



Vancouver Historical Society

Box 3071, Vancouver, B.C. V6B 3X6
www.vancouver-historical-society.ca

Vancouver Historical Society Special Project Funding Guidelines

The Vancouver Historical Society (VHS) mission is to stimulate public interest in history in general and in Vancouver history in particular. The VHS carries out its mission by organizing eight relevant lectures per year, organizing field trips, managing an information line, website, and social media platforms, and publishing nine newsletters per year. While the VHS is not a grant-giving organization, special projects are occasionally considered when funding is available. These have included supporting books, a video, and historic interpretation panels. Principles and procedures for VHS funding of special projects are listed below.

- Proposals for grants of up to \$1,000 can be submitted to presidentvhs@gmail.com
- VHS may consider grants for projects submitted by individuals, but preference will be given to projects that are supervised by institutions whose mandate and proposed project are in line with, or complementary to, the VHS mission.
- Preference will also be given to projects that have secured funding from other sources in an amount equal to or greater than the funds requested from VHS.
- If a project is funded, the applicant will submit to VHS a brief report of up to two pages, within two weeks of project completion, which outlines use of VHS funds and project results.
- If the funding results in publication VHS funding will be credited.
- Two copies of the final product, such as a report or book, will be presented to VHS.
- If projects are funded through bequests, VHS will inform the donor's family or trust and when feasible a copy of the product will be sent to the bequest contact.

Ineligibility

- Projects that require storage of documents.
- Projects that require research, supervision, proposal writing or other similar key responsibilities by VHS Board Members.

Process

The applicant will complete a brief proposal (see appended proposal form).

A standing project review committee headed by the VHS Vice President and including two Board members will meet as needed to review proposals. If relevant criteria are met, a recommendation will be sent to the VHS Board which has the authority to approve projects.

If the project is funded a Board member will be appointed as project liaison to ensure project funding terms are met.



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VHS Project Proposal Form

1. Basic information

1.1 Applicant

Name of applicant	Title
Email	Telephone number

1.2 Partnering Institution if any

Name of partner institution	Name and title of project supervisor
Email	Telephone number

2. Project description

2.1. Project Objective

Briefly describe the objective.

2.1 Background and justification

Briefly explain the rationale for the project, relevance to VHS, and relevant applicant experience.

2.3 Linked projects

Briefly describe earlier related activities and explain any connection with this project. Mention any relevant current activities being undertaken by other parties.

3. Activities/Approach

Describe in point form key activities planned to achieve the objective.

4. Expected Outcomes

Describe in point form expected outcomes/results.

5. Budget

Total cost: Breakdown of VHS funding requested, and any additional funding amounts and sources requested or secured.

6. Implementation schedule

Insert table with a calendar of key activities.