

ACTION Mini-Grant Guidelines

Vancouver General Hospital (VGH) Trauma Services and Vancouver Coastal Health (VCH) Community Investments is excited to announce the **2025 ACTION Mini-Grants** – a funding opportunity for innovative community-driven projects, partnerships and initiatives that promote the prevention of injuries in the VCH region. ACTION Mini-Grants range from \$500 to \$2,500 in value.

Priority Funding Areas

ACTION Mini-Grants are available to non-for-profit organizations, local governments and Indigenous communities for projects, partnerships and initiatives that serve residents in all or parts of the Vancouver Coastal Health region (Vancouver, Richmond, North Shore, Sunshine Coast, Powell River, Sea-to-Sky, Bella Coola Valley and/or Central Coast). While projects aiming to prevent all types of injury are eligible, priority will be given to initiatives that address at least one of the following provincial priority areas:

- Transportation-related injuries (young drivers, pedestrians, cyclists, motor vehicle occupants)
- Senior falls
- Youth suicide and self-harm

Funding Principles

ACTION Mini-Grants fund initiatives that:

- **LAST** – your project has a good chance of living on after the funding ends.
- **MAKE A DIFFERENCE** – your project will broadly impact your community in a positive way.
- **SUPPORT COLLABORATION & PARTNERSHIP** – your project will encourage diverse groups to work together toward a common goal.
- **REDUCE INJURIES** – your project will reduce the risks and impacts of injuries through education, awareness and/or action.
- **ACT UPSTREAM** – your project is aimed at the root causes of injury. In many cases, upstream action addresses social, cultural, economic and/or environmental conditions.

Other Funding Criteria

- Applicants must be a registered non-profit society, local government or First Nation in British Columbia with an independent, active governing body (e.g., Board of Directors, Municipal Council, etc.) and be in good fiscal, operational and administrative standing.
- All proposed activities must be completed, and all funding spent, before **August 31, 2025**.
- ACTION Mini-Grants are awarded as one-time-only funding. Previous recipients of ACTION Mini-Grants may apply again but for a different initiative, or for an enhancement or expansion to a previously funded initiative.
- Eligible expenses can include labour and non-labour expenses related to the delivery of the injury prevention initiative. Grants do not cover research, capital expenditures, ongoing operational expenses, direct welfare supports, or services that clearly fall under the mandate of other government bodies.
- Grant recipients must complete a final Activity and Expenses Report by **October 31, 2025**. These reports must be completed using the templates and forms provided by VCH. Submitted reports and accompanying materials become the property of Vancouver Coastal Health. Reports enable VCH to explain how and where the funds were used, and its impact on communities.

Questions?

If you have any questions about the ACTION Mini-Grants, please do not hesitate to contact VCH Community Investments at 604.714.3780 or CominvestApplications@vch.ca.

Application Deadline

Applications must be received **by email before 5:00pm on October 25, 2024**. Successful applicants will be notified in December 2024, and funds will be released in January 2025. **Please email your completed application to CominvestApplications@vch.ca**. Thanks and good luck!

APPLICATION

STEP 1: Basic Information

Name of Organization:		
Mailing Address:	City:	Postal Code:
Contact Person:	Contact Phone:	Contact Email:
Project Name:		Total Requested Amount:
<p>Which of the BC Injury Prevention Priorities does your initiative address? Check all that apply.</p> <p><input type="checkbox"/> Transport-related injuries <input type="checkbox"/> Seniors falls <input type="checkbox"/> Youth suicide and self-harm <input type="checkbox"/> Other</p>	<p>What is (are) the target group(s) for your injury prevention initiative?</p>	
<p>Provide a brief description of your group/organization:</p>		

STEP 2: Project Information

You may choose to complete this section (Part B) of the application form in an alternative format including videos or audio recordings. If you choose a video or audio recording please make sure to answer all questions below and include this in your email submission. Please contact ComminvestApplications@vch.ca if you require assistance or have questions.

Describe the goals of your injury prevention initiative. How does your initiative align with one (or more) of the BC Injury Prevention priorities? (Seniors falls prevention, transport-related injuries, and/or youth suicide and self-harm prevention).

How did you determine there was a need for this project? Please reference any data, past needs assessments, reports, or research, etc. to support your answer.

Describe the steps you will take to implement your initiative. Please provide details.

Which groups or organizations (if any) will you be partnering with for your injury prevention initiative? Please provide details.

What long term impacts do you anticipate your project will have on injury? Do you plan to sustain (continue) this injury prevention initiative beyond this grant funding? How?

Step 3: Project Budget

	Amount (\$) being requested as an ACTION Mini- GRANT	Amount (\$) secured from other sources Please specify source(s) of funding or in-kind contributions in "Notes" column.	Notes (e.g., additional details, additional breakdown, etc.)
Project Staffing Costs (e.g., Program Coordinator, Assistant, contracted service, etc.). Please specify below.			
Project Supplies/Services Please specify below.			
Other Project Costs Please specify below.			
<u>TOTAL PROJECT COSTS</u>	TOTAL Amount (\$) being requested as an ACTION Mini-GRANT	TOTAL Amount (\$) secured from other sources	
Any additional explanatory notes you would like to include regarding your project budget?			

STEP 4: Submit your application.

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