

The Surrey Homelessness and Housing Fund Annual Granting Program 2012

CALL FOR LETTERS OF INTENT

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.

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 in Surrey.

Our Mission is to raise, manage and distribute funds to support programs, projects and initiatives to make a difference in the lives of peoples who are homeless or at-risk of homelessness in Surrey, and our Vision is that *“Everyone has a home.”*

FUNDING PRIORITIES FOR THE ANNUAL GRANTING PROGRAM

The Surrey Homelessness and Housing Fund has approximately \$280,000.00 available for 2012 Annual Grants, and is hoping to fund two to eight projects. Projects must address key priorities along the continuum of needs related to homelessness and access to housing, including:

- 1) Capital funding for projects that lead to the creation of:
 - Transitional and short-term supportive housing units
 - Permanent or long-term supportive housing units
 - Affordable housing units
- 2) Operational (project) funding for innovative homelessness prevention projects, including pilot projects that test models of intervention and could include:
 - Addiction / Health Services
 - Homelessness Prevention
 - Employment Development
- 3) Capacity building and coordination initiatives that:
 - Create increased efficiencies through service coordination among organizations
 - Promoting collaboration to leverage increased funding from other sources
- 4) Other emerging needs that support the goals and objectives of the Surrey Homelessness and Housing Fund.

Applications will be accepted for any phase of a project, from feasibility to construction.

As well as addressing key priorities of Surrey Homelessness and Housing Fund projects must also:

- Be short-term with clear start and end dates.

- Identify the target population and demonstrate the need.
- Demonstrate financial viability and the potential for long-term sustainability.
- Demonstrate collaboration and thorough consultation with stakeholders.
- Leverage 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. Ongoing program funding
8. 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 on the [Surrey Homelessness & Housing website](#).

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 the 2011 Annual Grants:

Important Dates

Activity	Dates	Time
Announce Call for Proposals	Friday, Feb 3 rd , 2012	12:00 pm
Deadline for LOI Submission	Friday, Mar 2 nd , 2012	4:00 pm
Issue Invitations for Submission of Full Proposals	Friday, Mar 16 th , 2012	4:00 pm
Deadline for Full Proposals	Friday, Apr 17 th , 2012	4:00 pm
Decision	Friday, Apr 27 th , 2012	4:00 pm

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:

To what extent does the proposed project address the priorities/gaps related to homelessness and access to housing in Surrey? Does the proposed project have measurable and achievable outcomes? Does the project seem technically and financially feasible? 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?

Any questions can be directed to:
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