**FOUNDRY CONVENING 2020 WRITTEN SUBMISSION TEMPLATE**

We hope that you enjoyed the holiday season and wish you all the best in 2020. We at Foundry central office are excited to get to know you, your organization and the important work you do through this Convening Phase.

As mentioned in the [Convening Information Package](https://foundrybc.ca/app/uploads/2019/12/Covening-Information-Package-2019.pdf) sent on December 16, the word ‘Convening’ reflects the coming together of partners, youth and families within communities to generate your detailed Foundry centre plans. The Convening Phase will focus on the viability of your submissions – i.e. your agency’s and community’s readiness to successfully open and operate a Foundry centre.

In addition to the online information session and Q&A session in early January, phone interviews with your executive director and Board chair (or equivalent), and the two day in-person gathering in March, this written submission is a core component of the Convening Phase. Your written submission will cover topics not included in the EOI Phase (such as budgeting, details of existing services, etc) while building on the information provided in your EOI written submission.

**Instructions:**

* Prior to completing this template, please review our [Convening Information Package](https://foundrybc.ca/app/uploads/2019/12/Covening-Information-Package-2019.pdf) and attend our info session (Tuesday, Jan 7, from 3pm – 4:30pm) and Q&A session (Tuesday, Jan 14, from 3pm – 4:30pm). For your ease of reference, all Convening-related documents can be found [here](https://foundrybc.ca/expansion2020-convening/).
* Please use accessible, plain language as your written submission will be reviewed by panels consisting of individuals from diverse backgrounds. If you must use clinical or technical language or acronyms, provide definitions (included in the word count). Additionally, please ensure you have responded to every question within this template.
* Please complete your submission in 11-point Arial font and keep your responses in the same order as you see in this document ensuring your responses stay within the word limits.
* **NOTE:** To ensure all submissions are evaluated fairly, only provide the information requested in this template. Any additional information **will not** be considered by the evaluation panels. Incomplete submissions **will not** be considered.

**How to submit your Convening written submission**:

* Email your completed Convening written submission, including all letters of support, as one file in PDF format with a maximum file size of 7MB to [expansion@foundrybc.ca](mailto:expansion@foundrybc.ca) by no later than **16:00 Pacific Time on Thursday, February 20, 2020**, using the following subject line: *Foundry Convening Written Submission: <Insert Community Name>*.
* For more information regarding the required letters of support, refer to the [Convening Information Package](https://foundrybc.ca/app/uploads/2019/12/Covening-Information-Package-2019.pdf).
* **Note**: You will receive a confirmation email shortly after submission. If you do not receive a confirmation email, please call 236-521-5637 to ensure your Convening submission has been received. Foundry is unable to take responsibility for submissions not received by us.

We are grateful for your time and energy. We look forward to reviewing your submission.

**Section 1: Lead Agency Contact Information**

While you may have submitted your EOI jointly as a coalition or partnership with other organizations in your community, for the Convening Phase we require you to identify a single Lead Agency or organization, who will collaboratively lead the convening, establishment, opening and operations of your Foundry centre. Please complete this table:

|  |  |
| --- | --- |
| **Organization name** |  |
| Operating name (if different than above) |  |
| Location/ Address |  |
| Website |  |
| CRA or BC Society registration # (if applicable) |  |
| **Contact 1  (Primary Contact Person)** |  |
| Name |  |
| Title |  |
| Organization |  |
| Email Address |  |
| Phone Number |  |
| **Contact 2  (Secondary Contact Person)** |  |
| Name |  |
| Title |  |
| Organization |  |
| Email Address |  |
| Phone Number |  |

**Section 2: Centre Establishment**

**2.1** **Describe, using concrete examples, your organization’s history of leading collaborative partnerships in your community?** *(Maximum 250 words)*

 <insert response here>

**2.2 What conditions exist within your organization and community that support and also hinder collaborative partnerships?** *(Maximum 250 words)*

 <insert response here>

**2.3 Describe the status of your partnership(s) with the full representation of Indigenous partners (First Nations, Métis, and Urban Indigenous) in your community. What has been/is your approach in working towards meaningful and collaborative partnerships?** *(Maximum 250 words)*

