August 11, 2011

Catherine Donnelly Foundation
10 Montcrest Blvd.
Toronto, Ontario  M4K 1J7

Dear Valerie:

Thank you for taking time to speak with me about our Mothers without Legal Status Housing and Advocacy Project.

Staff at YWCA Munroe House recently identified a group of mothers who were looking for support in leaving their abusive partners, but were ineligible for provincial or federal assistance. Upon further investigation, we discovered they were part of a growing trend: women who move to Canada, often to live with their partners, had children but then are forced to leave because of abuse, while their permanent resident status is still pending. When these women left, their partners withdrew the applications or cancelled their sponsorship. These women are now forced to apply to stay in Canada on Humanitarian and Compassionate grounds (which takes up to two years).

Some of these women tried to return to their country of origin, but cannot because of custody and access orders. What most people do not realize is that mothers without status are forced to stay in Canada because of a gap between immigration law and family law. Immigration law says that the woman cannot work or access the social system because she is not a resident and family law says a woman cannot deny the father of her child(ren) access to them. This leaves these women with only three options:

1. Abandon her child(ren)
2. Abduct her child(ren)
3. Live in Canada illegally

Living in Canada illegally usually means a woman must survive by moving her children from shelter to shelter. Maximum stays in first-stage transition houses and shelters are often no more than 30 days. Second stage transition houses rely on the women to pay the shelter portion of their social assistance - without a legitimate and ongoing source of income, most second stage houses are unable to house mothers without status.

Lack of permanent resident status accompanied by language barriers leave these women isolated, dependent and vulnerable to abuse. In fact, abusive partners have used this lack of status to control every mother without status who has lived at Munroe House. These women can be controlled because while waiting for their permanent resident status, they cannot work legally, nor are they eligible for income assistance (IA). They cannot access medical services and in some districts cannot send their children to school. And because their children are Canadian citizens, failure to send them to school or provide them with adequate medical care can be grounds for removal from their custody. It is a catch-22: to be eligible for IA or other vital services and social programs, these women must remain with their abusive partners.

YWCA Munroe House is the only second stage transition house in BC that fully subsidizes shelter and food expenses while mothers without status wait two years to receive their permanent resident status. Of the ten spaces at Munroe House, three are designated for these women and their children.

YWCA Metro Vancouver believes that mothers without status and their children deserve protection and rights as others do in Canada. In cases where mothers have lost status because of broken sponsorship promises, they should be provided with access to income, a temporary social insurance number, housing and basic medical care. This would enable them to provide for themselves and their children while waiting for their permanent resident applications to be approved. It would also influence the
outcome of family law cases so that children can live with stability and not lose their primary caregivers.

To this end, YWCA Metro Vancouver commissioned a research and advocacy project to bring awareness and ultimately change the laws which keep these women in limbo and vulnerable to abuse. By sharing the results from this study and asking for assistance in remedying the problem instead of placing blame, we have established a collaborative relationship with the Province of BC. Together, we are working to change the regulations that govern access to income assistance for mothers without status. Our contacts at the Province have also agreed to advocate Citizenship and Immigration Canada to ensure that when women do receive income assistance it does not effect their application for permanent residence.

As a result of this increased understanding, the Province is dealing with any cases of mothers without status on an exceptional basis so these women do not fall through the cracks. The Province has informed us that they will soon allow women to access IA once their permanent residence application has been filed with Immigration Canada. In the next year, the YWCA hopes to set up a micro-lending fund that will loan mothers without status the $500 they need to initiate their permanent residence application.

YWCA Metro Vancouver seeks to apply for a grant for $35,000 from the Catherine Donnelly Foundation to support three mothers without status and their children currently living at Munroe House and to help us continue this important advocacy work. While this grant will not fully fund the project, it will go a long way to achieving those goals.

