**RICHMOND HOMELESS/ COMMUNITY CONNECT**

**SERVING HOMELESS AND AT-RISK INDIVIDUALS**

**SINCE 2009**

**Dated April 9, 2020**

Dear Community Partners,

The Richmond Homeless/ Community Connect working group is pleased to announce the establishment of a **Relief Fund.** The purpose of this limited fund is to provide emergency relief for low-income residents of Richmond for unique requests that cannot be filled by other emergency services. Funds will be used to help as many people as possible throughout the year.

Please note the following eligibility criteria for people to access the fund:

* Richmond resident or connected to a Richmond-based agency
* Urgent need arising from unexpected circumstances
* Person has identified themselves not being able to meet their need
* Relief fund must be last resort – no other programs or options available to meet the need
* Referral must come from a Richmond-based community agency that can verify person’s need and low-income status
* Applicants may access the fund once per calendar year and request a maximum of $200.00 in support

If you would like to refer someone, please complete the attached application. We ask that referrals only come from an agency with which the person is connected. In order to reduce barriers, we are not asking for proof of income documents. Instead, we ask that the referring agency confirm the person is low-income, has no other resources to meet their need, and has explored all other emergency sources (including but not limited to Ministry of Social Development and Poverty Reduction (MSDPR) crisis grants, rent banks, thrift store vouchers, etc.)

Please scan and e-mail completed applications to richmondcommunityconnects@gmail.com or fax it to 604-279-7134. We will make every effort to give a decision within 3 business days. If the matter is time sensitive and requires a quicker response, please call 604-644-7247 to discuss your referral.

If the application is approved, we will contact you to arrange fund delivery. Please note that we cannot issue money directly to a person. Funds can be given to an agency in the form of a cheque or gift cards. In special circumstances, a member of the committee may accompany the person directly to the service and make payment there (e.g. for automotive repairs). Please indicate on the referral how you would like funds to be issued.

If you have any questions about the fund, please email us at richmondcommunityconnects@gmail.com

Sincerely,

Richmond Homeless/ Community Connect working group