



## Grant Proposal Review Guide

### Alignment with Goals of the Surrey Homelessness & Housing Fund

- Will the project reduce or prevent homelessness and increase access to housing within Surrey?
- Does the project serve priority populations?
- Does the project address the Key Priority(ies) in a way that will 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/potential to scale-up or for others to adapt/adopt this model in the future?

### Impact

- How will the project contribute to permanent and lasting change?
- How will the project impact homelessness in Surrey?
- How will the project fill a critical gap/need?
- Does the grant leverage other funding, and if so, what percentage of other funding?
- How will SHHS be recognized for its support?

### Organizational Information

- Does the organization qualify?
- 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?

### Partnerships

- Partnerships are not mandatory but are considered in the overall scoring.
- What key partner organizations are involved in the project and what is their involvement/contribution?
- Has there been consultation about the project at relevant community tables or others?
- If the 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?
- Is there an MOU to outline the partnership responsibilities?
- Are there any other documents to confirm/detail the partnership/other funding?

### Sustainability

- Is the project likely to be financially self-sustaining and continue in some form (3-5 years)?
- Has the organization developed a plan to address sustainability in this time frame?

### Activities

- Are the activities and timeline for the project realistic and achievable?
- What, if any, planning has already been undertaken towards the project?
- Are the expected outcomes/targets clear, measurable, and achievable?

### Budget Considerations

- Is the budget realistic and achievable?
- Does the budget provide details regarding the different expenses that align with the project objectives, activities, and timeline?
- What portion (%) of the total project budget is requested from SHHS?
- What other funds (cash and in-kind) from internal/external sources have been secured for the project?
- Does the cash flow projection/operating budget demonstrate project feasibility (capital project only)?