<table>
<thead>
<tr>
<th>YWCA Munroe House 2011 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenses</strong></td>
</tr>
<tr>
<td>Salaries and Benefits (1 manager, 1 ft staff, 1 child and youth support worker, 1 casual staff)</td>
</tr>
<tr>
<td>Purchased Services (cleaners, repair technician)</td>
</tr>
<tr>
<td>Building Costs (maintenance, utilities, cleaning, tax, insurance, garbage disposal)</td>
</tr>
<tr>
<td>Bookkeeping, HR, IT, Marketing, Fundraising and Purchasing Support</td>
</tr>
<tr>
<td>Program Supplies (pots/pans, beds, linens, televisions, food, bus tickets, social gatherings)</td>
</tr>
<tr>
<td>Food - mothers without status program</td>
</tr>
<tr>
<td>Shelter - mothers without status program</td>
</tr>
<tr>
<td>Advocacy and Support - mothers without status program</td>
</tr>
<tr>
<td>Administration</td>
</tr>
<tr>
<td>Equipment (including capital replacement reserve contribution)</td>
</tr>
<tr>
<td>Staff development and volunteer costs</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Revenues</strong></th>
<th><strong>Requested</strong></th>
<th><strong>Confirmed</strong></th>
<th><strong>Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>BC Housing Management Corporation - subsidy</td>
<td>$16,176</td>
<td>$16,176</td>
<td></td>
</tr>
<tr>
<td>BC Housing - mortgage</td>
<td>$230,208</td>
<td>$230,208</td>
<td></td>
</tr>
<tr>
<td>Resident fees</td>
<td>$40,000</td>
<td>$40,000</td>
<td></td>
</tr>
<tr>
<td>Foundations, organizations and individuals*</td>
<td>$73,077</td>
<td>$17,688</td>
<td>$90,765</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$73,077</strong></td>
<td><strong>$304,072</strong></td>
<td><strong>$377,149</strong></td>
</tr>
</tbody>
</table>

*We are still in the process of identifying & soliciting other sources of funding from foundations, businesses and individual donors in our community to ensure we are able to cover all costs associated with the program. Self-generated revenue from our Hotel and Health + Fitness Centre represents 35% of our annual revenues and can be used to support programs, at our discretion.

Thank you for considering this letter of intent for your Housing Grants. I am available to answer any questions you might have and look forward to hearing from you.

Kind Regards,
Maia Gibb
Manager, Fund Development
**ORGANIZATION INFORMATION**

**Name of Organization:**

YWCA Metro Vancouver

**Address:**

535 Hornby Street  
Vancouver, BC  V6C 2E8

**Telephone:**  
604-895-5823

**Fax:**  
604-684-9171

**e-mail:**  
mgibb@ywcavan.org

**Web site:**  
www.ywcavan.org

**CCRA Registration/BN:**  
108227943 RR0001

**Registration Date:**

1967

**PRIMARY CONTACT**

Last Name: Gibb  
First Name & Middle Initial: Maia  
Position: Manager, Fund Development

**SECONDARY CONTACT**

Last Name: Ulmer  
First Name & Middle Initial: Brenda  
Position: Director, Fund Development & Special Events

**PROJECT INFORMATION**

**Project Title:**

YWCA Munroe House Mothers Without Legal Status Project

**Amount Requested:**  
$35,000

**Total Project Budget:**  
$377,149

**Project Summary:** (250 words maximum) Please provide highlights or key points, a brief description of the nature of the activities & objectives.

YWCA Munroe House has initiated a project to assist women who’ve moved to Canada legally to live with their partners, had children, but then were forced to leave because of abuse, while their permanent resident status is still pending. When these women left, their partners withdrew the applications or cancelled their sponsorship. These women are now forced to apply to stay in Canada on humanitarian and compassionate grounds (which can take up to 2 years).

Lack of permanent resident status accompanied by language barriers leave these women isolated, dependent and vulnerable to abuse. These women are vulnerable because while waiting for their permanent resident status they cannot work, nor are
they eligible for income assistance (IA). They cannot access medical services and in some districts, cannot send their children to school.

YWCA Munroe House is the only second-stage transition house in BC that fully subsidizes shelter and food expenses while mothers without status wait two years to receive their permanent resident status. Of the ten spaces at Munroe House, three are designated for these women and their children.

YWCA Munroe House now leads a provincial initiative to advocate changes to family law and to ensure that these women are able to support their families while waiting for their permanent residence status to be approved. We are working with YWCA Canada, combining efforts to lobby for changes to Federal Immigration law.

