

REACHING HOME:
CANADA'S HOMELESSNESS STRATEGY



FUNDING APPLICATION FORM

Reaching Home
Designated Communities (DC)
BASE Funding
Spring 2022 - Spring 2024

The City of Kamloops must receive the complete application for funding before the closing date:

Friday November 26, 2021 at 12:00 pm (noon) PST

Applications submitted after the **Friday, November 26, 2021, 12:00 pm (noon) PST** deadline will not be considered. If an application is submitted incomplete, it will also not be considered.

Please send complete electronic applications to Lisa Johannesen: ljohannesen@kamloops.ca

All parts of the application must be complete.

Please review the Application Checklist before submitting your application.

The Community Entity (City of Kamloops) reserves the right to reject some or all applications, and is under no obligation to approve any application through this Call for Proposals.

For inquiries, please contact:

Lisa Johannesen, Project Manager – Housing & Homelessness

Tel: (250) 828-3310

Email: ljohannesen@kamloops.ca

What is Reaching Home?

[Reaching Home: Canada's Homelessness Strategy \(Reaching Home\)](#) is a community-based program aimed at preventing and reducing homelessness. It will provide direct funding to urban (Designated Communities stream), [Indigenous \(Indigenous Homelessness stream\)](#), rural and remote communities across Canada to help them address their local homelessness needs.

The City of Kamloops is the Community Entity (CE) and is responsible for administering and managing federal Reaching Home (RH) funding for the Designated Communities (DC) stream. The CE also works closely with an advisory board and various community partners to help ensure funding is allocated where it is most needed.

The CE is responsible for, and is required to conduct, a due diligence review on all applications. The CE reserves the right to reject some or all applications, and is under no obligation to approve any application through this Call for Proposals.

What is this Call for Proposals for?

This is a Call for Proposals for the **next two years** of RH DC BASE funding: April 1, 2022 – March 31, 2024.

IMPORTANT information:

Project activities must be completed and full budget spent by **March 31, 2024**.

Total DC BASE funding:

April 1, 2022 – March 31, 2023: **\$662,138.00**

April 1, 2023 – March 31, 2024: **\$662,138.00**

Total DC BASE funding for April 1, 2022 – March 31, 2024: **\$1,324,276.00**

- There is no limit on the amount of funding an applicant may request.
- An organization may submit more than one application under this Call for Proposals.
- Projects currently receiving RH DC BASE funding are eligible to apply.
- All program activities must meet [Reaching Home](#) eligibility criteria.

ELIGIBLE APPLICANTS

The following groups and projects are eligible to apply for RH DC BASE funding:

- Not-for-profit organizations;
- For-profit organizations as per 3.2;*
- Municipalities;
- Indigenous organizations (Indigenous organizations may include, but are not limited to, incorporated for-profit and not-for-profit Indigenous controlled organizations, Indigenous controlled unincorporated associations, Indian Act Bands, Tribal Councils and Indigenous self-government entities); and
- Public health and educational institutions.

*"For-profit organizations may be eligible for funding provided that the nature and intent of the activity is non-commercial; not intended to generate profit; based on fair market value; in support of program priorities and objectives; and in line with the community plan."

APPLICATION REVIEW PROCESS

1. The RH DC Community Advisory Board (CAB) Funding Review Committee reviews complete and eligible applications according to the scoring matrix provided in this application.
2. Each Funding Review Committee Member independently scores all complete and eligible applications and submits their scores and recommendations to the CE.
3. The CE holds a Funding Review Committee meeting to review the scores and funding recommendations.
4. The CE is then responsible and is required to conduct a due diligence review on all recommended applications.
5. The CE notifies all applicants of the result of their application and, if successful, further instruction is provided.

The CE reserves the right to reject some or all proposals. The CE is under no obligation to approve any application through this Call for Proposals.

The scoring matrix is available on the following page. It is strongly recommended applicants review and take it into consideration when completing their application.

IF YOUR PROJECT IS APPROVED

Approved applications will receive a service agreement prepared by the CE that will require signatures by the signing authorities of your organization and the City of Kamloops.

RH funding and program expenditures are only eligible upon the date of contract signing by all parties and subject to the availability of Federal RH funding.

