

MN-S and the Government of Canada's Reaching Home Strategy

Reaching Home Non-Designated Indigenous Stream Reaching Home Rural & Remote Stream. 2022-2024 Application.

This application is for Housing Services, Prevention and Shelter Diversion, Client Support Services, Capital Investments, and Coordination of Resources and Data.

Which stream are you applying for?

Please check one box only

Reaching Home Non-Designated Indigenous Stream

Reaching Non-Designated Home Rural and remote stream

PLEASE READ THE APPLICATION GUIDE CAREFULLY BEFORE COMPLETING THIS APPLICATION FORM. Please fill out separate applications for separate projects.

Executive Summary Word limit to 500 characters (with spaces) per summary question

Priority area: Housing Services Prevention & Shelter Diversion Client Support Services Capital Investments

Applicant Name

Project Name

Project Location

RH Contribution Request

Other Contribution

Total Project Amount

Project Details and Summary

Community Needs

Partnerships and Community Supports



Measurable and Achievable Outcomes

Sustainability of the Benefits of the Project

Process to Measure success

Program History and Successes

Past Reaching Home Partnerships and Brief History

Environmental Impacts

PART 1

1.1 Organization Identification

Organization type: Individual Private Not for profit Municipal Indigenous

Legal Name

Phone Number

Fax Number

Mailing Address

Website Address

Contact Name and Title

Phone Number

Email

Language of Correspondence: English French

Incorporation Number (Charters/letters patent)

Incorporation Date (MM-YYYY)

Business Number (Canada Revenue Agency)

GST Number

PST Number

Registered Charitable Tax Number

Tax refund percentage (GST)

From among the organization staff affected by the proposed activities, is any staff unionized? Yes No

If yes, have you obtained union concurrence? Yes No It is not required.

Note: If yes, a Copy of Union Concurrence required upon submission

Organization's main activities and mandate

1.2 Legal Signing Officers

Contribution Agreement (according to Letters Patent or other incorporating documents)		
How many signatures are required to bind the applying organization into a legal agreement?		Number:
From among these authorized signatures, what is the position title of the officer(s) whose signature is always required bind the applying organization into a legal agreement?		Position Title:
Title	Name	Specimen Signature
1.		
2.		
3.		

Payment Claims and other reports submitted		
How many signatures should appear on applications for payment or reports submitted?		Number:
From among these authorized signatures, what is the position title of the officer(s) whose signature is always required on payment claims or reports submitted?		Position Title:
Title	Name	Specimen Signature
1.		
2.		
3.		

1.3 Accounting Practices

Accounting is Done Internally Accounting is Done Externally

Bookkeeper's Name

Name of the external firm (if applicable)

Phone Number

Manual System Digital System

Name of software used

What is the fiscal year-end of your organization?

Does your organization contract external auditors to conduct financial audits? Yes No

In the past three (3) years, has your organization been reviewed, audited, or investigated by the federal government, provincial government or another public body created under the law of a province? Yes No

If yes, were there any irregularities or issues regarding your organization's financial management practices? Yes No

If yes, have those issues been resolved and measures diligently put in place to prevent reoccurrence? Yes No

Do you have liability insurance? Yes No

If you have liability insurance, please specify the amount

Worker's Compensation Premium Rate (per \$100)

1.4 Amounts Owing to Canada

Do you owe any amount to a Government of Canada department or agency? Yes No
If so, please specify:

Amount Owing	Nature of the amount owing (i.e. tax, penalty, overpayment)	Government department or agency to which the amount is owing

1.5 Lobbying Efforts / Involvement of Public Servants

In the past three (3) years, has your organization been reviewed, audited, or investigated by the federal government, provincial government or another public body created under the law of a province? Yes No

Applicants are responsible for ensuring that any person lobbying on their behalf is registered with the Office of the Registrar of Lobbyists pursuant to the Lobbyists Registration Act. In addition, applicants who seek outside assistance to solicit, negotiate or obtain a contribution from the department may not pay a contingency fee for such assistance.

At the agreement stage, applicants requesting funding of \$25,000 or more will be asked to declare the above requirements concerning the registration of lobbyists and contingency fees have been met.