<table>
<thead>
<tr>
<th>Name of partner Organizations</th>
<th>Executive director's name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>YWCA Canada</td>
<td>Paulette Senior</td>
<td>(416) 962-8881 ext 241</td>
</tr>
<tr>
<td>BC Society of Transition Houses</td>
<td>Shabna Ali</td>
<td>(604) 669-6943</td>
</tr>
<tr>
<td>Law Foundation of British Columbia</td>
<td>Wayne Robertson, Q.C</td>
<td>(604) 688-2337</td>
</tr>
</tbody>
</table>
MANAGEMENT
Please tell us about key employees directly involved with the project.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title or role</th>
<th># months/years working for you</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janet Austin</td>
<td>CEO, YWCA Metro Vancouver</td>
<td>9 years</td>
</tr>
<tr>
<td>Lisa Rupert</td>
<td>Associate Director, Housing Services</td>
<td>10 years</td>
</tr>
<tr>
<td>Chantelle Krish</td>
<td>Manager, Marketing and Advocacy</td>
<td>1 year</td>
</tr>
<tr>
<td>Andrea Vollans</td>
<td>Legal Educator, Munroe House</td>
<td>6 years</td>
</tr>
<tr>
<td>Hiromi Kase</td>
<td>Support Worker, Munroe House</td>
<td>1.5 years</td>
</tr>
</tbody>
</table>

BOARD OF DIRECTORS
Please tell us about your board of directors.

<table>
<thead>
<tr>
<th>Name</th>
<th>Board committees</th>
<th># months/years on board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne Boyle</td>
<td>Finance &amp; Investment</td>
<td>3 years</td>
</tr>
<tr>
<td>Wanda Costuros</td>
<td>Finance &amp; Investment</td>
<td>3 years</td>
</tr>
<tr>
<td>Karen Gilmore</td>
<td>Human Resources/Compensation</td>
<td>6 years</td>
</tr>
<tr>
<td>Karen Hoffmann</td>
<td>Governance</td>
<td>3 years</td>
</tr>
<tr>
<td>Evaleen Jaager Roy</td>
<td>Human Resources/Compensation</td>
<td>4 years</td>
</tr>
<tr>
<td>Khorshid Hakemi</td>
<td>Governance</td>
<td>1 year</td>
</tr>
<tr>
<td>Dr. Jocelyn Lymburner</td>
<td>Governance</td>
<td>2 years</td>
</tr>
<tr>
<td>Dr. Verna Magee Shepherd</td>
<td>Governance</td>
<td>6 years</td>
</tr>
<tr>
<td>Nancy A. Self</td>
<td>Finance &amp; Investment</td>
<td>4 years</td>
</tr>
<tr>
<td>Lisa Kershaw</td>
<td>Human Resources/Compensation</td>
<td>1 year</td>
</tr>
<tr>
<td>Sherry Tryssenaar</td>
<td>Finance &amp; Investment</td>
<td>4 years</td>
</tr>
<tr>
<td>Dr. Kim van der Woerd</td>
<td>Human Resources/Compensation</td>
<td>2 years</td>
</tr>
</tbody>
</table>

What is your mission or mandate? How does it relate to the values of the Catherine Donnelly Foundation? (150 words)

The mission of the YWCA is to touch lives and build better futures for children, youth and women through advocacy and integrated services that foster personal and economic independence, wellness and equal opportunities. Through our integrated programs, YWCA Metro Vancouver provides supports for a woman at every stage of her life, ensuring she can provide for her children with dignity. We believe a woman needs a hand up, not a hand out as it is through her example that
her children develop a sense of their own worth and possibility. To this end, our offerings include short and long term housing for single mothers, food and parenting programs, children who witness abuse programs, career services, bursary programs, affordable, quality child care and mentorship. As we have over 100 years of history in Vancouver, our partnerships and relationships within this community are established, deeply respected and contribute to our effectiveness.

**DETAILED PROJECT PRESENTATION**

The CDF will consider applications for programs or initiatives intended to assist low-income persons/families within transitional housing settings. The Foundation will also consider projects related to research, education and advocacy designed to address the causes of the scandalous lack of affordable housing in Canada.

**Who will benefit from the project/program?** (150 words)

- Mothers without legal status and their children currently living at Munroe House who can now access a full continuum of programs and services
- Women who are currently living in fear, unaware that there is help available to them
- Front-line staff at first-stage shelters who can now send these women to Munroe House for help
- Front-line staff at government and social service agencies who have not been aware of this issue or known how to help
- Mothers without legal status living in other jurisdictions

