**FOUNDRY 2019 EXPRESSION OF INTEREST**

**SUBMISSION TEMPLATE**

*Thank you for your interest in bringing Foundry to your community. We are excited to grow our network of partners and to learn about the remarkable work happening across BC.*

A Foundry “Lead Agency” leads the establishment, opening and operations of a Foundry centre in their community. If your organization is interested in becoming a Foundry Lead Agency, please complete the following EOI submission template.

**We welcome Expression of Interest (EOI) submissions from non-profit and health and social system organizations serving youth, including First Nations, Métis, and Urban Indigenous service providers.**

We learned in our first EOI in 2016 that some communities have coalitions or partnerships where the Lead Agency may not be identified at the outset. At this phase, community partnerships may submit a joint EOI, with up to four listed partners. In this case, if an EOI is shortlisted for Phase 2 (Convening), it will be required that a single Lead Agency be identified by final submission.

**Instructions:**

* **Please use accessible, plain language as your submission will be reviewed by panels consisting of individuals from diverse backgrounds. If you must use clinical or technical language or acronyms, please provide definitions** (included in the word count).
* Prior to completing this template, please review our EOI Submission Guide, FAQs, and our Developmental Evaluation located here: [foundrybc.ca/expansion2019](https://foundrybc.ca/expansion2019)
* Please complete your submission in 11-point Arial font. Keep your responses in the same order as you see in this document and ensure your responses stay within the word limits.
* To ensure all submissions are evaluated fairly, we ask that you only provide information as requested in this template. Any additional information you provide above and beyond what is requested will not be considered by the evaluation panels. Incomplete submissions will not be considered.

**How to submit your EOI**:

* Please email 1) your completed EOI document as one file in PDF format with a maximum file size of 5MB, plus 2) expressions of support from youth and families in your preferred file format(s), to expansion@foundrybc.ca by no later than **4 PM Pacific Time on Tuesday, November 26, 2019**, using the following subject line: *Foundry Centre EOI Submission: <Insert Community Name>*.
* **Note**: You will receive a confirmation email within two business days following your submission. If you do not receive a confirmation email, please follow-up by calling (236) 521-5637 to ensure your EOI has been received. Foundry is unable to take responsibility for unreceived submissions.

Thank you again! We are grateful for your time and look forward to reviewing your submission.

**Section 1: Organization/ Partnership Details**

|  |  |
| --- | --- |
| Organization name(s)    |  |
| Operating name(s) (if different than above)    |    |
| Location(s)/ Address(es)  |   |
| Website(s)    |    |
| 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: Your Organization(s), Partnerships and Community**

**2.1 What would having a Foundry centre mean to your community?***(Maximum 250 words)*

 <insert response here>

**2.2 Please complete the following grid to help us get a picture of your community** *(note that some of this terminology aligns with Census Canada terms and criteria)***:**

|  |  |  |
| --- | --- | --- |
| **Item**    | **Response**    | **Suggested source**    |
| Name of community or catchment area you are proposing to serve  |     <insert response here>  | N/A  |
| Population size of the community or catchment area you propose to serve  |   <insert response here>  | Canada Census 2016 <www12.statcan.gc.ca/census-recensement/index-eng.cfm?MM=1> |
| Population size of youth and young adults aged 10-24 *(Note: while Foundry centres serve young people aged 12-24, we ask for an age range of 10-24 here due to limitations of available census data)*  |   <insert response here>  | Canada Census 2016 <www12.statcan.gc.ca/census-recensement/index-eng.cfm?MM=1> |
| Median total income among recipients ($)    |   <insert response here>  | Canada Census 2016 <www12.statcan.gc.ca/census-recensement/index-eng.cfm?MM=1> |
| Prevalence of low income based on the Low-income measure, after tax (LIM-AT) (%) (all ages).  |   <insert response here>  | Canada Census 2016 <www12.statcan.gc.ca/census-recensement/index-eng.cfm?MM=1> |
| Provide local data points that speak to the needs or unique characteristics of your community *(add maximum of five additional rows as required)*  |  <insert response here>  |  <insert source here if applicable>  |

**2.3 Please provide your organizational mission, vision and values, and outline how they align with, and how they differ from those of Foundry.** *Please see the ‘*[*EOI Submission Guide*](http://foundrybc.ca/expansion2019)*’ for Foundry’s mission, vision and values.  (Maximum 250 words)*

   <insert response here>

**2.4 Please list your organization’s existing, new and potential local partners that you envision working with to deliver services through a Foundry centre in your community. Please specify which services would be provided with and for youth aged 12-24 and their families and the status of your partnership.**Please note: if your submission is identified to move on to the Convening phase, we will require letters of support from your partners. Please do not submit letters of support during the EOI.*(Please add more lines to this table as needed)*.

|  |  |  |
| --- | --- | --- |
| **Organization name**    | **Services provided with and for youth aged 12-24 and their families, which could be integrated with Foundry** *(maximum 50 words per row)* | **Status of partnership***(existing, new, not yet started)*    |
|     |     |     |
|     |     |     |
|     |     |     |
|     |     |     |
|     |     |     |
|     |     |     |
|     |     |     |
|     |     |     |
|   |   |   |

**Section 3: Youth and Family Engagement**

**3.1 Please summarize your organization’s and/or community partners’ experiences working collaboratively with youth and their families to ensure meaningful engagement and participation in service development and delivery.** *(Maximum 250 words)*

 <insert response here>

**3.2 Give an example of when meaningful engagement went well and when it did not work well. What did you learn from these experiences?***(Maximum 250 words)*