Lobbyists may register online with the [Office of the Registrar of Lobbyists](http://www.orl-gdl.gc.ca) (www.orl-gdl.gc.ca) free of charge. For further information, please contact the Office of the Registrar of Lobbyists by telephone at (613) 957-2760 or email at questionslobbying@orl-bdl.gc.ca

Has there been any involvement of past federal government public servants in the preparation of this proposal? Yes No

Applicants are responsible for declaring involvement of past federal government public servants in the preparation of their proposals as per the Values and Ethics Code for the Public Service. The Values and Ethics Code for the Public Service can be found [here](#).

PART 2

Project Details

2.1 Project Name

2.2 Length of Project 1 year ending March 31st 2023 2 year ending March 31st 2024

2.3 Location of Project activities (if different than applicant's mailing address)

2.4 Please indicate if the facilities for Capital Investment projects are owned or rented/leased (If rented or leased, a minimum 5-year lease and letter of support for project activities from landlord are required). Please provide documentation.

2.5 Please provide population size of community where project activities are to take place.

2.6 Project areas of activity (check all that apply)

Emergency shelter facilities Transitional housing facilities Supportive housing facilities Non-residential facilities

Please check the type of expense that applies to this project

Housing Services

- Housing Placement
- Emergency Housing Funding
- HousingSet-up
- Other

Client Support Services

- General Client Supports
- Clinical and Treatment Services
- Economic Integration Services
- Social and Community Integration Services
- Other

Prevention & Shelter Diversion

- Discharge Planning Services
- Help Obtaining or Retaining Housing
- Advice on Budgeting, Credit Counseling and Debt Consolidation
- Legal Advice, Advocacy, and Legal Representation in Order to Avert Eviction
- Moving Costs
- Short-Term Financial Assistance to Help Avert Eviction or Loss Of Housing With Rent, Rental Arrears, Utility Deposits or Payments
- Other

Capital Investments

- Renovation of emergency shelters, transitional housing, permanent supportive housing, or non-residential facilities
- Repairs of damages resulting from housing placements
- New construction of transitional or permanent support housing, or non-residential facilities
- Purchase of transitional housing, permanent supportive housing, or non-residential facility
- Purchase of furniture, appliances, machinery, electronic equipment, and vehicles
- Professional fees
- Other

2.7 Project details and summary. Must include project activities and links to Project Areas of Activity selected in section 2.5.
Maximum word limit to 2000 characters (with spaces).

2.8 Project timeline and work plan descriptions. Maximum word limit to 1500 characters (with spaces).

2.9 Community Needs (what are your community needs and how your activities will meet these needs).
Maximum word limit to 2000 characters (with spaces).

2.10 Partnerships and community supports on this project. Include at least 2 letters of support with the application.
Maximum word limit to 500 characters (with spaces).

2.11 List any partner organizations, businesses, institutions, or other funding agencies that you have approached or will approach to provide funding for this project. Maximum word limit to 500 characters (with spaces).

2.12 Measurable and achievable outcomes and outputs and expected results. Maximum word limit to 1000 characters (with spaces).

2.13 The sustainability plan must demonstrate how the benefits of the project will be sustainable and activities maintained after Reaching Home funding ends. If an exit strategy forms part of the sustainability action plan, then the exit strategy must demonstrate a minimum amount of disruption to clients. Maximum word limit to 1000 characters (with spaces).

2.14 Process to measure success. Maximum word limit to 500 characters (with spaces).

2.15 Program History and Successes (description of specific program that is connected to proposed project and past successes of this program). Maximum word limit to 1000 characters (with spaces).

2.16 Please discuss past Reaching Home (formerly HPS) partnerships with brief project and funding details.
Maximum word limit to 1000 characters (with spaces).

2.17 Environmental impacts (if applicable). Maximum word limit to 500 characters (with spaces).

PART 3

Beneficiaries

Please provide information on the client groups (those who are homeless and those at risk of homelessness) served as part of your project. Please check all that apply.

Housing Status

Chronically Homeless

Individuals with a total of at least 6 months (180 days) of homelessness over the past year or recurrent experiences of homelessness over the past 3 years, with a cumulative duration of at least 18 months (546 days)

History of Chronic Homelessness

must be currently permanently housed through a housing first program or exiting an institution

Gender

General population
Male
Female
Transgender

Special Needs

General population
People with addictions
People with disabilities or mental health issues
People with HIV/AIDS
Families
Victims of domestic violence
People who identify as LGBTQ+

Populations of Interest

Indigenous peoples	%
Immigrants	%
Refugees	%
Veterans	%
Other	%
Reported % of total people served	

Ages

General population
Children (0-14)
Youth (15-30)
Adults (31-64)
Seniors (65+)

PART 4

(For Capital Investment Projects Only)

This section must be completed by all applicants seeking funding for capital investment projects to ensure that their application and sustainability plan address all the key elements required of an eligible capital project. This section contains elements that will be verified during the selection process by Community Advisory Board.