FUNDING DISTRIBUTION

RH funding is provided to approved projects as a reimbursement of funds: the project submits monthly Claim and Activity Reports to the CE, the CE reviews the documents and, upon approval, provides reimbursement from the City of Kamloops via cheque.

CATEGORY	<p align="center">Funding Review Committee Scoring Matrix (Scoring rubric for each category is 1 to 5 points)</p>
Outcomes Reporting (RH Reporting Requirements)	<ul style="list-style-type: none"> - Are the application activities appropriate for the selected RH Priorities? - The RH Priorities can have mandatory reporting requirements. If appropriate, does the application state the RH reporting requirements as part of their measurable outcomes? (See RH Reporting Requirements) - Project has measurable and achievable outputs (ex: number of clients served) and outcomes to meet the needs of RH eligible clients - What will be the short term and long term impacts of the project on the community? - Application includes an explanation of how it will measure performance of the project? - Application includes time-based targets or milestones to ensure the project is on track?
Funding request appropriate for project?	<ul style="list-style-type: none"> - Does the request for funding match the desired objectives/outcomes of the project application?
Value for money?	<ul style="list-style-type: none"> - Benefits and costs of the project are adequate and reasonable for the scope of the investment? - Costs reasonable, eligible and directly related to proposed activities? - Is this project a duplication of service? If so, explain why this duplication is needed.
Capacity of organization to undertake project?	<ul style="list-style-type: none"> - Capacity to carry out the project activities in terms of experience, resources, abilities, and past project success? - Demonstrate financial/organizational stability to ensure the project will be successfully implemented and properly reported as per RH criteria? - Logistical capacity / coordination of staff and volunteers? - Demonstrate the capacity to respond to the unique challenges that Indigenous people face?
Clients Served?	<ul style="list-style-type: none"> - Does the project target RH eligible clients? - Describe how cultural/Indigenous needs will be met? - Does the proposal clearly include RH eligible activities?
Culturally Appropriate?	<ul style="list-style-type: none"> - Does the application outline how it will service the diverse needs of all clients, whether Indigenous, non-Indigenous, or multicultural? - Does the application outline how it will provide services that are gender diverse and accessible? - Does the application address culturally safe practices?
Sustainability of benefits for the Project?	<ul style="list-style-type: none"> - Will the benefits of the project activities be sustained when the RH funding ends? If not, can this project be adjusted to a maximize longer term results/impacts? - If not sustainable, is there an explanation of what would happen at the end of the project to minimize impact to clients and the community?
Project location	<ul style="list-style-type: none"> - Location of the project appropriate for the intended clientele? - Is the project or service located close to complementary facilities, services and public transit? - Does the application provide a rationale for utilization of that location for the project?
Reaching Home Eligible/Priority Served?	<ul style="list-style-type: none"> - Funding priorities were established in the RH Kamloops Homelessness Plan 2019 – 2024. Based on that plan, the RH priorities identified in the application will receive the following points: <ul style="list-style-type: none"> ○ Priority 1 Housing Services: 5 points ○ Priority 2: Prevention and shelter diversion: 4 points ○ Priority 3: Health & Medical Services: 4 points ○ Priority 4: Client Support Services: 4 points ○ Priority 5: Capital Investments: 1 point ○ Priority 6: Coordination of resources & data collection: 2 points <p>If a project addresses multiple priorities, the priority points are added together and then divided by the number of priorities addressed to establish their score.</p>

