

Vancity Social Enterprise Leadership Bursary Fund 2010 – GUIDELINES AND APPLICATION PACKAGE

Introduction

As part of its commitment to strengthening communities, Vancity aims to facilitate the development of successful social enterprises in BC that combine environmental, social or economic **mission-related** goals with revenue generation. To achieve this aim Vancity invests resources in building individual social enterprises, strengthening the social enterprise sector, increasing access to capital and consumer markets, and creating an enabling environment.

Vancity has created the **Social Enterprise Leadership Bursary Fund** to enhance the success of social enterprises and to strengthen the social enterprise sector by supporting professional development and capacity building of social enterprise leaders and managers.

The Fund will provide financial assistance to support social enterprise leaders and managers to attend conferences, workshops and other learning events that will build their knowledge and skills related to the operation, management and growth of social enterprises.

Specific Goals

- Build the individual skills, knowledge and capacity of social enterprise leaders, management and staff
- Enhance the viability, success, and mission-related results of social enterprises that Vancity has supported
- Strengthen the social enterprise sector, through improved networking and sharing of learning and knowledge

Who is eligible to apply?

The fund is open to individuals from organizations that have received funding or financing for social enterprise activities from Vancity and/or the Enterprising Non-profits Program (enp) and are currently engaged in the development and operation of a social enterprise¹. (Grants are disbursed to the organization)

Eligible Activities and Events

Vancity will accept applications for conferences, workshops and short courses and other learning events that will build the knowledge, skills and capacity of social enterprise leaders to develop and manage their social enterprises and/or co-operative ventures. Learning events can be related to general social enterprise, cooperative and business development and management and/or can be specific to the industry or business that the social enterprise is engaged in. *See below for a list of events we have identified that may be of interest.*

If you are unsure whether a learning event would qualify, please call us to discuss the particular event.

Vancity will support up to 50% of the total costs of attending a learning event. Allowable expenses include transportation, accommodation, food and attendance fees.

¹ Bursaries may be available to organizations that have not been funded by Vancity, but have a strategic relationship with Vancity or have received technical assistance and/or other types of support from staff in the Vancity group of companies. Please contact us before you apply if you have questions about eligibility.

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Application Process and Selection Criteria

Calls for applications will be circulated twice a year (typically in February and September), and selection decisions will be made by a review committee soon after the submission deadline.

Applications will be reviewed by a committee of Vancity staff engaged in social enterprise development activities.

Selection criteria include:

- The relevance of the learning event/conference topic areas to the individual's job and the needs of the social enterprise
- The potential benefit of the learnings to the social enterprise / parent non-profit organization
- The ability of the individual to share learnings within the community and within the social enterprise and associated non-profit organization
- The capacity of the social enterprise/non-profit to support this professional development (e.g. matched contribution)
- The ability of the individual/social enterprise to play a leadership role in the community in supporting social enterprise development and operations and sharing of best practices and innovative models

Charitable Tax Numbers

Please note that funds will only be disbursed to organizations with charitable registration numbers. If your organization does not have charitable status, you may provide a sponsoring organization however you will need to include an agency agreement with your application².

Reporting Back

Successful applicants will be required to report back on learnings from the event through an on-line survey (web link will be provided), and may be asked to participate in a “lunch and learn” event related to social enterprise.

To apply fill out the attached application form and return by email to Annie White at annie_white@vancity.com

Application Deadline: February 26, 2010

Please submit your application well in advance of the event you wish to attend.

***Be sure to apply now for events occurring before November 1st, 2010
as the next grant round is September 2010.***

² According to the federal *Income Tax Act*, the Vancity Community Foundation can only make grants to Canadian registered charities and other “qualified donees.” Projects being proposed by non-profit organizations without charitable status will only be considered where there is a formal contractual relationship between the agency undertaking the project and the eligible charity that can receive and administer the grant. Please contact us for an example of an agency agreement.

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How do I apply?