Sustainability Plan

Long-term benefit for the community

Indicate how the purchased equipment or furniture, or renovated facility, will remain in the long term for the benefit of individuals who are homeless or at imminent risk of homelessness?

Operation for five years after the project ends

Indicate the operational impacts of the project (i.e., additional staff or services needed once the project is completed or additional demand for health and social services?).

What are the relevant and related operational costs identified for the project?
(Include any costs related to additional staff and service requirements).

Show what operational funding sources will cover the total operating costs related to the project?
(i.e., a balanced annual operating budget for five years following the end date of the project).

Identify all the partners and operational funding sources identified in the sustainability plan?

Have you read and do you understand the Capital Investment Sustainability Requirements from the Application Guide, and have you completed the Sustainability Checklist?

Yes No

Legal Signatory Name (Please print)	Title (Please print)	Signature	Date (Day / Month / Year)

PART 5

Project Funding Details

Reaching Home (formerly HPS) funding Contribution Requested Amount \$ _____

Other Sources of Contribution \$ _____

Total Project Amount \$ _____

Please name all matching cash and in-kind contributions to the project, summarize partner roles/responsibilities and financial or in-kind contribution value. Include all partner organizations, government agencies (of any level – federal, provincial, municipal), businesses, non-profits, individuals, or others as well as partnership letters as per the Application Guide instructions. Do not include contributing partners of your organization's operational budget. Only include contributors or partners of the project proposed for Reaching Home funds.

Contributor	Type of Organization	Roles and Responsibilities	Financial or In-Kind Value

Total project amount of Financial and In-Kind Contributions from All Sources: \$ _____

Mandatory Supporting Documents required. Letter(s) of commitment are required to confirm contributions declared in this application form as part of the financial and/or activity reporting.

PART 6

Budget Negotiation Notes

Legal Name of Organization

Project Number: (completed by MN-S after submission)

Project Name

Expenditure Categories

There are 8 cost categories for all project costs. All costs must be linked to project activities included in the proposal and to functions that are project specific. For example, wages/salaries of project staff are in Category 1 (i.e., project managers, case managers, housing placement workers, data co-ordinator), and wages/salaries of head office management are in category 8 (payroll, HR, admin). Reimbursement will be supported by invoices (payroll and/or travel claims, as appropriate) and will be subject to monitoring and audit. Examples of costs for which a contribution can be considered include, but are not limited to:

	Amount Requested	Detail Description / Comments
1. Staff Wages		
Staff Wages includes Mandatory Employment Related Costs (MERCs) which refer to payments an employer is required by law to make in respect of its employees such as EI and CPP/QPP premiums, workers' compensation premiums, vacation pay and Employer Health Tax.	\$	Provide details (i.e., hourly rate, number of hours, number of weeks, MERCs) by position.
Benefits which refer to payments an employer is required to make in respect of its employees by virtue of company policy or a collective agreement. Examples of Benefits include contributions to a group pension plan or premiums towards a group insurance plan, extended illness and maternity leave, termination pay where warranted by provincial employment standards and organizational policies in existence at the time, severance pay where warranted by provincial labour standards, etc.	\$	
Sub-Total 1: Staff Wages	\$	
2. Professional Fees		
Professional fees – sub-contracting contracted specifically to support the project (e.g., bookkeeping, janitorial services and supplies, community plan facilitator, information technology, equipment maintenance services and security. Legal fees are noted separately below); all fees related to the purchase, pre-development, construction, or renovation of facilities are noted in Category 5: Facilities.	\$	
Legal fees (e.g., allowance for costs related to review of lease for new project site premises)	\$	
Sub-Total 2: Professional Fees	\$	