**What are the specific objectives of the project/program?** (200 words)

- To advocate for necessary legislative changes at both the provincial and federal levels as well as for policy changes within service agencies.
- To bring issues facing mothers without status into public awareness through local and national education and media campaigns.
- To educate judges and lawyers about incongruencies between federal immigration and provincial family law so they can treat mothers without status fairly and ensure they are not made more vulnerable to abuse.
- Foster existing cooperative relationships with service agencies so front-line staff understand the unique situations of these women while being continuously informed of legislative and policy advances, with an ultimate goal of making advocates from Munroe House unnecessary.
- To provide continuous support to women without legal status and their children by offering
  - free, stable, safe and clean housing for the two year-waiting period required by Immigration Canada
  - a food allowance as well as weekly food bank and grocery store runs
  - a community of support by facilitating weekly group meetings and events
  - on-going advocacy with government and service agencies
  - emotional support and healing for those who have witnessed or experienced abuse through weekly individual and group therapy programs
  - access to additional programs and supports offered through YWCA Metro Vancouver including long-term housing and employment services
What are the projected results? How will results be measured? (200 words)

The YWCA measures its success on a year-to-year basis using the Balance Scorecard Performance Measurement System. This tool enables the YWCA to communicate with internal and external stakeholders about program outcomes and performance drivers through which we achieve our mission. Through the Balanced Scorecard, we monitor our current performance – including finances, client satisfaction, and business processes – as well as our efforts to improve processes, motivate and educate employees, and enhance information systems and strategic objectives.

Some of the measurable results will include:

- Number of mothers without status who can access Income Assistance
- Number of children who are able to go to school
- Number of women who have their immigration applications for permanent residence approved
- Number of women who secure long-term affordable housing through BC Housing
- Number of women who are referred by 1st stage transition houses and other agencies
- Number of women attending weekly support group meetings
- Number of women who report improved communications with various government and service agencies

What is the contribution by the beneficiaries of the project/program? (150 words)

Mothers without legal status live in constant fear that their tenuous situation will be exposed and they will be deported without their children. For this reason they often hide, frequently unaware of the supports available to them. In order to reduce the suffering of other women and children in similar situations, women living at Munroe House have shared their stories, often publicly and have spent hours with our staff identifying needs and challenges so that they might guide others to find support to leave their abusive partners, access social services and apply for permanent resident status.

These women have shown almost superhuman bravery in order to overcome their challenges and fierce determination to remain in this country with their children. Their willingness to share their heartbreaking stories and to facilitate support groups is a testament to their commitment to “give back.”

What are the key milestones for your program or project during the grant period?

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Target date (mo/yr.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal agreement with Provincial Government that Income Assistance applications made by women without legal status can be accepted under three conditions: 1) They must be leaving an abusive relationship 2) They must have a court order proving this 3) They must have already applied for their Permanent Residence on compassionate and humanitarian grounds</td>
<td>Achieved Sept 2011</td>
</tr>
<tr>
<td>Support groups facilitated by a woman who has successfully navigated the system and who has her permanent resident status are running weekly.</td>
<td>January 2012</td>
</tr>
<tr>
<td>Front line staff at School Boards, Income Assistance, BC Housing are fully informed of this agreement and are willing to consider these women on a per case basis.</td>
<td>Beginning March 2012</td>
</tr>
<tr>
<td>What conditions are critical for success and what factors pose a risk to this project/program? (200 words)</td>
<td></td>
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</tbody>
</table>
| **Conditions for success:**  
- Ability to maintain our friendly and cooperative relationship with officials in the provincial government who have been very open to our recommendations regarding this issue.  
- Governments’ willingness to find interim solutions while formal legislation is being drafted.  

**Factors posing risk:**  
- Until the Provincial Government passes official legislation, it is very difficult to educate front line staff about the interim solutions to assist these women. As such many are given conflicting or wrong information and so must rely on advocates at Munroe House to help them navigate the system. However many women do not have access to this service.  
- The current economic climate forces government to take a hard-line approach to immigration issues and more conservative political climate makes it difficult for government to be seen as soft or generous with those perceived as illegal immigrants or those “taxing” the social system. |

<table>
<thead>
<tr>
<th>What is the plan for follow-up and evaluation of the project/program? (150 words)</th>
</tr>
</thead>
</table>
| Evaluation through our Balanced Scorecard system conducted through annual surveys  
YWCA will issue advocacy reports and updates which will be sent to front line staff, transition houses and service agencies.  
Advocates at YWCA Munroe House will be making presentations to service agencies and partnering organizations such as 1st stage shelters and the Law Foundation of British Columbia so that they can assist in educating anyone who may have contact with women without status in BC.  
YWCA Metro Vancouver staff are part of a national advocacy initiative to bring these issues to awareness at the Federal level and to work towards changes to Federal Immigration Law. This group will be documenting and reporting on their process. |
How is your program/project innovative, radical and replicable? (250 words)

YWCA Metro Vancouver addresses every aspect of this issue. Munroe House ensures the immediate needs of women and their children are met first by providing free access to food and stable, safe housing, emotional supports, assistance navigating the system, as well as advocacy to obtain legal residence. Then after they receive permanent residency, these mothers can access employment services, child care, and on going resources to help her and her children heal from the trauma of living with or witnessing abuse and to become personally and economically independent. As a result, we have many stories of women who have successfully navigated this process and who are now employed, living in long-term housing and successfully caring for their children. We know if given opportunity families led by mothers who were once without legal status can thrive in this country.