 <insert response here>

**3.3 How does your organization honour youth and families for their time, expertise and engagement in the work you’re doing in your community?***(Maximum 100 words)*

<insert response here>

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

**4.1 Please complete the following grid***(note that some of this terminology aligns with Canada Census terms and criteria)***:**

|  |  |  |
| --- | --- | --- |
| **Item**    | **Response**    | **Suggested source**    |
| Population of your community/ catchment area identifying as Indigenous (First Nations, Métis)   |     <insert response here>  | Canada Census 2016 <www12.statcan.gc.ca/census-recensement/index-eng.cfm?MM=1> |
| ‘Ethnic Origins’ with largest population size in your community    |     <insert response here>  | Canada Census 2016 <www12.statcan.gc.ca/census-recensement/index-eng.cfm?MM=1> |
| Provide local data points that speak to diversity in your community *(add maximum of five additional rows as required)*  | <insert response here>  | <insert source here if applicable>  |

**4.2 Demonstrate, using examples, how you (your organization, staff, volunteers and partners):**

**4.2.1 are committed to cultural safety, how you practice cultural humility and address the historical and ongoing impacts of colonialism.***(Maximum 250 words)*

<insert response here>

**4.2.2 will or already do ensure cultural safety for Indigenous (First Nations, Métis and Urban Indigenous) youth and their families who access your services.** (M*aximum 250 words)*

<insert response here>

**4.3 Please describe how your organization and partners meet the diverse needs of your community.***(Maximum 250 words)*

<insert response here>

**4.4 Please describe how you will ensure Indigenous (First Nations, Métis and Urban Indigenous) and diverse communities and partners will be engaged in active and meaningful roles in the development, design and delivery of services for your Foundry centre.** *(Maximum 250 words)*

<insert response here>

**4.5 How do you (your organization, staff, volunteers and partners) create a space of inclusivity for youth and families?**

*(Maximum 250 words)*

<insert response here>

**Section 5: Leadership and Change**

**5.1 Briefly describe your organization’s approach to leadership.***(Maximum 100 words)*

   <insert response here>

**5.2 Briefly describe your organizational capacity, including leadership, human resource management, financial management and strategic and project planning practices.***(Maximum 250 words)*

   <insert response here>

**5.3 How have you involved senior administration and/or your governance body (e.g. board of directors) in discussions related to Foundry? Please describe their level of support.** (*Maximum 100 words*)

   <insert response here>

**5.4 The process of building and becoming a Foundry centre takes three to four years, with support from Foundry central office, community partners, the Foundry network and your organization. This process involves significant effort and openness to transformational change.** **When responding to change in the past, how has your organization taken action to overcome barriers and limitations?** *(Maximum 250 words)*

<insert response here>

**Section 6: Experience**

**6.1 Briefly describe your organization and partners’ experience offering any of the following services for young people aged 12-24 and their families.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service Type**  | **Currently provided by organization (X)**  | **Currently provided by partner *(insert partner name)*** | **Not currently provided (X)**  | **Brief description(s) of service(s)** *(Maximum 50 words per row)* |
| Mental health  services (e.g. psychiatry, case management)     |  |   |   |   |
| Substance use services (e.g. harm reduction, detox, opiate replacement therapy, treatment)     |   |   |   |   |
| Primary care services (e.g. family doctors, physical and sexual health)      |   |   |   |   |
| Social services (e.g. vocational, educational, housing, income assistance)      |   |   |   |   |
| Cultural services (including services for individuals who identify as First Nations, Métis, and/or Urban Indigenous and other diverse communities)   |   |   |   |   |
| Support services for the LGBTQ2S+ community    |   |   |   |   |
| Youth peer support services     |   |   |   |   |
| Family peer support services      |   |   |   |   |

**Section 7: Additional Requirements**

**7.1 Expressions of support**

Please provide expressions of support from youth and families in your community who have worked with your organization and support the need for a Foundry centre. These expressions do not need to be in a letter format, but instead can be in any format youth and families would like to use to convey their engagement and support for your organization to lead a Foundry centre.  We encourage your submissions to represent the diverse voices within your community, including those of Indigenous youth and families.  Please note that these submissions will be evaluated as evidence of meaningful, authentic engagement, not on production value.

**Section 8: Agreements**

**Our organization/organizations understands that:**

* A copy of this EOI will be provided to the EOI evaluation panels and reference groups.  As a reminder, youth and family members will be a part of these evaluation panels.

**If our EOI proceeds to Convening, we agree that:**

* We will keep news of that decision confidential until advised otherwise;
* We will be required to submit letters of support from our partner organizations and our organization board chair, senior leadership team and/or governance body;
* We will be required to confirm what resources our organization will commit to opening and operating a Foundry centre, including leadership, management, and service delivery;
* We will be required to submit evidence of our experience, expertise, organizational capacity and readiness;
* Our organization will be mentioned in media releases and other publications;
* We will need to make time available for Foundryduring the Convening process (early 2020); this will include an additional written submission and may include in-person meetings either centrally in Vancouver or within our community; and
* We may be required to produce proof that we have insurance coverage to conduct the proposed activities.

**If our EOI does not proceed to Convening, we agree that:**

* We will keep news of that decision confidential until we are advised otherwise; and
* Our application will be kept on file with Foundry central office should there be any future opportunity to work together.

|  |
| --- |
| **In signing this, the organization or organizations submitting this EOI confirm that the information provided is complete and correct.**   Signed for and on behalf of:          |
| **<Organization Name(s)>**         |
| 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>      |

*Note: please add sufficient signature lines if submitting as a partnership or coalition*