	Amount Requested	Detail Description / Comments
3. Travel		
Staff and volunteer travel directly linked to assisting clients (e.g., housing placement or mobile counseling); travel for meetings and networking is noted in Category 7: Administrative Costs	\$	Provide details (i.e., means of transportation, number of kilometers, KM's rate)
Sub-Total 3: Travel	\$	
4. Capital assets (except facilities)		
Capital assets of more than \$1,000 (excluding taxes). By default, all capital assets remain the property of the Recipient at the end of the project, unless an agreement for their disposition is prepared. List all capital asset purchases.	\$	Provide list of individual assets and specify which will not remain with the recipient at the end of the project.
Furniture of more than \$1,000 excluding taxes	\$	
Appliances of more than \$1,000 excluding taxes	\$	
Sub-Total 4: Capital assets (except facilities)	\$	
5. Facilities (capital investments)		
Cost of purchasing land and/or building(s), including refundable deposits;	\$	Provide details of market value of property.
Construction or renovations to facilities: costs of labour and materials, general contractors, professional fees for project management, site supervision and inspections	\$	Provide details of preliminary cost estimates for the construction or renovation and market value of property.
Pre-development costs: property zoning and assessment fees, environmental assessments, architectural drawings and advice, engineering drawings and advice, building permits, licenses, and taxes	\$	Provide details of the different professionals involved and their fees
Sub-Total 5: Facilities (Capital investments)	\$	Proof of market values are required.
6. Other Activity Related Project Costs		
This includes costs directly associated with the project activities that are not included in any other budget category.		
Rent, lease (including applicant owned premises) and repairs, leasehold improvements	\$	
Furniture costing \$1,000 or less, excluding taxes	\$	
Staff disability supports	\$	
Staff training (specify)	\$	
Conference attendance fees	\$	
Conference costs (meeting room rental, guest speakers, etc.)	\$	
Signage	\$	

	Amount Requested	Detail Description / Comments
Utilities	\$	
Equipment lease, rental, or purchase (including computers, fax machines, etc.; meter charge for photocopies, repair and maintenance cost item are included in cost type 7: Administrative Costs)	\$	
Computer software and licenses directly related to delivering project activities including those that support the use of a client tracking system	\$	
Costs associated with use of applicant-owned assets other than premises (e.g., computers and other equipment, furniture, etc.)	\$	
Memberships (professional and organizational), affiliation fees and business licenses and permits	\$	
Advertising (newspaper ads, flyer production, web page design etc.)	\$	
Reference materials (books, periodicals, subscriptions, etc.)	\$	
Telephone and/or fax line installation and charges	\$	
Internet installation and monthly fees	\$	
IT maintenance	\$	
Printing	\$	
Staff professional development (courses required by staff to ensure the success of the project, must not be part of the routine development courses required by the organization's policies)	\$	
Postage	\$	
Costs related to transition/wind-down (termination and/or severance pay, other HR related costs, penalties for breaking leases, etc.)	\$	
Materials and supplies (e.g., food supplies, laundry supplies, cleaning supplies, personal or household items for facilities that house homeless people, office supplies for the facility)	\$	
<p>Participant related costs: Expenses associated with the participants/clients of a particular project. Please note: for Reaching Home, these costs cannot be paid directly to clients (for example, in the case of a rent payment to avoid eviction, the recipient would reimburse the landlord directly). Reimbursement will be supported by invoices and will be subject to monitoring and audit. The following participant related costs are part of this expense category #6: Other Activity Related Costs, and may include, but are not limited to:</p>		
Housing Emergency assistance (e.g., rent and utilities)	\$	
Living expenses for individuals (e.g., vouchers for food, clothing, grocery, baby diapers, eyeglasses) items that remains with clients	\$	
Disability related supports	\$	
Disability related incremental costs	\$	

	Amount Requested	Detail Description / Comments
Professional fees related to participants/clients-contracting, sub-contracting (e.g., vocational assessments, needs assessments)	\$	
Dependent care	\$	
Materials and supplies, household items that remain with the participant/client	\$	
Travel associated with participants / clients (e.g., bus tickets)	\$	
Sub-Total 6: Other Activity Related Costs	\$	
7. Administrative Costs (Administration)		
Insurance (fire, theft, liability) and extended warranties	\$	
Telephone and/or fax line installation and charges	\$	
Internet installation and monthly internet fees	\$	
IT maintenance	\$	
Postage and courier	\$	
Operational printing contracted externally (business cards, letterhead, printing of organizational or project brochures, etc.)	\$	
Equipment repair and maintenance associated with everyday upkeep not covered by a lease or service contract (includes photocopy meter charges)	\$	
Staff professional development - to cover basic training needs as per organization's existing policies; employment related requirements, which can include, but is not limited to, health and safety, first aid, CPR, self-defense, crisis intervention, anti-racism, sensitivity, conflict resolution, etc.	\$	
Office supplies (pens, paper, envelopes, subscriptions)	\$	
Bank charges	\$	
Other non-participant-based costs (e.g., staff and volunteer recognition)	\$	
Staff and volunteer travel for meetings or networking (does NOT include monthly parking fees; travel to assist participants is noted in cost type 6 (Other Activity Related Project Costs))	\$	
Computer software and/or license renewals and upgrades	\$	
Sub-total 7: Administrative Costs	\$	