This is why the YWCA works to ensure these deplorable conditions do not continue to impact others by leading advocacy campaigns at both the provincial and federal levels. We have produced a detailed report describing this issue and offering recommendations which has already been widely distributed among government, legal and social service agencies. Our advocacy to change Federal Immigration Laws will ultimately benefit all immigrant women. Because the YWCA is part of a strong, well-established national network, we are able to assist others across Canada by sharing what we are currently doing at YWCA Munroe House.
FINANCIAL INFORMATION

In order to assess your request we need to understand your organization’s financial and operating capacities and details about the budget for the project or program you’re requesting funds for.

Please provide the following financial information (via attachment):

• Project financial plan and budget: including itemization of the costs that will be covered by the CDF foundation; itemization of the project’s income and other grants or sources of support
• Current organization budget listing expense categories and sources of income – both actual and anticipated.
• Current Annual Report and Audited Financial Statements.

Please tell us about your organization’s financial management practices (i.e. financial planning, organizational resources, financial operating systems, and financial soundness)? (200 words)

YWCA Metro Vancouver believes financial stability is critical and achieved through the following strategies:

• annual operating budgets are balanced and expenses are kept in line with revenues
• revenue diversification to mitigate risk of losing one major source of funding
• emphasis on strategic planning and goal setting
• promoting financial sustainability through the building of reserve funds
• protection and maintenance of the organization’s capital assets and facilities through the building of capital reserves
• adherence to the YWCA’s investment policy and careful monitoring of the investment performance

We have the following protocols to ensure compliance with accounting standards:

• Qualified accountant in CFO position
• Annual audits by independent third party auditors
• Finance, Audit & Investment Committee (FAI) oversight
• Quarterly reporting to FAI Committee and Board of Directors
• Monthly reporting and variance analysis for each program
• Sophisticated accounting software
• Bank and ledger reconciliations on monthly basis
• Periodic controls review to assess adequacy of internal controls processes
• Established limits for signing purchase requests, cheques, contracts etc
• Purchasing policy which ensures appropriate approvals for spending
• Maintenance of accounting records in accordance with regulations from Canada Revenue Agency and regulatory bodies
**REFERENCES**

List the names, addresses and phone numbers of three references that know of your organization’s work. You may also provide relevant testimonials. (Indicate whether business or personal and how they know about your organization.)

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Relationship</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shabna Ali, Executive Director</td>
<td>Business relationship</td>
<td>604.669.6943</td>
</tr>
<tr>
<td></td>
<td>BC Society of Transition Houses</td>
<td>Community partner and referral agency</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Sheryl Burns, Vice-President and Education Chair, CUPE Local 1936</td>
<td>Business relationship</td>
<td>(604) 522-8445</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prepared Single Mothers Without Legal Status in Canada report</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Sarah Alwine, Resident of Munroe House</td>
<td>Personal relationship</td>
<td>(604) 734-5722</td>
</tr>
</tbody>
</table>

What else do you think we should know? (150 words)

With over 100 years of service in Vancouver, YWCA Metro Vancouver has formed long-standing partnerships which ensure our organization’s effectiveness in delivering a wide range of integrated programs for women and children. These partnerships also ensure our advocacy efforts reach the right ears. Already we’ve seen some movement. This September we received a verbal agreement from the Provincial Government that Income Assistance applications made by women without legal status can be accepted with some conditions. While there is still considerable work to be done, we are encouraged by the strength of our cooperative relationships and by the willingness of officials to find solutions to problems facing these women.
By signing this application you confirm that the information provided is complete and accurate to the best of your knowledge. You also authorize the Catherine Donnelly Foundation to use your organization’s name and the name of the project you are involved with in order to promote the foundation to other potential grantees.

Please confirm:

☐ Your organization is the applicant of record for this grant application

Chair of your board of directors

Name (please print)  Signature  Date (mm/dd/yyyy)

Your Executive director

Name (please print)  Signature  Date (mm/dd/yyyy)