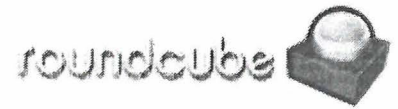


Subject **Community Grants Program Application – Nanaimo Unitarian Shelter**  
From Lois Peterson <shelter@ufon.ca>  
To <corpsrv@rdn.bc.ca>  
Date 2019-08-19 14:18

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Good afternoon.

I have attached the completed application form, along with the most recent financial report (to June 30, 2019 - the end of the 2018/2019 fiscal year) and the shelter budget for 2019/2020.

As it seems I am unable to attach a digital signature to the application form, I will drop off a signed copy of the application by Friday's deadline.

I did also note that there were some problems with the text boxes associated with questions # 7 and #8, so not all the text appears on the hard copy. But should be visible in the electronic version as submitted.

Thank you for considering our request for \$16,200 to support a pilot Outreach Program.

Regards,

LP

--

**Lois Peterson, Executive Director**

Nanaimo Unitarian Shelter

<http://ufon.ca/weather-shelter/> | [shelter@ufon.ca](mailto:shelter@ufon.ca) | [REDACTED]

| <https://www.facebook.com/unitariansshelter/>

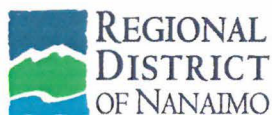
**The Shelter is now OPEN every night at 5 pm.**

**We continue to offer showers at Caledonia Park, Monday to Friday, 7am - 10am.**

*My usual days of work are Monday, Tuesday and Thursday.*

*Thank you for  
considering our request  
for funding*

*LB*



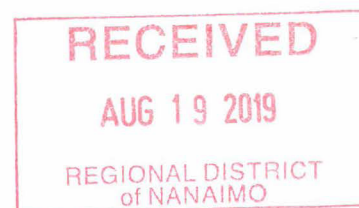
## COMMUNITY GRANTS PROGRAM APPLICATION

<b>NAME OF ORGANIZATION</b> First Unitarian Fellowship of Nanaimo - Unitarian Shelter		<b>GRANT AMOUNT REQUESTED</b> \$16,200
<b>MAILING ADDRESS</b> 595 Townsite Road, Nanaimo, BC V9S 1K9		
<b>POSTAL CODE</b> V9S 1K9	<b>CONTACT PERSON</b> Lois Peterson, Executive Director	
<b>EMAIL ADDRESS</b> shelter@ufon.ca	<b>TELEPHONE NUMBER</b> [REDACTED]	

<b>PLEASE REVIEW THE COMMUNITY GRANTS CRITERIA OUTLINED ON THE LAST PAGE OF THIS FORM. DOES YOUR ORGANIZATION MEET THE CRITERIA FOR THIS PROGRAM?</b>	<b>YES</b> <input checked="" type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
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**IMPORTANT:** If your organization meets the Community Grants criteria, and if you can answer 'yes' to the following four questions, please proceed to complete this application for submission.

Are you a registered non-profit organization in good standing?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Does your organization provide a social enrichment service to the community?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Does the project fill a need in the community?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Does the project promote volunteer participation and citizen involvement?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>



### **Application Submission Requirements**

**Please provide the following information. Items 1 through 14 are mandatory requirements for consideration of the application. Please attach additional pages with corresponding question numbers if more space is required.**

1. Provide information about the programs and services offered to the community by your organization.

The Unitarian Shelter is in its eleventh year of providing low-barrier overnight respite from the streets for homeless people of Nanaimo. As well as a warm welcome and a clean bed for the night, our guests receive two hot meals, laundry service, clothing, sundries and referrals to other supports as required.

We offer 30 beds for men and women on a nightly basis, from 5 p.m. to 7:30 a.m during our service season. Normally this is November 1 to March 31; under current funding from BC Housing, we are open continuously from now to at least March 31, 2020.

Our service provides an effective response to an ever-growing need in our community, while acknowledging that it does not contribute to the overall goal of providing permanent housing for everyone who wants or needs it.

But by providing a warm bed and a safe place to sleep for the night, we're contributing to a reduction of the numbers of homeless people sleeping in public places where they impede the activities of local businesses, shoppers and visitors to the city. And help reduce the incidence of people sleeping on the street during the day.

Access to hot meals and health and hygiene products and services support the well-being of this vulnerable segment of society, thereby helping to reduce their dependance on emergency services.

2. Provide information regarding your organization's revenue generating activities and other sources of income.

For the past number of years until July 2018, The Nanaimo Unitarian Shelter was funded by the City of Nanaimo (for 'non-extreme' weather nights), BC Housing ('extreme' weather nights), the Federal Homelessness Partnering Strategy (funds to support facility rental costs and towards the cost of the Shelter Coordinator wages).