Reaching Home DC BASE Funding: Application Form

Applicant Information		
Legal Name or Name of Business:		
Complete Mailing Address:		
Project Site Address if different from Mailing Address:		
CRA Business #:		
Website:		
Organization type (Select one):		
Contact Information:		
Primary Contact Name:		
Primary Contact Title:		
Primary Contact Phone #:		
Primary Contact Email Address:		
Secondary Contact Name:		
Secondary Contact Title:		
Secondary Contact Phone #:		
Secondary Contact Email Address:		
Project Details:		
Project Name:		
Project Start Date (no earlier than April 1, 2022)	Project End Date (not after March 31, 2024)	
Demographics served by this project		
Age: <input type="checkbox"/> General Population, OR <input type="checkbox"/> 0 - 11 <input type="checkbox"/> 25 - 30 <input type="checkbox"/> 12 - 14 <input type="checkbox"/> 31 - 64 <input type="checkbox"/> 15 - 17 <input type="checkbox"/> 65+ <input type="checkbox"/> 18 - 24	Gender: <input type="checkbox"/> General Population, OR <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgendered <input type="checkbox"/> Other: _____	Populations of Interest: <input type="checkbox"/> General Population, OR <input type="checkbox"/> Indigenous Peoples <input type="checkbox"/> Immigrants <input type="checkbox"/> War Veterans <input type="checkbox"/> Refugees <input type="checkbox"/> Chronically or Episodically Homeless
Client Characteristics:		
<input type="checkbox"/> General Population, OR <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> People with Addictions <input type="checkbox"/> People with Mental Health Issues <input type="checkbox"/> People with Physical Disabilities <input type="checkbox"/> Single-Parent families <input type="checkbox"/> People who identify as LGBTQ2S+ </div> <div style="width: 48%;"> <input type="checkbox"/> Pregnant Women <input type="checkbox"/> Victims of Domestic Violence <input type="checkbox"/> People with HIV/AIDS and/or Infectious Diseases <input type="checkbox"/> People with developmental Disabilities <input type="checkbox"/> Other: _____ </div> </div>		

Project Description

If you require additional space to complete the following questions, please provide a maximum of 3 additional pages of information and reference the applicable question.

Description of Organization's current services

Short description of the Project

Project objectives

What are the RH Priorities that this Project addresses?

Describe how the activities in the application meet these priorities **AND** the RH Reporting Requirements.

Are the outcomes appropriate for the level of funding requested?

Is this Project as effective as possible for funding requested? Efficient use of resources?

What capacity does the organization have to undertake this Project?

Please explain in detail.

What clients are served through this Project?

Please be specific. Describe how cultural and Indigenous safety concerns will be met.

Describe how the Project will meet the diverse needs and services of all clients.

Please explain how the Project will provide culturally safe practices and be as inclusive/accessible to all.

Does this service already exist in community?

If so, please explain the importance of this Project given the duplication.

Describe the long-term impacts of the Project.

Are the activities sustainable following the completion of the Project? How does the Project incorporate longer term results?

Describe the rationale and purpose of the Project location.

Official Language Minority Community.

As RH is a federally funded program, Project services and communications should be provided, if required, in both official languages (English and French). More broadly, Project services should ideally be provided in a way that reduces linguistic barriers and increases accessibility to all. Please explain how your Project meets these goals.

Additional comments or information

If not included in the above questions, please include anything here that you would like the RH Funding Review Committee to consider with your application.

Community Support

Please list all of the partners involved in this Project, if any. Identify if the partners are a source of funding, project development partner, community liaison, etc.

Partner Name	Role in Project

Other Funding

What other sources of funding will this Project receive, if any? Please list the funders and their contribution amounts, and note whether in-kind or cash.

Partner Name	Contribution Amount	Cash or In-Kind

RH DC BASE Proposed Budget

All Projects must be complete by **March 31, 2024**

Please complete the below proposed budgets until **March 31, 2024** and provide [specific details](#) for each cost category.

When creating these budgets, please refer to the Project Funding Reaching Home Priorities (page 13) below, as each fiscal year's budget totals need to match.

2022-2023 Fiscal Year (April 1, 2022 – March 31, 2023)

Expenditure Categories	Reaching Home Funding Requested	Project Funding Details
1. Administrative Costs – Maximum 10% Ex: postage, rent, phones, IT maintenance and head office support		
2. Direct Costs		
a. Wages Ex: detailed staff wages and Mandatory Employee Related Costs (MERCs). Hourly rate, # hours/day or week, date range for employment.		
b. Training and Professional Development Ex: staff training/PD.		
c. Honoraria		
d. Printing and Communications		
e. Professional Fees: Ex: consultants, audit, technical expertise, janitorial, legal etc.		
f. Participant Costs:		
g. Capital Ex: Vehicles, tools, equipment, machinery, computers, furniture. Items costing \$1,000 or more.		
h. Materials and Supplies:		
3. Other Costs: Ex: cultural competency training, hospitality for meetings, items costing less than \$1,000		
Total		

RH DC BASE Proposed Budget

All Projects must be complete by **March 31, 2024**

Please complete the below proposed budgets until **March 31, 2024** and provide [specific details](#) for each cost category.