	Amount Requested	Detail Description / Comments
8. Organizational Infrastructure Costs (Administration)		
Also known as centralized administrative costs, these are expenses incurred for "main office", "head office", or "administrative office" of the Recipient, which guide and enable effective program delivery and contribute to the success of the project by providing support through overall organization governance, management, planning, finance, communications, human resources, and information technology. These are costs related to functions which are not project specific. For example, wages/salaries and related office costs of management or other staff whose time is not spent specifically on management or delivery of project activities (i.e., CEO, HR department, Finance group, Administration section etc.) Expenses associated with the project under this heading can be included in payments that are based on a formula.		
Staff wages and MERCS for staff working only indirectly on the project	\$	
Benefits and other HR costs. (See Section 1 for details)	\$	
Rent, lease (including applicant owned premises) and minor repairs and leasehold improvements	\$	
Utilities	\$	
Furniture	\$	
Signage	\$	
Equipment purchase, lease, or rental (including computers)	\$	
Costs associated with use of applicant-owned assets other than premises (e.g., computers and other equipment, furniture, etc.)	\$	
Equipment maintenance and repairs	\$	
Computer software and licenses	\$	
Professional fees – contracting (e.g., bookkeeping, janitorial services, IT, equipment maintenance services, security)	\$	
Staff disability supports	\$	
Telephone costs	\$	
Postage and courier	\$	
Internet costs (web page design, etc.) and other IT requirements;	\$	
Printing costs	\$	
Advertising costs	\$	
General insurance (e.g., directors' liability insurance)	\$	
Travel associated with staff of the head office and board members (based on travel claims)	\$	
Training and development costs (volunteer and staff)	\$	
Office supplies	\$	
Bank charges	\$	
Memberships and affiliation fees (professional, inter- and intra-organizational, etc.)	\$	
Sub-total 8: Organizational Infrastructure Costs	\$	

	Amount Requested	Detail Description / Comments
TOTAL Reaching Home COSTS	\$	
Other Sources of Funding	Value of Contribution	Detail the cash and in-kind contributions from other sources (Organizations, amount of contribution, nature and value of contribution, purpose of funding)
Cash	\$	
In-Kind	\$	
TOTAL OTHER SOURCES OF FUNDING	\$	
TOTAL PROJECT COSTS	\$	

TO BE COMPLETED BY COMMUNITY ENTITY

1. Are administrative expenses (Sub-totals 7 and 8) within the 15% of the HRSDC contribution? Yes No

If No, please explain:

2. Are wages within the prevailing wage labour rate for this occupation in the community? Yes No

Comments:

PART 7

Submitting your Funding Application

A. Checklist

For your application to be considered for funding, it must include the following:

- 0 Application Form completed and signed by a Legal official representative(s) appointed by the organization
- 0 Budget Negotiation Notes Part 6
- 0 Letters of support from the community (Minimum of 2 letters)
- 0 Letters of commitment from funding partners. See Application Guide for sample letter.
- 0 Property title or lease/rental agreement documentation including letter of support from landlord/property owner (for capital investment projects only).

B. Declaration

Must be signed by as many persons as required by the organization's statutes or by-laws.

- I declare that I am legally authorized to sign and submit this Application on behalf of the Organization named in Section 1.
- I declare that the information provided in this Application and supporting documentation is true, accurate, and complete to the best of my knowledge.
- I understand that if the information described above is false or misleading, I or the Organization may be required to repay some or all of the funding received.
- I declare that the Organization and any person lobbying on its behalf is in compliance with the Lobbying Act, R.S.C., 1985, c. 44 (4th Supp.) and that no commissions or contingency fees have or will be paid directly or indirectly to any person for negotiating or securing this request for funding.

Legal Signatory Name (Please print)	Title (Please print)	Signature	Date (Day / Month / Year)