 <insert response here>

**2.4 Foundry centres have a unique local governance structure intended to support systems transformation. The Lead Agency is required to convene multiple partners, including youth and families, to form three governance structures (described below). Please respond to the following questions for *each* of the three governance groups:**

* **Do you already have this governance structure in place? If yes, describe the current state of this structure and what you would change if you were to develop a centre. If no, describe how you will begin to develop this structure.**
* **Who in your organization will lead the development of this structure?**
* **What supports might you need from Foundry central office?**

1. **Funders’ Table**is made up of senior-level staff with decision-making authority from organizations providing significant in-kind or financial resources to your Foundry centre. This table includes the Executive Director of the Lead Agency and Foundry central office staff, representatives from your regional health authority, MCFD, School District, and often FNHA and medical leadership. The function of this table is to remove any systemic barriers that may hinder the development of the centre, and respond to the needs and requests put forward by other governance groups. This table will meet more frequently in the initial phases of Foundry centre development, and less frequently (semi-annually or annually) once the centre is open and progressing well. *(Maximum 150 words)*

 <insert response here>

1. **Local Leadership Table** is made up of a broad range of local partners (including the ones listed above), with a minimum of two youth and two family member representatives. The purpose of this group is advisory, to review and respond to needs within the centre, troubleshoot emerging problems, help set priorities, and ensure partners stay connected with one another to share information and create cohesion within the youth-serving agencies in your community. *(Maximum 150 words)*

 <insert response here>

1. **Youth Advisory and Family Advisory Committee(s)** are each made up of youth and family representatives from your communityto ensure the youth and family voice is engaged, shaping service delivery, and remains at the centre of all decisions made. *(Maximum 150 words)*

 <insert response here>

**2.5 If your community has a population size of under 15,000, please skip this question (2.5) and move on to 2.6. For communities with populations of 15,000 or greater, Foundry will provide: 1) a one-time grant of up to $800,000 to support the capital development of new centres, and 2) operational funding of up to $200,000 in the first year of establishment (e.g. to hire a project lead and engage contractors). Ongoing operational funding is also provided upon successful establishment of your centre. Budgets will be developed together with Foundry central office.**

**2.5.1 Outline your organization’s commitment to contributing in-kind support to ensure a successful project launch (e.g. supervisory, administrative, leadership)** *(Maximum 150 words)*

 <insert response here>

**2.5.2 Foundry centres range in size and average 7,000 square feet. The most recent total one-time establishment cost (including furniture, fixtures, equipment, construction/ renovation, materials and related services), was $265 per square foot.** [**(For a sample capital budget, please click here)**](http://foundrybc.ca/app/uploads/2020/01/Foundry-Centre-Budget_Capital_Sample.pdf)**. Assuming the total cost to establish a Foundry centre in your community is $1.6-2M, outline your organization’s commitment to securing additional funding, beyond what is provided by Foundry, to complete the required costs (e.g. fundraising, financing). List any commitments already in place.** *(Maximum 250 words)*

***Note****:**If you have confirmed a local fundraising partner (e.g. hospital or community foundation), please attach a letter of support outlining their commitment.*

 <insert response here>

**2.5.3 Who in your organization will be responsible for leading local fundraising? Will Foundry be a fundraising priority for your organization?** *(Maximum 150 words)*

 <insert response here>

**2.6 If your community has a population of 15,000 or greater, please skip this question and move on to 2.7. For communities with populations under 15,000, Foundry will provide: 1) a one-time grant of up to $500,000 to support the capital development of new centres, and 2) operational funding of up to $200,000 in the first year of establishment. Ongoing operational funding is also provided upon successful establishment of your centre. Budgets will be developed together with Foundry central office.**

**2.6.1 Outline your organization’s commitment to contributing in-kind support to ensure a successful project launch (e.g. supervisory, administrative, leadership)** *(Maximum 150 words)*

