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| **SUBMISSION Instructions**  Submission Deadline: **Friday March 30, 2018 at noon** |

1. Please ensure the application is saved in Word Format. This file should include Section A, B, and C. A typical application is 7 -10 pages when completed. You may delete the instruction pages (pages 1-2) of the application before submitting. Please save the budget form, letters of support, and any other relevant supporting documents separately. Please do not save any files in PDF format.
2. When completing Section B – Proposal Narrative, please use the questions in red to guide you. Please delete all red text before submitting your proposal.
3. Please email your full proposal to SurreyHomeless@vancity.com. **Your submission should include the following attachments:**

* Section A – Organization Information
* Section B – Application Information
* Section C – Proposal Narrative Section A, B, C and D submit as one word document
* Section D – Timeline/Work Plan
* Budget form (separate excel template)
* Cash flow projection/operating budget (if requesting capital funding under key priority: creating beds)
* Audited financial statements (most recent)
* Letters of support (optional)
* Other supporting documents (if advised by SHHS staff)

*Please contact Letizia Romei if you have specific questions: 604-709-4775 or* [*letizia\_romei@vancity.com*](mailto:letizia_romei@vancity.com)

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| **Proposal Evaluation CRITERIA** |

The Surrey Homelessness and Housing Society Board of Directors will be considering the following criteria when reviewing your submission:

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| **A. Alignment and Impact**  **1. Alignment with overall goals of the Surrey Homelessness and Housing Society funding mandate.** |

* Will this project reduce homelessness and increase access to housing within the City of Surrey?
* Does the project address this issue in a way that is likely to contribute to a permanent community change for the better?
* Will the project create a new model for community-based activity and if so, will there be opportunities for others in the future to adapt/adopt this model?

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| **2. Relevance and potential impact** |

* How will the project contribute to permanent and lasting change?
* How will the project impact homelessness in Surrey?
* How will the Surrey Homelessness and Housing Society be recognized for its support?

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| **3. Financial and technical viability/long term sustainability** |

* Is the project likely to be financially self-sustaining in the medium to long term (3-5 years)?
* Has the organization developed a plan to address sustainability in this time frame?

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| **4. Use and value of Grant** |

* Does the grant leverage other funding? If so, what percentage of other funding?
* Does the grant fill a critical funding gap?

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| **B. Project Efficacy** |
| **1. Budget** |

* Is the preliminary budget realistic and achievable? What portion (%) of the total project budget is requested from Surrey Homelessness and Housing?
* What other funds (cash and in-kind) from outside sources have been secured for the project and in what amount?
* Has the organization itself committed funds (cash and in-kind) to the project and in what amount?
* Does the cash flow projection/operating budget demonstrate project sustainability/feasibility (capital project)?

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| **2. Timeline/work plan** |

* Is the timeframe for the project realistic and achievable?
* What, if any, feasibility and/or planning has already been undertaken towards this project?

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| **3. Partnerships** |

* What key partner organizations are involved in the project and what is their involvement/contribution?
* Has there been consultation about the project at relevant tables such as Surrey Homelessness and Housing Task Force?
* Are these the logical partners for the project or are there “missing” partners? (I.e. organizations you would have expected to be on board but are not currently a partner.)
* If this project is to be undertaken through a partnership, has a legal and governance structure for this partnership been developed? Does the partnership have a history of cooperation and success?

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| **C. Organizational Capacity** |
| **1. Organizational information** |

* Is the proposed project consistent with the mandate and programs/activities of the organization?
* Does the organization have experience in the area it is proposing?
* Does the organization have the capacity to successfully undertake the project?

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| **2. Organizational financial capacity (review of Financial Statements)** |

* Are there any financial anomalies, i.e. large debts, notes on the financial statements etc?
* What are the current funding sources for the organization?
* How diversified are these funding sources?

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| Office use only: | Date received | App. ID# |

