



Annual Granting Program 2010 Call for Letters of Intent Guidelines

The Surrey Homelessness and Housing Fund is pleased to announce a **Call for Letters of Intent** from non-profit organizations for projects that address the housing and/or service needs of the most vulnerable of Surrey Citizens - those who are homeless or at risk of homelessness.

During our 2010 grant round we will have approximately \$265,000 available in grant funding and hope to fund between two and six projects.

Established in 2007 with initial seed funding of \$9 million from the City of Surrey Affordable Housing Reserve Fund, the Surrey Homelessness and Housing Fund provides financial support to organizations and projects that work towards reducing homelessness and increasing access to housing for the most vulnerable populations in Surrey.

The Fund aims to foster Surrey Solutions for Surrey Homelessness and Housing and has a vision of the City of Surrey where *"Everyone has a home."*

Our Mission is to raise, manage and distribute funds to support programs, projects and initiatives to make a difference in the lives of people who are homeless or at-risk of homelessness in Surrey.

The Surrey Homeless and Housing Society is committed to creating positive change through strategic leadership.

Our Goals are:

1. Making strategic financial investments in programs, projects and initiatives that have a significant impact on homelessness in Surrey;
2. Increasing the funds available for investing in community programs, projects and initiatives;
3. Being a leader in addressing the needs of people who are homeless, or at risk of homelessness in Surrey;
4. And, operating efficiently while effectively governing the Surrey Homelessness and Housing Society.

Funding Priorities for the Annual Granting Program

The Housing and Homelessness Fund has approximately \$265,000 available and is hoping to fund two to six projects that:

1. Address key priorities along the continuum of needs related to homelessness and access to housing, including
 - a) Capital funding for projects that create new
 - transitional housing units, for adult men and women, women leaving the sex trade, youth and culturally appropriate/specific.
 - supportive short and longer-term housing units for persons with mental health and other issues such as concurrent disorders (mental illness and addiction).
 - Affordable housing units, for single parents, First Nations,

Applications will be accepted for any phase of the project, from feasibility, predevelopment to construction. These projects could be related to the construction of new facilities or the purchase and renovation of existing buildings/properties.

- b) Operational Funding for projects that provide:
 - Homelessness prevention services.
 - Support services.

The fund does not provide ongoing program funding, but is very interested in innovative projects, including pilot projects that test models of intervention that may have a significant impact and can be replicated as well as short-term projects with clear start and end dates.

- c) Capacity building and coordination initiatives that:
 - Create increased efficiencies through service coordination among organizations.
 - Identify gaps in services and housing needs.
 - Promote collaboration to leverage increased funding from other sources.
 - d) Other emerging needs that support the goals and objectives of the Surrey Homelessness and Housing Fund.
2. Demonstrates financial viability and the potential for long-term sustainability.
3. Demonstrates collaboration and thorough consultation with stakeholders.
4. Leverages additional funding from government, business and/or foundations.

Eligibility Criteria

Organizations and projects that are eligible for funding include:

1. Charitable organizations and registered societies, or for-profit entities that are working in partnership with a charitable organization and have a written agreement.
2. Projects addressing issues and gaps related to homelessness and access to housing and that are based in and provide direct benefit to Surrey and Surrey residents. Project must be physically located in Surrey.

Organizations and projects that are not eligible for funding include:

1. Organizations without a charitable tax status number.
2. Fundraising activities
3. Retroactive funding
4. Conferences
5. Deficit funding
6. Core/operational funding
7. Services or facilities that are not in compliance with municipal licensing and zoning requirements.

Application Process and Timelines

Interested applicants are invited to submit a Letter of Intent, using the form provided at www.surreyhomelessnessandhousing.org.

Letters of Intent will be reviewed by the Grant Committee of the Surrey Homelessness and Housing Society against the Fund's priorities and evaluation criteria. Successful applicants will be invited to submit full proposals, and will be provided with an application format, guidelines and support at that time.

Full proposals will be reviewed by the Grant Committee and the Board of Directors of the Surrey Homelessness and Housing Society.

The following is the timeline for this grant round:

Important Dates

Activity	Dates	Time
Announce Call for Proposals	Tuesday, April 6, 2010	12:00 pm
Deadline for LOI Submission	Friday, April 30, 2010	4:00 pm
Issue Invitations for Submission of Full Proposals	Friday, May 14, 2010	4:00 pm
Deadline for Full Proposals	Friday, June 25th, 2010	4:00 pm
Awarding of Grants	Friday, July 30th, 2008	4:00 pm

Any questions can be directed to:

Vera LeFranc, Program Coordinator
Surrey Homelessness and Housing Fund
c/o Vancity Community Foundation
510-815 West Hastings Street
Vancouver, BC, V6C 1B4
Email: vera_lefranc@vancity.com
Tel: 604.340.2839

Evaluation Criteria

Each LOI will be assessed according to the following criteria.

1. Required Information:

Is the required information complete? Does the applicant have a valid charitable tax status number, or are they being sponsored by an organization with a valid charitable tax status number? Do they indicate that they are in compliance with municipal licensing and zoning requirements?

2. Overview of the Organization:

Does the organizational mission and mandate fit with the intended project? Does the organization work with specific target populations within the City of Surrey? Does the applicant have the experience and expertise to carry out the proposed activities?

3. Description of the Project:

Does the project make sense, given the organizational mission and mandate? Do the goals and objectives of the project align with the gaps and priorities related to homelessness and access to housing in Surrey? Does the proposed project have measurable and achievable outcomes? Do the partnerships identified make sense, given the project?

4. Budget and Use of Funds:

Does the preliminary budget make sense? Has the organization secured other funds required?