 <insert response here>

**2.6.2 Existing Foundry centres are located in urban and small urban communities. These centres are generally located in spaces leased by Lead Agencies, and range in size, averaging 7,000 square feet. The most recent total one-time establishment cost for a Foundry centre (including furniture, fixtures, equipment, construction/ renovation, materials and related services), was $265 per square foot. Centres located in more rural or remote communities may look quite different – i.e. they may be smaller in size; may occupy space in an already existing community amenity and/or may have an outreach or mobile component.**

**2.6.2.1 Describe how you envision the physical space for a Foundry centre in your community.** *(Maximum 250 words)*

 <insert response here>

**2.6.2.2 Outline your organization’s commitment to securing additional funding, beyond what is provided by Foundry, to complete the required costs (e.g. fundraising, financing). Please list any commitments already in place.** *(Maximum 250 words)*

***Note****:**If you have confirmed a local fundraising partner (e.g. hospital or community foundation), please attach a letter of support outlining their commitment.*

<insert response here>

**2.6.3 Who in your organization will be responsible for leading local fundraising? Will Foundry be a fundraising priority for your organization?** *(Maximum 150 words)*

 <insert response here>

**2.7 Establishing a Foundry centre is an intensive, medium-sized capital project. Who in your organization will lead this project? Do you foresee any challenges hiring or contracting the required resources (e.g. a project manager, local construction company, architect or designer)?** *(Maximum 150 words)*

 <insert response here>

**2.8 Describe how you plan to ensure that young people and families are fully engaged in all aspects of establishing a Foundry centre.** *(Maximum 150 words)*

 <insert response here>

**2.9 Do you have a space already confirmed in your community that could be used for a Foundry centre? Answer only one of the following two questions:**

**Note:** Having a space confirmed is **NOT** a requirement at this time. The purpose of this question is to understand the projected timelines for opening a Foundry centre in your community.

**2.9.1 If you have a confirmed space, describe it, the timelines in which it would become available, and any agreements or considerations that may impact the use of the space (e.g. zoning, whether it is owned outright by your organization or leased for a term). Please attach up to two pages of diagrams (e.g. floorplans).** *(Maximum 250 words)*

 <insert response here>

**2.9.2 If you do not have a confirmed space, please consult with a local real estate agent. What is the commercial real estate vacancy rate in your community? Please describe availability of up to three viable space options in your community that consider accessibility, proximity to transit, storefront visible to young people and families.** *(Maximum 250 words)*

 <insert response here>

**Section 3: Service Delivery and Knowledge Exchange**

**3.1 Describe your vision for how your Foundry centre will operate, including how the Foundry model will be implemented. (Refer to the Foundry Service Model guide in the** [**Convening Information Package**](https://foundrybc.ca/app/uploads/2019/12/Covening-Information-Package-2019.pdf)**). What are the strengths in your organization that will support the implementation of this Service Model? What may be most challenging element for your organization to implement?** *(Maximum 250 words)*

 <insert response here>

**3.2 Describe your organization’s current staffing model. How many youth do you serve with your current team?** *(Maximum 150 words)*

 <insert response here>

**3.3 If you are successful in bringing a Foundry centre to your community, what do you anticipate will be your recruitment and retention challenges? What mitigation strategies would you put in place to address those challenges?** *(Maximum 150 words)*

 <insert response here>

**3.4 Please complete this table, outlining in-kind staffing contributions from your organization and partners.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lead Agency or Partner Organization Name** | **Foundry core service** *(Mental Health, Substance Use, Primary Care, Youth and Family Peer Supports, Social Services)* | **Description of role and service provided.** Please include position title, discipline, type of service or interventions, any age mandates, and any specific or diverse populations. | **FTE (Full Time Equivalent) or hours per week** | **Status**  *(please specify if this resource is committed or in discussion)* |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**3.5 The following high-level operations budget is based on established and existing centres and is provided to give you an understanding of what resources are required to operate a Foundry centre in a small urban community (population 40,000-50,000) on an ongoing basis. Depending on the unique needs of your community and population size, budgets will vary in size and scope.**