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| **SECTION A – ORGANIZATION INFORMATION** | | | | | | | | | |
| **A. basic Information**  **1. Organization Name:** | | | | | | | | | |
| **2. Address:** | | | **3. City:**  . | | | | | | **4. Province:**  **BC** |
| **5. Postal Code:** | | | **6. Org. Website:** | | | | | | |
| **7. CRA Charitable Tax Number:** | | | | **8. Society Registration Number:** | | | | | |
| **B. Contact Information** *(staff person submitting application)* | | | | | | | | | |
| 1. **First Name:** | 1. **Last Name:** | | | | | | **3. Title:** | | |
| **4. Telephone #:** | | | | | | **5. Fax #:** | | | |
| **6. Email Address:** | | | | | | | | | |
| **C. Project Basics**   1. **Project Name:** | | | | | | | | | |
| 1. **Amount Request:**   **$** | | 1. **Funds Raised to Date:**   **$** | | | | | | 1. **Total Project Budget:**   **$** | |
| 1. **Project Start Date:** | | | | | 1. **Project End Date:** | | | | |
| **SECTION B – APPLICATION INFORMATION**  **Please respond according to the key priority your application addresses.** | | | | | | | | | |
| **Key Priority: Creating Homes** | | | | | | | | | |
| 1. **A) Type of Housing:**   Transitional and short-term units  Permanent or long-term supportive units  Mixed use housing – Supportive and Other  Other: (please describe)  **B) How many units of each of the above will be created or restored?**   * # Transitional/short-term * # Permanent/long-term * # Mixed use, please describe: * # Other, please describe: | | 1. **Capital Activities:**   Pre-development  Facility Construction  Facility Renovation, Expansion or Repurpose  Other: (please describe) | | | | | | 1. **Support Services Available On Site:**   Addictions  Abuse  Employment and Lifeskills  Eviction  Mental Health  Outreach  Other: (please describe) | |
| 1. **Approvals/Permits Required:**   Development Permit  Building Permit  Rezoning  Environmental Assessment  Other: (please describe) | | 1. **Location Proposed:**  * Unit Number: X * Street Number: X * Street Name: X * City: Surrey * Province: British Columbia * Postal Code: X | | | | | | 1. **Ownership:**   Own  Lease Arrangement  Rental Agreement  Other: (please describe) | |
| **Key Priority: Homelessness Services** | | | | | | | | | |
| 1. **Innovative and emerging projects:**   Service Model Evaluation  Employment Development  Support Services Program  Other: (please describe) | | | | | | | | | |
| **Key Priority: Capacity Building** | | | | | | | | | |
| 1. **Coordinating Initiatives:**   Create increased efficiency through service coordination among organizations  Promote collaboration to leverage increased funding from other sources  Increase sector knowledge and ability to respond to homelessness in Surrey (service needs/gaps)  Other collaborative projects: (please describe) | | | | | | | | | |
| **Key Priority: All**  **Questions #1-3 below address target populations and demographics. These may be applicable to all priorities. If not applicable to your project, please answer “N/A”.** | | | | | | | | | |
| 1. **Target Populations:**   Homeless Individuals  Individuals At Risk of Homelessness  N/A | | 1. **Ages:**   Children  Youth  Adults  Seniors  Other: (please describe)  N/A | | | | | | 1. **Other Target Populations:**   Indigenous/Aboriginal People  Families  Veterans  Immigrants or Refugees  Women fleeing violence  People living with addictions  People living with mental health issues  Other: (please describe)  N/A | |

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| **SECTION C – Proposal Narrative** |

Please complete each heading below by deleting the red text and inserting your own answers. The red text below is provided as a guideline for your narrative. **PLEASE DELETE ALL RED TEXT BEFORE SUBMITTING YOUR PROPOSAL.**

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| **A. organizaitonal information** |

1. Please provide a 250 word description of your organization

* When was the organization founded and what is your mandate
* What are the major activities your organization undertakes to achieve its mission?
* How many full and part-time staff does your organization have?
* What services does your organization provide to those facing homelessness in Surrey?

1. Please list the names and roles of your Board of Directors:

* Name: Role

1. How does the proposed project fit with the mandate of your organization?

* What is your organization’s experience in the area it is proposing?
* How will this project affect your staff complement? For example, do you have a hiring plan/timeline in place for an increase in staffing?
* What are the skills and experience of the staff responsible for this project?

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| **B. Project description/rationale** |

1. Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Provide a concise description of the project including:

* What is your ultimate project goal?
* What are your project objectives and intended outcomes?
* Who is the project designed to serve?
* Where will the project be located?
* How does this project address a priority area of Surrey Homelessness and Housing Society’s funding mandate?

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1. Describe the project rationale:

* What need, gap, problem or opportunity does this project address?
* If possible, highlight research or evidence that demonstrates the need and interest in this project.
* Please describe any work undertaken to date towards this capital project. This may include completion of a feasibility study, architectural plans, permit approvals, zoning approval etc.
* Please provide additional supporting documents that demonstrate the work that has already been undertaken, if applicable.

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| **C. Financials and budget** |

* Describe how the Surrey Homelessness and Housing Society funds will be used.
* Provide audited financial statements for the previous two years.
* Provide a projected cash flow plan or business plan if relevant to the project.
* Complete and submit the separate budget excel form as part of your proposal.

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| **D. Partnerships** |

* List the key partner organizations involved in the project.
* Please include any documentation of partnerships, including MOUs and letters of support.
* Discuss community support for this initiative and the process that was undertaken to ensure community support and engagement.

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| **E. Sustainability Plan** |

1. Please describe your sustainability plan, including:

* What are your expected sources of ongoing funding to ensure the sustainability of this project?
* If this project will not continue after Surrey Homelessness and Housing Society funds are used, what is the plan to wrap up the project?

**SECTION D – TIMELINE/WORK PLAN**

**Please note: this section should align with your budget and with the activities you selected in Section B. Please feel free to continue this work plan on an additional page if needed.**

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| **Start Date**  **DD-MMM-YYYY** | **End Date**  **DD-MMM-YYYY** | **Activities/Strategies**  *How will this be accomplished?* | **Deliverable/Outcome**  *What is the deliverable and/or impact – how will you measure if you have achieved your outcome?* |
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