- Use the application template provided and only provide the requested information
- Provide applicant and enterprise information (Question 1 & 3)
- Demonstrate organizational support (Question 2)
- Describe the learning event and demonstrate the benefits of participation (Questions 4 to 7)
- Indicate financial assistance required for registration (Question 8 & 9)
- Please ensure your application is **no more than 4 pages**

1. Applicant Information (Note: Funds will be disbursed to the organization, not the individual applicant. Bursaries are not transferable within the organization - the individual applying must attend the event)

a) Name of Individual:

b) Name of Social Enterprise/Cooperative

c) Name of Parent Non-Profit (if applicable):

b) Position / Role in the Social Enterprise:

c) Mailing Address:

City:

Province:

Postal Code:

Telephone number:

Fax number:

d) Email Address:

e) Charitable tax number and/or Society number:

f) If this charitable tax number is that of a sponsoring organization, please provide the name of the sponsoring organization:

Have you included a letter of confirmation from the sponsoring organization: Yes or No

2. Organizational Support

Does the Executive Director (or if you are the Executive Director, your board) support you to attend this learning event?

Executive Director or Board contact: name, title, email address, telephone number:

3. Describe the current involvement of your organization with social enterprise:

a. **Are you currently operating or in the process of developing a social enterprise?** What stage of development or operation are you at? How long have you been operating the enterprise?

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- b. **Please describe your social enterprise briefly.** What is the product/service? What is the mission of the enterprise? Key achievements? What do you see as the major opportunities, challenges or issues to address in the upcoming year? What is your role in operating and moving the enterprise forward?

4. Learning Event Details:

- a. Event name, location and date:
- b. Event description - describe the event, including theme and/or topics, target audience, and relevance to social enterprise/business development. (Please attach any background documents related to the event and include the website link for the event, if not one of the events listed below).
5. Describe **why you want to attend** this learning event and its relevance to your work in the organization? What knowledge, skills and/or information are you hoping to gain through participation in this learning event?
6. How will participation in this event/conference benefit your social enterprise and/or your organization?
7. How will you share the learning that you gained through the event with other social enterprises and relevant organizations?
8. To assist in determining the level of support please complete the following information:

Estimate of Expenses:

a. Event Fees/Tuition	\$
b. Airfare	\$
c. Food & Accommodation	\$
d. Ground Transportation	\$
e. Other	\$
TOTAL	\$
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Amount Contributed by your Organization	\$
Amount Contributed by yourself (if applicable)	\$
Amount of Financial Support Required	\$
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9. Deadline for registration and/or travel arrangements (or please provide a date by which you would require confirmation of approval of the bursary request).

Applications can be sent by email to annie_white@vancity.com or mailed to:

Vancity Community Foundation
510-815 West Hastings,
Vancouver BC V6C 1B4

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Contact Annie White at 604.877.6580 or by email for any further information.

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Conference / Learning Events Related to Social Enterprise

Applicants are invited and encouraged to identify learning events that meet their personal professional development requirements and the needs of their social enterprises. However, the following are events that we have identified as being of interest to some in the social enterprise field.

Small Business BC

Year Round seminars: Small Business Centre, Vancouver, BC

www.smallbizeducation.ca/seminars.php

Whether you're at the thinking, launching or growing stage of your business, you may benefit from a range of information-packed business seminars, facilitated at their downtown Vancouver training facility. Download the [full list of seminars](#) in PDF format.

For workshops registration information <http://www.smallbizeducation.ca/seminars.php>

Social Enterprise Summit: Social Enterprise World Forum

A new Approach for a New Economy: Realizing the potential of Social Enterprise

April 28-30, 2010. San Francisco, CA

<http://www.se-alliance.org/summit.cfm>

A new sector is emerging with the primary purpose of addressing social, environmental and economic challenges of our time. The growth of social enterprise has the potential to be a defining innovation of this century. Don't miss this international forum advocating for increased social impact through social enterprise. Join over 500 social entrepreneurs in San Francisco to learn, grow, be inspired, make new connections from around the globe and become part of this expanding movement.