|  |  |  |
| --- | --- | --- |
| **REVENUE SOURCE** | **AMOUNT** | **DETAILS** |
| Lead Agency in-kind (staffing and operations) | $750,000-1,250,000 | Includes existing youth and family programming, clinicians, services, program leadership and infrastructure. |
| Partner in-kind contributions (staffing) | $550,000 | In-kind staffing co-located and integrated at centre, including from Health Authority (Mental Health Substance Use, Public Health, Primary Care), MCFD (Child and Youth Mental Health), School District, local non-profit organizations. |
| Foundry centre funding (net new services and operations) | $700,000 | Centre manager, clinical and service staff including MHSU clinicians, peer support workers, Medical Office Assistant, youth and family engagement and advisory, professional development and training, lease and occupancy costs. **Note**: Majority of funding is directed to net-new services not otherwise provided by partners in the community, including peer support. |
| Donations and fundraising (annual – for operations, not capital) | $150,000 | Annual community-based fundraising activities to support innovation, programming and urgent needs, and often to bolster youth and family engagement. |
| **Total** | **$2,165,000-2,650,000** |  |

**Please provide an estimated operations budget for your Foundry centre, reflecting the information you provided in Section 3.4:**

|  |  |  |
| --- | --- | --- |
| **REVENUE SOURCE** | **AMOUNT** | **DETAILS** |
| Lead Agency in-kind (staffing and operations) |  |  |
| Partner in-kind contributions (staffing) |  |  |
| Foundry centre funding (net new services and operations) | $700,000  (for communities with 15,000+ population)  or $500,000 (for communities with populations under 15,000) |  |
| Donations and fundraising (annual – for operations, not capital) |  |  |
| **Total** |  |  |

**3.6 Approximately nine months prior to opening dates, Lead Agencies must establish Operations Working Groups (in addition to the governance structures outlined in Selection 2.4). The purpose of this group is to work through the tactical issues around integration – such as staffing schedules, Integrated Stepped Care service delivery, IT integration, process mapping and policy development. Membership includes team leads and managers of staff working within centres. At this time, is this structure in place? If yes, please describe the current state of this structure and what you would change if you were to develop a centre. If not, describe how you would initiate this structure. What opportunities or barriers do you foresee?***(Maximum 150 words)*

**Note:** Having this structure in place is **NOT** a requirement at this time. The purpose of this question is to understand projected timelines for opening a Foundry centre in your community.

 <insert response here>

**3.7 Foundry operates a provincial knowledge exchange program that provides required training for service providers working in centres (e.g., Solution-Focused Brief Therapy (SFBT) within a walk-in counselling model; use of our data collection platform; Peer Support; Emotion-Focused Family Therapy (EFFT)) as well as a series of Communities of Practice and time-limited working groups. These programs are intended to build a consistent, shared provincial system of care that incorporates the strengths of communities with evidence-informed practice. Is your organization committed to ensuring your Foundry staff participate in this program in a meaningful way? What opportunities and also barriers do you foresee?** *(Maximum 150 words)*

 <insert response here>

**3.8 What is currently working well with services offered to youth and families in your community, and what specifically would improve by having services housed together in a Foundry centre?** *(Maximum 150 words)*

 <insert response here>

**3.9 How will you engage youth and families in the design and delivery of services in your centre?** *(Maximum 150 words)*

 <insert response here>

**3.10 Please provide us with one example of when you have intentionally evaluated the outcomes of a program and/or service. Please describe the program and/or service. What measurements were put into place? How did you evaluate the outcomes? How did you use this information to inform decision-making?** *(Maximum 250 words)*

 <insert response here>

**3.11 Every Foundry centre is required to fully implement “Toolbox”, a shared data collection platform. The system operates separately from other data management and Electronic Medical Record systems used at Foundry centres. Specifically, through Toolbox, Foundry central office (Providence Health Care) collects data about youth visits to each centre that is used both to inform clinical practice and support our evaluation efforts.**

**Background: Our data collection processes were approved by Providence Health Care’s Privacy Office after the completion of a thorough Privacy Impact Assessment (PIA). All collection of personal information by Foundry is governed by the PIA, is compliant with the FIPPA legislation, and is subject to Information Sharing Agreements (ISA’s) that are signed with the Lead Agency of each Foundry Centre.** **We are currently in the process of reviewing our privacy compliance processes and documents to ensure that they respect the First Nations principles of OCAP®, a set of standards that establish how First Nations data should be collected, protected, used, or shared.**

