apply. Once you have all the required information, apply online at [Victoria.ca/IDPAD](https://victoria.ca/IDPAD). The online application form must be completed in one attempt. The application questions are included below to help you prepare to apply.

## Grant Information

### Purpose

The purpose of the IDPAD Youth Grant program is to support Black youth in Victoria.

### Criteria

The grant program provides opportunities to:

- Create safe spaces to gather
- Support youth-led programs
- Build confidence and self-empowerment
- Help navigate systemic racism
- Create a Black Youth Council
- Learn about education, scholarship and career opportunities

### Eligible applicants

Individuals of African descent, informal community groups and non-profit organizations led by people of African descent that serve youth of African descent are invited to apply.

Individuals and informal groups will need to complete a section of the application form that demonstrates they are representative of and supported by their community.

### Ineligible applicants

Businesses are ineligible for grant funding from the City.

## Eligible costs

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

## Ineligible costs

Purchase of capital assets or debt payments.

## Program space

The City's NeighbourSpace on Douglas Street can be available free of cost for program bookings hosted by grant recipients.

## Timeframe

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

## Award amounts

Up to \$25,000 in funding is available. This funding must be used to the benefit of the wider community of youth of African descent as per the criteria above.

## Evaluation

The grant applications will be evaluated by members of the City's IDPAD Advisory Committee or a subcommittee of members. The IDPAD Advisory Committee 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

Grant applications are due November 13, 2024. Grant recipients will be notified by November 25, 2024.

## 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 submission

Please complete the online application form by 11:59 p.m. on November 13, 2024.

## Application Form Questions

The application questions are included below to help you prepare to apply. Once ready to apply, use the [online application form](#) to submit information.

### SECTION 1: Project Overview

1. Name of organization or individual applicant.
2. Project title  
(up to 50 words)
3. Project Overview  
Please provide a brief description of your proposal (up to 50 words)

### SECTION 2: Project Lead

4. Contact name
5. Organization name (if applicable)
6. Mailing address
7. Phone number
8. Email address

### SECTION 3: Type of Applicant

9. Please choose the option that best describes the applicant below
  - a. Registered non-profit or charitable organization (go to section 4)
  - b. Individual or informal group (go to section 5)

### SECTION 4: Individual Applicants or Informal Groups

10. Please describe the community support for your project and how you sought and achieved this support. (up to 200 words)

11. Individual applicants and informal groups must also submit two letters or videos of support as described in the Application Guide. These attachments must be emailed to [IDPADgrants@victoria.ca](mailto:IDPADgrants@victoria.ca) with the subject line: **IDPAD attachment for [name of applicant]**. The application will not be considered without these attachments.
- a. Confirm submission of attachments

### **SECTION 5: Project Description**

12. Please describe your proposed project.  
(up to 200 words)

### **SECTION 6: Youth of African Descent Empowerment and Opportunities**

13. How will your proposed project empower and create opportunities for youth of African descent? (up to 200 words)

### **SECTION 5: Community Benefits**

14. How will your proposed project provide benefits to the African descent community in Victoria through empowering and creating opportunities for youth? (up to 100 words)

### **SECTION 6: Approvals, Permits and Liabilities**

15. Are there any approvals and/or other regulatory requirements that must be met to complete your project (e.g., special event permits etc.)?
16. Are there aspects of your project that present risk to people or property during the activity?
- a. Yes (go to next)
  - b. No (go to section 9)
17. Please describe the risks and indicate how they will be managed during the lifespan of the project (e.g., insurance)

### **SECTION 9: Project Timeline and Location**

Projects must be completed within one year of receiving funds.

18. Proposed start date
19. Proposed completion date
20. Project location
21. Please list all project milestones and corresponding date for the project.

## SECTION 10: Project Cost

Please complete the following budget using round numbers. If your estimates include decimals, round up to the nearest dollar.

22. Total cost of the project
23. Total grant funding requested
24. Items funded by grant and corresponding amounts
25. Items funded by applicant and corresponding amounts

Other sources of funding are not required for this grant program. If there are other contributions, either cash or in-kind, please list them here.

## SECTION 11: Declaration

I certify that the information given in this application is correct. I agree to the following terms:

- If applying as a non-profit or charitable organization, the group is not in arrears with the City of Victoria.
- If applying as an individual, I attest that I am not undertaking this grant activity as a business (individuals can be deemed a business if they operate as a sole proprietor).
- The project will be carried out when and as described in the application. If there are significant changes to the project or it is not completed, I am responsible to notify the City of Victoria of any changes and if required, will return the funds to the City of Victoria.
- I will return all unused funds to the City of Victoria.
- I assume all liability for activities associated with the project or activity implementation and for all life cycle costs described above.
- The project or activity must comply with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
- A final report conforming to the format on the last page of this application will be submitted.
- I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
- I acknowledge that information contained in this application and the final report will become a part of the public record and is subject to disclosure under the Freedom of Information and Protection of Privacy Act.

26. Type your name to confirm you agree with the declaration above.

27. Date