We also annually raise \$10,000-\$15,000 through foundation and service club grants and individual donations from members of the First Unitarian Fellowship of Nanaimo, and others.

Since July 2018 shelter operations have been largely funded through BC Housing, under a contract that extends to March 31, 2019.

The funding noted above supports the operations of the shelter, providing overnight respite from the streets. But does not currently allow us to go much beyond our own doors. Any other services and supports provided to guests as needed are provided 'off the side of our desk' at staff discretion and as time allows.



3. Does your organization own its own facility? Yes ☒ No ☐

**Grant Request Information:**

4. Describe the project that this grant is intended to be used for.

Finding a home is hard enough in this climate of limited stock, rising prices, increased demand and high cost of living. It is even harder for those affected by temporary or chronic homelessness, especially those who have lost or not developed the behaviours and habits required to find and maintain a home, and interact appropriately with housing providers. Only with safe, stable housing are many able to address other issues such as addiction and mental health challenges. Few can do it alone.

The pilot UNITARIAN SHELTER OUTREACH PROGRAM builds on services we have provided in the past. It will help move un-housed members of our community to stable, safe, and healthy housing, giving them a better chance to and contribute to our community. Whether we help clients find and settle into single room occupancy units, supported housing or affordable housing complexes, they will get help developing life skills to ensure their success as tenants and residents, and support in accessing health and addiction services. Therefore a better chance at securing housing security. The Outreach Program will also identify potential new housing options and support landlords and housing providers to meet the challenge of accommodating newly-housed tenants.

One of the main predictors of how well un-housed individuals settle into housing is the level of support they get during the transition. The Unitarian Shelter Outreach Program will ensure clients have the best chance of success.

5. Provide the project start and end date.

Start Date: Jan 1, 2020

End Date: December 31, 2020

6. Describe the benefit of the project for the residents fo the Regional District.

Residents and businesses in the Nanaimo region are all affected in many ways by the increasingly complex homeless situation in our community. The benefits of the Unitarian Outreach Program will be to:

1. Model successful transition from life on the street to successful home tenancy.
2. Help the more vulnerable members of our society gain stability which will enable them to be more productive members of our community.
3. Provide safety and security for those who are vulnerable to crime and abuse on the streets.
4. Contribute to a less chaotic street life for residents, business and visitors.
5. Provide clients with security that will increase their chances of gaining help for other issues such as mental health challenges, addictions and the impacts of poverty on general health.

We often hear the cry that "Homelessness is getting worse. And no one is doing anything about it." In fact, hundreds of individuals and organizations are working hard to address the issue.

It is important to homeless people themselves, and the broader community, that not only are those in a position to help be seen to be doing the work. But that we continue, as a community, to look for new ways to help more people affected by homelessness in our region.

7. How many people does your organization anticipate will attend, benefit or participate in this project?  
In the one-year period of the pilot project, our goal would be to: - Interact with 15-20 unhoused individuals per month = 180-240 pa - Engage with 6 landlords and housing providers per month = 72 - Connect 10 clients per month with social and health services - 120 - Find appropriate housing for 6 clients per month - 72 - Maintain regular contact with 50 newly-housed clients over the year to ensure any issues arising from their new housing situations are addressed. - Provide support and follow-up to any landlords who are new to providing housing to previously un-homed individuals - 25 - 50.

8. Describe how the project will promote volunteer participation and citizen involvement. Include a description of the types of roles the volunteers will undertake.

We expect to engage four to eight volunteers in the pilot year of the Outreach Program, as volunteer roles and expectations are determined. We would hope to have a comprehensive volunteer program in place by September, 2020. Currently the Unitarian Shetler engages between six and 15 volunteers in ongoing activities and one-time events. 2018/2019 = 475 volunteer hours | 2018/2019 = 448 hours. During the Unitarian Shelter's volunteer intake process we would identify those with the skills, aptitudes and the desire to work with Outreach Program clients. The Outreach Program would also develop its own volunteer recruitment and training program. The goal would be to connect volunteers with newly-housed clients to establish a regular system of support and communications, and a means by which clients' additional social, medical and personal development issues could be relayed to the Outreach Worker. The volunteers' role would also be to help address issues of social isolation that often occur for newly-housed people transitioning from the street. Ideally, the scope of the Outreach Program would be to incorporate volunteers as a vital component in maintaining connection with support clients, taking on more of a follow-up role, freeing the Outreach Program Staff to concentrate on finding housing for more new clients. However, as the success of any volunteer program is dependent on the level of organization and support provided, it will be vital to manage our expectations around volunteer involvement, while ensuring we encourage and facilitate their input as appropriate. One element of developing a effective volunteer involvement will be to work with members of the First Unitarian Fellowship memberships, other organizations and service clubs to invite their participation and support.