When creating these budgets, please refer to the Project Funding Reaching Home Priorities (page 13) below, as each fiscal year's budget totals need to match.

2023-2024 Fiscal Year (April 1, 2023 – March 31, 2024)

Expenditure Categories	Reaching Home Funding Requested	Project Funding Details
1. Administrative Costs – Maximum 10% Ex: postage, rent, phones, IT maintenance and head office support		
2. Direct Costs		
a. Wages Ex: detailed staff wages and Mandatory Employee Related Costs (MERCs). Hourly rate, # hours/day or week, date range for employment.		
b. Training and Professional Development Ex: staff training/PD.		
c. Honoraria		
d. Printing and Communications		
e. Professional Fees: Ex: consultants, audit, technical expertise, janitorial, legal etc.		
f. Participant Costs:		
g. Capital Ex: Vehicles, tools, equipment, machinery, computers, furniture. Items costing \$1,000 or more.		
h. Materials and Supplies:		
3. Other Costs: Ex: cultural competency training, hospitality for meetings, items costing less than \$1,000		
Total		

Project Funding Reaching Home Priorities:

Reaching Home funding is required to address the RH sub-priorities in all approved projects. The below table is used to outline how the applications budget is distributed among those RH sub-priorities.

Each application must select between 1 to 3 RH Priorities that best align with the activities of the project.

The RH Priorities selected establish the reporting requirements for approved projects. Some RH Priorities do not require reporting; some require extensive reporting. It is the applicant’s responsibility to understand the RH Priorities and any mandatory RH reporting requirements that need to be tracked.

To review the RH reporting requirements for each RH Priority, see below (pages 14-15).

The total funding listed below must match the total fiscal budgets completed above (pages 11-12).

Priority	Sub-Priority	2022-2023 Fiscal Year <small>(April 1, 2022 – March 31, 2023)</small>	2023-2024 Fiscal Year <small>(April 1, 2023 – March 31, 2024)</small>	Total
		TOTAL:		

Reaching Home Directives & Reporting Requirements
[Reaching Home Priority and Sub-Priority Details](#)

Priority	Sub-Priorities & Annual Reporting Requirements
Priority 1: Housing Services	<p>Housing Placement</p> <ul style="list-style-type: none"> - Reporting Requirements: <ul style="list-style-type: none"> ○ Number of people placed into housing ○ Number of instances of housing placement ○ Number of days it took to place an individual into housing ○ <u>Data collected at 12 months following housing placement:</u> <ul style="list-style-type: none"> ▪ Number of people who did not remain housed at 12 months <ul style="list-style-type: none"> • Reasons for not remaining housed ▪ Number of people who successfully exited at or before 12 months ▪ Number of people who are still housed at 12 months and still require supports ▪ Number of people who were housed two (2) or more times within 12 months <ul style="list-style-type: none"> • Reasons for being rehoused <p>Emergency Housing Funding</p> <ul style="list-style-type: none"> - Reporting Requirements: <ul style="list-style-type: none"> ○ Number of people who benefited from an Emergency Housing Funding service ○ Number of instances of Emergency Housing Funding service <p>Housing Set-up</p> <ul style="list-style-type: none"> - No Reporting Requirements <p>COVID-19 Temporary Accommodations</p> <ul style="list-style-type: none"> - Reporting Requirements: <ul style="list-style-type: none"> ○ Number of instances of placements into temporary accommodations as part of the response to COVID-19 ○ Number of new temporary accommodations available in the community (as a result of additional beds, cots, mats etc.) in response to COVID-19
Priority 2: Prevention and Shelter Diversion	<p>Core and Secondary Services</p> <ul style="list-style-type: none"> - Reporting Requirements: <ul style="list-style-type: none"> ○ Number of people who benefited from a Core Service ○ Number of instances of Core Services ○ <u>Data collected at 3 months following a Core Service:</u> <ul style="list-style-type: none"> ▪ Number of people (of those reached) that remained housed at 3 months ▪ Number of people (of those reached) that did not remain housed at 3 months <ul style="list-style-type: none"> • Reasons for not remaining housed ○ Qualitative Summary
Priority 3: Health and Medical Services	<p>Health and Medical Services</p> <ul style="list-style-type: none"> - No reporting requirements
Priority 4: Client Support Services	<p>Economic Integration</p> <ul style="list-style-type: none"> - Reporting Requirements: <ul style="list-style-type: none"> ○ Income <ul style="list-style-type: none"> ▪ Number of people who began receiving income assistance ▪ Number of instances of income assistance services provided ○ Employment <ul style="list-style-type: none"> ▪ Number of people who began new employment ▪ Number of instances of employment assistance services provided ○ Education <ul style="list-style-type: none"> ▪ Number of people who began an education program ▪ Number of instances of changes in education provided ○ Job-Training <ul style="list-style-type: none"> ▪ Number of people who began a job-training program ▪ Number of instances of job-training services provided <p>Social and Community Integration Services</p> <ul style="list-style-type: none"> - Reporting Requirements: <ul style="list-style-type: none"> ○ Number of people who participated in Social and Community Integration activities ○ Number of instances of Social and Community Integration services

