

# WORKSHOP AGENDA

Time	Item	Details
8:30 – 9:00	Arrival & Registration	<ul style="list-style-type: none"> <li>Coffee and tea will be provided</li> </ul>
9:00 - 9:15	Welcome & Territory Acknowledgement	<ul style="list-style-type: none"> <li>Introduce hosts and presenters</li> <li>Review agenda</li> <li>Housekeeping items</li> </ul>
9:15 - 10:00 (45 mins)	Project Development 101	<p><b>Handout:</b> Affordable Housing Development FAQs</p> <ul style="list-style-type: none"> <li>Terms and definitions</li> <li>Defining affordability</li> <li>Development process/stages/timeline</li> <li>Project management and support</li> <li>Current funding call</li> </ul>
10:00 - 11:30 (1.5 hours)	Stage 1: Pre-Proposal	<p><b>Handout:</b> Pre-Development Survey</p> <ul style="list-style-type: none"> <li>Small group work: identify major project hurdles</li> <li>Full group: discuss challenges and potential solutions</li> </ul>
11:30 - 1:00 (1.5 hours)	Lunch & Funders Forum	<ul style="list-style-type: none"> <li>Funders' presentations (10 minutes each): <ul style="list-style-type: none"> <li>CMHC</li> <li>BC Housing</li> <li>Columbia Basin Trust</li> </ul> </li> <li>Q&amp;A</li> </ul>
1:00 – 1:45 (45 minutes)	Stage 2: Proposal	<p><b>Handout:</b> Sample Proposal (TOC and appendices)</p> <p><b>Handout:</b> Proposal Preparation Tool</p> <ul style="list-style-type: none"> <li>High-level overview of proposal preparation tool</li> <li>Discuss what polished proposal looks like</li> <li>Discuss potential challenges at detailed stage</li> </ul>
1:45 – 2:00	Next Steps & Closing Remarks	<p><b>Handout:</b> Evaluation Form</p>