

# 2026 Vital Grant Question List

## The applicant

*Returning applicants can select the “Re-use your 2025 application” option to have organizational and application information autofill. Autofilled text can be edited.*

### 1. Applicant organization

- a. CRA Registration Number, if applicable
- b. Organization’s legal name (name listed with CRA)
- c. Organization’s operating name (if different)

### 2. Organization address

- a. Organization address
- b. Website
- c. Phone

### 3. Applicant contact

- a. Primary contact: name, position, email, phone
- b. Secondary contact (please provide the name of a signing authority): name, position, email, phone

**Description:** The Secondary Contact should be the best email at your organization to receive EFT and grant notification letters. This field may be autofilled for returning applicants; please connect with staff if the autofilled email is not correct.

If a BC Registered Society or Extraprovincial Society (i.e., a CRA non-qualified donee) is applying for support with a qualified donee (e.g., registered charity partner), the qualified donee is listed as the applicant and the non-qualified donee is listed as the intermediary.

#### 4. Intermediary contact

- a. Primary contact: name, position, email, phone
- b. Organization: legal name, website, phone
- c. Complete the Partnership Confirmation Form (both partners)
- d. Optional partnership agreement upload

**Description:** Organizations applying within an intermediary relationship must connect with staff to receive an eligibility code to access the application.

## Grant request

#### 5. Grant request title

#### 6. Grant request amount (\$)

#### 7. Grant request snapshot

- a. Please describe your grant request in 1-3 sentences.

**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. (Word limit 60 words/400 characters). For additional details about your request, you can share these in the following question entitled "Grant request summary."

**Examples:**

"Our organization needs general operating support for staff wages, rent and utilities to continue offering our core programming on the Saanich Peninsula. This funding will give stability to our primary staff team and allow us to increase wages."

"Our organization provides cancer-related medical transportation services for clients who cannot manage their own transportation needs in the community. Existing software is 20-year-old technology. Funds to be used to upgrade the

operating system, to simplify and streamline the whole drive process for clients and volunteers and to enhance security and privacy of the system.”

## 8. Grant request summary

- a. Please describe the overall need within your organization or initiative and how this grant will support your work.

**Description:** The grant request summary is helpful for granting staff to better understand the impact of this request for your organization. For requests from non-qualified donees applying as an intermediary, please answer this question from the perspective of both organizations. (Suggested maximum 350 words).

## 9. Community partners

- a. What organizations, individuals or networks are you working with in the community to achieve your goals? How do you work with these partners and/or what is your specific role?

**Description:** For project/program requests: please describe any other organizations or individuals, if any, you may be working with to use this funding (for example, if you are applying for professional development or staff wellness programs, please let us know who you might be collaborating with).

**For general operating requests:** including information about your organization’s key partners and collaborators helps us to understand your organization’s impact and place within the sector. Please note this does not have to be an exhaustive list; sharing a few key partners is very helpful.

| Key community partners | How your organizations work with this partner |
|------------------------|-----------------------------------------------|
|                        |                                               |
|                        |                                               |

## 10. Community representation and inclusion

- a. How does your organization include the people that it serves in its decision-making processes?

**Description:** Giving space for the voices of people from the community that you serve is important to have responsive and meaningful programs and initiatives. This looks different for each organization and can be done in many ways, such as through feedback; planning; program implementation; staff, leadership or volunteer positions; and more. In asking this question, we hope to better understand how your organization integrates the values of equity, representation and inclusion. (Suggested maximum 100-250 words)

## 11. Community need

- a. What are the current needs of the communities you serve?
- b. How does your organization work to address these community needs?

**Description:** Help us better understand the needs of the community that you serve. Each organization is supporting a unique community. Community is self-defined. It can be based on shared experience (e.g., newcomers to Canada), place-based (e.g., a neighbourhood), population-based (e.g., youth), environmental (e.g., specific habitats or ecosystems) or other characteristics. (Suggested maximum 100-250 words)

## 12. Results

- a. Please share 1-3 impacts this funding will have on your project or organization, and the communities you serve.

**Description:** The Victoria Foundation is interested in understanding the anticipated impacts of this funding request on your organization and the communities you serve. Funding impacts are the effects or influence that a grant may have. Organizational impacts include things such as effects on your staff team, volunteers, infrastructure improvements, processes, governance and

so on. You may also anticipate impacts on the communities you serve, such as greater service availability, improved health and wellness, greater inclusion, safety or other impacts. There is no “wrong answer” here – we hope to understand what the most valuable impacts to your organization and community this funding will have. (Suggested maximum 100-250 words, numbered list preferred)

### 13. Timeline

|                           |  |
|---------------------------|--|
| Funding Start Date        |  |
| Estimate Funding End Date |  |

**Description:** The timeline for funding may start no earlier than February 1, 2026. There is no recommended funding end date; this is based solely on the needs of your organization. However, as an annual grant program, funding is intended to be spent within approximately 12 months of your funding start date. 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. Therefore, your chosen end date will not impact your eligibility to apply for funding again in next year’s Community Grants Program.

### 14. Demographics

- a. Please describe the community you serve, including demographic information. Who will benefit from this grant specifically? If this data is available, please share how many people you estimate will be directly impacted and indirectly impacted as a result of this funding.

**Description:** Organizations requesting support to work with local Nations must already be in communication with them. (Suggested maximum 100-250 words)

### 15. Geographic areas

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

**Description:** As a regional funder, we need to understand where the Victoria Foundation's funding will have impact. 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.

### Geographic areas

|  |                                                     |
|--|-----------------------------------------------------|
|  | 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                                         |

## 16. Budget

**Description:** In lieu of a formal budget submission, in this section we are looking to understand how you plan to use this funding within your organization. Additionally, we would like to learn more about the financial health and well-being of your organization. To help you complete this section we have provided some guidance on how much information would be helpful for Victoria Foundation reviewers to successfully understand your organization's request and needs.

Note: For requests from non-qualified donees applying as an intermediary, please answer the budget section from the perspective of both organizations.

### a. Please describe how you plan to spend this funding.

**Description:** Please describe the key expenses you anticipate using this funding for. If you are uploading a budget file, feel free to indicate, (e.g., "see attached budget"), in lieu of a written response. (Suggested maximum 100 words).

- b. For the area of work that you are applying for, please describe other key revenue sources.

**Description:** Please describe other key sources of income that will support the work you are applying for. For example, are there other potential or confirmed sources of income that will also support this project or general operating request? Can you confirm any in-kind contributions, including volunteers or donations, that will support this funding request? If you do not have any other confirmed or in-kind sources of revenue, please confirm that too. If you are uploading a budget file, feel free to indicate, e.g., "see attached budget", in lieu of a written response. (Suggested maximum 100 words).

- c. Please describe your organization's financial need for this funding.  
(Suggested maximum 100 words)
- d. Are there any significant changes to your organization in the last year that you would like share? For example, a significant change may include a change to your senior leadership positions (ED, CEO, Board Chair), or a budget variance of +/- 25 per cent. If there are no significant changes, then please note "N/A" for this question. (Suggested maximum 100 words)

**Budget upload (optional):** If you have an existing budget that would support your funding request, you can upload it here. This decision will not impact the review of your request. (Upload will support: pdf, excel or jpeg.)

## **Attachments section**

**School letters of support:** 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).

**Organizations involving environmental restoration:** Organizations must provide documentation if your funding request requires approvals for waterway and/or land use changes.

**Financial statement upload (for new applicants only):** If you are a first-time applicant, please upload a recent organizational financial statement, audited preferred within the last 12 months. Granting staff can find some information on the Canada Revenue Agency website, but it is not always up to date.