# Reaching Home Sustainability/Exit/Wind Down Checklist

# for Applicants of Services Projects

It is highly recommended that you consider the following when writing your sustainability or exit/wind-down plan.

* If you aim to continue all or part of service delivery at the end of the Reaching Home project period, please complete a **Sustainability Plan**.
* If you plan to end service delivery at the end of the Reaching Home project period, please complete **an Exit or Wind-down plan**. Please contact us at [reachinghome@vancity.com](mailto:reachinghome@vancity.com) with questions.

**For Sustainability Plans**

1. Do you aim to continue the delivery of this service or part of this service after your RH Contribution Agreement has ended? Please discuss. (Please note simply requesting funding from the Province/BC Housing or stating the province will continue project funding is not considered a full sustainability plan nor an exit strategy).
2. Are partnerships critical to the success of the Sustainability Plan?
3. If yes to question 2, are partnerships in place for the continued delivery of this service (this can include MOUs, funding contracts etc.)?
4. If no to question 2, does your timeline to achieve partnerships end before your RH Contribution Agreement?
5. Are other funding sources critical to the success of the Sustainability Plan?
6. If yes to question 5, are there multiple sources of funding for this project?
7. If no to question 5, are internal funding sources confirmed for the delivery of this service after the RH Contribution Agreement?
8. Does the project have broad community support (other community organizations, Government, etc.)?
9. If the objective of the Sustainability Plan is to continue delivery of only part of the service, how will the reduction in service impact/affect individual clients and the community?
10. Where applicable, what processes are in place to inform staff that services will not continue, and/or that the objectives of the plan were not achieved within the timeline?
11. Does your organization have a media strategy to address any inquiries arising from the plan not being executed as intended?
12. Any other risks to note to reviewers and how you will mitigate them?

**For Exit or Wind Down Plans**

1. Do you plan to either phase out the delivery of the service, or to reduce and/or eliminate the need for the service, when the Reaching Home funding period has ended? (Please note simply requesting funding from the province or stating the province will continue project funding is not considered a sustainability plan nor exit strategy).
2. Does your Exit or Wind Down Plan clearly articulate impacts to clients and/or community as a result of cessation of service (For example, a gap in service)?
3. Are any unintended or harmful impacts mitigated through your Exit or Wind Down Plan? (For example, how available/accessible are referrals to other services in the community?)
4. Does the Exit or Wind Down Plan demonstrate how the benefit to clients outweigh any potential concern resulting from the cessation of service?
5. Does the Exit or Wind Down Plan articulate a wind down timeline with specific dates and activities?
6. Have you consulted with other partners, funders, clients, community, etc. on impact of wind down and if a Sustainability Plan is also necessary?  (Please note simply requesting funding from the province or stating the province will continue project funding is not considered a sustainability plan nor exit strategy)
7. Where applicable, what processes are in place in your Exit or Wind Down Plan to inform staff that services will not continue and/or that the objectives of the Plan were not achieved within the timeline?
8. Does your organization have a media strategy to address any inquiries arising from your Exit or Wind Down Plan not being executed as intended?
9. Any other risks to note to reviewers and how you will mitigate them?