**Please confirm your organization’s willingness to implement this system. What opportunities or challenges do you foresee?** *(Maximum 150 words)*

 <insert response here>

**3.12 What unique strengths can your organization offer the Foundry network through knowledge exchange activities? In what content areas do you foresee the strengths of the Foundry network benefiting you?** *(Maximum 150 words)*

<insert response here>

**Section 4: Cultural Humility, Inclusivity and Diversity**

**4.1 How does your organization work with marginalized populations (e.g. homeless youth, youth in crisis, and people of different socio-economic backgrounds)? Please use examples.** *(Maximum 150 words)*

 <insert response here>

**4.2 How does your organization inform potential clients that services are inclusive to people of diverse cultures, physical ability, gender identity, sexual orientations?** *(Maximum 150 words)*

 <insert response here>

**4.3 Describe both your organization’s training and staff/volunteers’ expertise or background, which enable them to provide sensitive care to diverse cultures, physical ability, gender identity and/or sexual orientations.** *(Maximum 150 words)*

<insert response here>

**4.4 How will your organization demonstrate commitment to providing services to all young people and families who seek services in your Foundry centre, regardless of backgrounds?** **Do you foresee any challenges with this?** *(Maximum 150 words)*

 <insert response here>

**4.5 What has your experience been in engaging with and providing support to Indigenous youth and families who are living away from home (e.g. living off reserve and/or Urban Indigenous populations)?** *(Maximum 150 words)*

<insert response here>

**4.6** **What barriers do youth in your community face, and what measures have you implemented to make your services accessible to multi-barriered individuals?** *(Maximum 150 words)*

<insert response here>

**4.7 How do you use (or will you use) demographic, socio-economic, and health data to inform your service delivery plans? Please include First Nations, Urban Indigenous, Métis, and other local diversities in your response.** *(Maximum 150 words)*

 <insert response here>

**4.8 What unique strengths can your organization offer the network in the category of cultural humility, inclusivity and diversity? What areas might you need help with?** *(Maximum 150 words)*

<insert response here>

**Section 5: Communications and Engagement**

**5.1 What communication tactics do you currently employ for your organization and its current services?** (*Maximum 150 words*)

   <insert response here>

**5.2 How do you plan on promoting and raising awareness of your Foundry centre with young people and families in your community? Please describe your organizations’ capacity to lead local communications activities.***(Maximum 150 words)*

   <insert response here>

**5.3 What opportunities do you feel the Foundry brand offers your organization, youth, families and community? What barriers do you anticipate? How will you mitigate those barriers?***(Maximum 250 words)*

   <insert response here>

**5.4 How do you ensure safe spaces for vulnerable youth to express their feelings and experiences in a non-clinical setting?***(Maximum 150 words)*

<insert response here>

**5.5** **What opportunities does your organization facilitate to encourage youth peer-to-peer connections and/or non-clinical social engagement for youth?** *(Maximum 150 words)*

<insert response here>

**5.6** **What unique strengths can your organization offer the Foundry network in this category of communications and engagement? What might you need help with?** *(Maximum 150 words)*

<insert response here>

**Section 6: Additional Documentation**

**In addition to the letters of support, please also attach the following documents as appendices:**

1. High-level organizational chart (showing your leadership or executive team and work portfolios) *(Maximum one page)*
2. Governance chart *(Maximum one page)*
3. Copy of Lead Agency’s (or organization’s) most recent audited financial statements and annual report
4. Copy of your Certificate of Incorporation (or equivalent)
5. Most recent Copy of Certificates of Accreditation (where applicable)

**Section 7: Agreement**

|  |  |
| --- | --- |
| In signing this, the organization submitting this written Convening package confirms that the information provided is complete and correct.    Signed for and on behalf of: | |
| **<Organization Name>** | |
| by its authorized representatives: | |
| <Signature> | <Signature> |
| <Position title – Executive Director,  Chief Executive Officer or equivalent> | <Position title - Chairperson of the board or equivalent> |
| <Name – please print> | <Name – please print> |
| <Date – please print> | <Date – please print> |