9. Provide details of how the grant funding will be used and a breakdown of expenses.

We are requesting \$16,200 from the Nanaimo Regional District.

This amount represents just over 50% of the wages (25.00 ph) and MERCS for a 24-hour a week Outreach Worker position.

The balance will be funded through a \$15,000 grant from the Nanaimo Foundation - committed.

Outreach Program Budget:

\$31,200: Outreach worker wages and MERCS

NRD REQUEST / \$15,000 NANAIMO FOUNDATION GRANT - COMMITTED

\$ 9,300: Program oversight, supervision, and collaboration - Executive Director and Shetler Coordinator

UNITARIAN SHELTER RESERVES

\$2,000: Mileage and expenses - ANNUAL APPEAL FALL 2019

\$1,700: Supplies, stationary, communications - ANNUAL APPEAL FALL 2019

\$3,000: Space rental - office space for reporting, intake, recordkeeping

ANNUAL APPEAL FALL 2019



10. Provide information regarding revenues and fees that will be charged for the event or program (if applicable).

The outreach Program will be free to shelter guests and other unhoused clients, and to the landlords who will also be supported as they build relationships with new tenants.

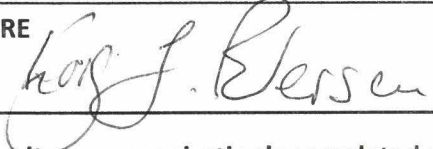
11. Provide details regarding all other sources of funding for this project including financial contributions and any grants received, or applied for, from other sources, i.e. other municipalities, levels of government or service organizations.

\$16,200 - Nanaimo Regional District - this request  
\$15,000 - Nanaimo Foundation grant - committed  
\$ 9,300 - Unitarian Shelter reserves  
\$ 6,700 - Annual Appeal Unitarian Shelter, First Unitarian Fellowship of Nanaimo  
and other Unitarian Fellowships

**Budget Information – please provide the following information as separate attachments:**

- |   |          |     |
|---|----------|-----|
| 12. Provide a copy of your organization's current year budget.        | Attached |     |
| 13. Provide a copy of your organization's latest financial statement. | Attached |     |
| 14. Provide an annual report for your organization, if applicable.    | Attached | N/A |

Applications received that are incomplete, that do not meet the criteria, or are received after the deadline will not be considered. Please check to ensure that you have provided all information and details as requested in this application prior to submission.

<b>SIGNATURE</b> 	<b>DATE</b> August 20, 2019
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Please submit your organization's completed application to:

Finance Department  
Regional District of Nanaimo  
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2

Telephone: 250-390-4111 or toll free 1-877-607-4111, Fax: 250-390-6572

Email: [corpsrv@rdn.bc.ca](mailto:corpsrv@rdn.bc.ca)

**Please Note:** The Regional District of Nanaimo is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and cannot guarantee that information provided can or will be held in confidence.

**FIRST UNITARIAN FELLOWSHIP OF NANAIMO  
UNITARIAN SHELTER  
2019 - 2020 Budget**

	<b>Budget June 30, 2020</b>
<b>Revenue</b>	
Donations	15,000
Interest Revenue	300
Govt Grants - Federal	7,576
Provincial Funding	295,731
City	20,000
City - Shower Program	15,000
<b>Total Revenue</b>	<b>353,607</b>
<b>Expenses</b>	
Executive Director Wages	22,500
Shelter Coordinator Wages	38,000
Shelter Workers Wages	185,840
Wages - Administration	2,860
Vacation Pay Expense	10,626
EI	5,596
CPP Expense	11,385
WCB Expense	560
Sub-total	277,367
Shelter Supplies	2,500
Cleaning & Laundry Supplies	3,150
Transportation	1,500
Food & Nourishment	16,000
Shower Program	600
Accounting and legal	2,000
Advertising and promotion	250
Bank Charges	100
Criminal Record Check	100
Office	1,200
Rent	30,750
Training & Education	3,000
Repairs & Maintenance	2,000
Mileage	0
Miscellaneous	1,000
Volunteer and Staff Recognition	1,500
Memberships & Dues	250
<b>Total Expenses</b>	<b>343,267</b>
<b>Net Position</b>	<b>10,340</b>