	<p>Clinical and Treatment Services</p> <ul style="list-style-type: none"> - No reporting requirements <p>Basic Needs Services</p> <ul style="list-style-type: none"> - No reporting requirements
<p>Priority 5: Capital Investments</p>	<p>Emergency Facility</p> <ul style="list-style-type: none"> - Increased capacity (Additional Spaces) <ul style="list-style-type: none"> o Reporting Requirements: <ul style="list-style-type: none"> ▪ Number of New Spaces available in the community (as a result of additional beds) - Renovations/additions/repairs to existing facilities <ul style="list-style-type: none"> o No reporting requirements - Developing new facilities <ul style="list-style-type: none"> o No reporting requirements - Operational equipment and supplies <ul style="list-style-type: none"> o No reporting requirements <p>Transitional Facility</p> <ul style="list-style-type: none"> - Increased capacity (Additional Spaces) <ul style="list-style-type: none"> o Reporting Requirements: <ul style="list-style-type: none"> ▪ Number of New Spaces available in the community (as a result of additional beds) - Renovations/additions/repairs to existing facilities <ul style="list-style-type: none"> o No reporting requirements - Developing new facilities <ul style="list-style-type: none"> o No reporting requirements - Operational equipment and supplies <ul style="list-style-type: none"> o No reporting requirements <p>Permanent Support Facility</p> <ul style="list-style-type: none"> - Increased capacity (Additional Spaces) <ul style="list-style-type: none"> o Reporting Requirements: <ul style="list-style-type: none"> ▪ Number of New Spaces available in the community (as a result of additional beds) - Renovations/additions/repairs to existing facilities <ul style="list-style-type: none"> o No reporting requirements - Developing new facilities <ul style="list-style-type: none"> o No reporting requirements - Operational equipment and supplies <ul style="list-style-type: none"> o No reporting requirements <p>Non-Residential Facility</p> <ul style="list-style-type: none"> - Renovations/additions/repairs to existing facilities <ul style="list-style-type: none"> o No reporting requirements - Developing new facilities <ul style="list-style-type: none"> o No reporting requirements - Operational equipment and supplies <ul style="list-style-type: none"> o No reporting requirements
<p>Priority 6: Coordination of Resources and Data Collection</p>	<p>Data Collection, Analysis and Use</p> <ul style="list-style-type: none"> - No reporting requirements

APPLICATION PACKAGE CHECKLIST

Your application package must include:

- Complete RH Funding Application Form (this document)
- Current financial statements prepared and signed by the appropriate person
- Letter(s) of Partnership (only if applicable to the specific project)
- Maximum of 3 pages of additional information to support your request for funding
- If applying for a Capital Project, you must attach 3 quotes for the project outlined

ACKNOWLEDGEMENT - must check before submission of application

- Electronic submission of this application confirms the information included in this application is true and correct to the best of my knowledge.
- I declare that I am legally authorized to sign and submit this Application on behalf of the Organization named in the Applicant Information section.
- I have read and understand the RH reporting requirements for my application.
- 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.

Typing in your name, title, and date, and submitting the application electronically indicates agreement to the clauses checked in the Acknowledgement section, above.

Submitted by:

Signatory Name

Title

Date (yyyy-mm-dd)

**Completed application forms and all required attachments must be received by:
Friday November 26, 2021 at 12:00 pm (noon) PST**

**Submit your complete application to:
Lisa Johannesen
Project Manager – Housing & Homelessness City of Kamloops
Email: ljohannesen@kamloops.ca**