2010 National CED Conference

May 30 – Jun1, 2010 Ottawa, Canada

<http://www.ccednet-rcdec.ca>

Each year, the Canadian CED Network holds a national conference to bring together those who support community-based efforts to improve social conditions and create economic opportunities in Canada and beyond. Contact Lydia Giles for developing information: lgiles@ccednet-rcdec.ca

Social Venture Institute

September 15-19, 2010. Co-sponsored by Hollyhock Institute

<http://www.hollyhock.ca/cms/svi.html>

Join business leaders and social entrepreneurs at the Social Venture Institute (SVI) for an intensive, interactive look into how to face the day-to-day challenges of running a social enterprise.

For more information: <http://www.hollyhock.ca/cms/OnlineCatalogue.html>

Social Change Institute

September 20-24, 2010. Co-sponsored by Hollyhock Institute

<http://www.hollyhock.ca/cms/svi.html>

Join mission-based entrepreneurs for a dynamic gathering to share goals, challenges and successes. Social Venture Institute (SVI) has created a confidential and supportive environment with inspiring mentors and a practical, problem solving five day business school. Take advantage of this opportunity to fine-tune your strategies and build long-lasting relationships with peers and mentors. Get direct feedback for your current challenges from a faculty of successful, socially responsible enterprise leaders. Hear inspiring "True Confessions"—personal stories from leading entrepreneurs and their struggles to reach success combining social mission with business. This program is for CEOs and leaders of established small companies and non-profit enterprises. Pre-

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approval is required prior to registration; apply at svi@renewalpartners.com. Enrollment is limited and priority will be given to second-stage entrepreneurs.

Hollyhock: Various Programs

<http://www.hollyhock.ca/cms/OnlineCatalogue.html>

Courses for Community Economic Development Professionals

Various courses offered throughout the year

<http://www.sfu.ca/cscd/ced/coursedates.htm>

Courses are participatory and hands on, taught by practitioners who have experience in the field and know how to communicate their knowledge with enthusiasm. Courses are delivered in Downtown Victoria and Downtown Vancouver.

Contact certced@sfu.ca for more information.

The Centre for Non-Profit Management

Various courses offered throughout the year

<http://www.cnpm.ca/>

The Centre for Non Profit Management (CPNM) builds leadership and management capacity in the non-profit sector. They work with executive directors, boards and staff to provide training, conduct research, and prepare resources and materials. Their ultimate goal is a creative and well-run non-profit sector that engages in open dialogue with governments as funders and authors of public policies affecting non-profits.

For workshop information: <http://www.cnpm.ca/sect3.htm>

Volunteer Vancouver (*Vantage Point*) Workshops

Various workshops offered throughout the year

www.volunteervancouver.ca

Volunteer Vancouver offers a variety of capacity building opportunities for those engaged in the not-for-profit sector. Targeted not-for profit workshop learning opportunities on current issues and topics are scheduled throughout the year. **For workshop information:**

<https://www.netforumondemand.com/eWeb/DynamicPage.aspx?Site=vv&WebCode=EventList>

BCIT School of Business

Various Business Programs offered throughout the year

BCIT business courses <http://www.bcit.ca/path/business/programs/>

Environmentally Focused Learning Events

For those looking for a chance to grow your environmental capacity, check out the following;

Ecotrust's Climate Smart Workgroups

http://www.ecotrust.ca/services/enterprises/climate_smart

Metro Vancouver's Sustainability Breakfast Series

Date: Third Wednesday of each month 7:30 - 9:00

Link: <http://www.metrovancouver.org/region/breakfasts/Pages/default.aspx>

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Metro Vancouver's Sustainability Dialogues

Date: Ongoing

Link: <http://www.metrovancouver.org/region/dialogues/Pages/default.aspx>

Light House Sustainable Building Centre Guest Expert Series

Date: Each Saturday

Link: http://www.sustainablebuildingcentre.com/events_home

Hollyhock presents as part of its Lunchtime Lecture Series in Vancouver

Link: <http://www.hollyhock.ca/cms/lectureseries.html>

Deadline: February 26, 2010

As our next bursary application process will be in September 2010, be sure to submit your applications now if you would like to attend an event prior to November 1st, 2010.