**First Unitarian Fellowship of Nanaimo**  
**Weather Shelter Income Summary July 01, 2018 to June 30, 2019**

	Actual Jun 30/19	Budget 12 months	Difference
<b>Revenue</b>			
Donations	11,603.41	15,000.00	-3,396.59
Donations - Unidentified	869.95	0.00	869.95
Interest Revenue	372.25	200.00	172.25
Govt Grant - Fed	26,635.00	30,307.00	-3,672.00
Prov Funding - BC Housing	384,678.00	120,000.00	264,678.00
Local Funding - City/RDN	8,800.00	45,000.00	-36,200.00
Local Funding - City/RDN - Shower Program	31,124.00	28,800.00	2,324.00
<b>Total UWS Revenue</b>	<b>464,082.61</b>	<b>239,307.00</b>	<b>224,775.61</b>
<b>Expenses</b>			
Executive Director Wages	15,173.50	15,000.00	-173.50
Shelter Coordinator Wages	42,839.62	21,000.00	-21,839.62
Shelter Workers Wages	233,798.55	110,000.00	-123,798.55
Wages - Administration	3,264.12	2,650.00	-614.12
Vacation Pay Expense	12,761.66	6,000.00	-6,761.66
EI	7,028.65	3,400.00	-3,628.65
CPP Expense	12,582.29	7,300.00	-5,282.29
WCB Expense	500.32	375.00	-125.32
Sub-total	327,948.71	165,725.00	-162,223.71
Shelter Supplies	5,905.58	900.00	-5,005.58
Cleaning & Laundry Supplies	3,335.44	1,750.00	-1,585.44
Transportation	1,020.78	100.00	-920.78
Food & Nourishment	22,048.54	10,000.00	-12,048.54
Shower Program	101.84	0.00	-101.84
Accounting	2,139.36	2,000.00	-139.36
Advertising and Promotion	179.29	250.00	70.71
Bank Charges	185.95	100.00	-85.95
Criminal Record Check	100.00	100.00	0.00
Office	1,420.61	1,200.00	-220.61
Rent	30,750.00	30,750.00	0.00
Training & Education	2,029.91	500.00	-1,529.91
Repairs & Maintenance	7,489.48	2,000.00	-5,489.48
Mileage		400.00	400.00
Miscellaneous	1,434.08	100.00	-1,334.08
Volunteer Appreciation	55.98	500.00	444.02
Memberships & Dues	345.00	250.00	-95.00
<b>Total UWS Expenses</b>	<b>406,490.55</b>	<b>216,625.00</b>	<b>-189,865.55</b>
<b>Net</b>	<b>57,592.06</b>	<b>22,682.00</b>	<b>34,910.06</b>

**First Unitarian Fellowship of Nanaimo**  
**Unitarian Shelter Income Summary July 01, 2018 to June 30, 2019**  
**For RDN Grant request**

	Actual Jun 30/19	Budget 12 months	Difference
<b>Revenue</b>			
Donations	11,603.41	15,000.00	-3,396.59
Donations - Unidentified	869.95	0.00	869.95
Interest Revenue	372.25	200.00	172.25
Govt Grant - Fed	26,635.00	30,307.00	-3,672.00
Prov Funding - BC Housing	384,678.00	120,000.00	264,678.00
Local Funding - City/RDN	8,800.00	45,000.00	-36,200.00
Local Funding - City/RDN - Shower Program	31,124.00	28,800.00	2,324.00
<b>Total UWS Revenue</b>	<b>464,082.61</b>	<b>239,307.00</b>	<b>224,775.61</b>
<b>Expenses</b>			
Executive Director Wages	15,173.50	15,000.00	-173.50
Shelter Coordinator Wages	42,839.62	21,000.00	-21,839.62
Shelter Workers Wages	233,798.55	110,000.00	-123,798.55
Wages - Administration	3,264.12	2,650.00	-614.12
Vacation Pay Expense	12,761.66	6,000.00	-6,761.66
EI	7,028.65	3,400.00	-3,628.65
CPP Expense	12,582.29	7,300.00	-5,282.29
WCB Expense	500.32	375.00	-125.32
Sub-total	327,948.71	165,725.00	-162,223.71
Shelter Supplies	5,905.58	900.00	-5,005.58
Cleaning & Laundry Supplies	3,335.44	1,750.00	-1,585.44
Transportation	1,020.78	100.00	-920.78
Food & Nourishment	22,048.54	10,000.00	-12,048.54
Shower Program	101.84	0.00	-101.84
Accounting	2,139.36	2,000.00	-139.36
Advertising and Promotion	179.29	250.00	70.71
Bank Charges	185.95	100.00	-85.95
Criminal Record Check	100.00	100.00	0.00
Office	1,420.61	1,200.00	-220.61
Rent	30,750.00	30,750.00	0.00
Training & Education	2,029.91	500.00	-1,529.91
Repairs & Maintenance	7,489.48	2,000.00	-5,489.48
Mileage		400.00	400.00
Miscellaneous	1,434.08	100.00	-1,334.08
Volunteer Appreciation	55.98	500.00	444.02
Memberships & Dues	345.00	250.00	-95.00
<b>Total UWS Expenses</b>	<b>406,490.55</b>	<b>216,625.00</b>	<b>-189,865.55</b>
<b>Net</b>	<b>57,592.06</b>	<b>22,682.00</b>	<b>34,910.06</b>