

**REACHING HOME:
CANADA'S HOMELESSNESS
STRATEGY FUNDING
ADDITIONAL APPLICATION
INFORMATION
2020–2022 RH FUNDING**



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

Monday, January 20, 2020, at 12:00 pm (noon)

**Proposals submitted after the deadline will not be
considered. Please send electronic submissions to**

All parts of the application must be complete.
Please review the Application Checklist at the end of this document
before submitting your application.

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

For inquiries, please contact:

Ty Helgason, Project Manager - Housing & Homelessness

Tel: 250-828-3444

Email: thelgason@kamloops.ca

Legal Name:

Please provide the legal name of your organization, agency, or business applying for RH funding. If you are an independent contractor, please provide your legal name that you conduct business under.

Mailing Addresses:

Please provide the unit number, building number, PO Box number as applicable. You must also provide the City and Postal Code.

Site Address:

This is the physical address of where your office is located. You are only required to provide this information if it is different from your mailing address.

Primary and Secondary Contacts:

These are the names of the people you authorize the City of Kamloops to discuss matters of the project and agreement with (if project awarded). Typically, this is a combination of the Executive Director, Finance Manager, or Project Manager of your organization.

Organization Type:

Please check all organization types that apply to you. If "Other", please specify.

Project Title:

This is the name of the project you are submitting an application for. This title will be used for reference on all agreement documents (if project awarded).

Project Start and End Date:

These are the start and end dates of the project receiving RH Funding, and not the lifetime of the project.

Location of Project Activities:

This is the physical location of where the activities are being delivered, and may not be the address of your main address. Please enter the full address including City and Postal Code.

Demographics Served by this Project:

Please check all that apply. These options are provided by the Government of Canada and to provide statistical information on the use of RH funds, if your project is awarded. Please check all that apply. If you check "General Population" please do not select any others in that category.

Question 1: Description of Project

Please describe the specific activities you plan to undertake for the funding you are requesting. This will form the summary of what the project is.

Question 2: Project Objectives

Please include a clear objective statement defining what the project will do to help reduce homelessness in Kamloops during the term of the RH funding period.

Question 3: Key Outcomes and Deliverables of the Project, and how they will be measured

Considering your response to question 2, please identify the key deliverables for the project and key outcomes anticipated if the project is successful.

How will you measure the outcomes and deliverables? Examples include number of clients served, the number of beds created, the number of participants successfully exiting the program, etc. Include time based targets or milestones as a means to ensure the project is on track to achieve expected results.

Question 4: Cultural Appropriateness

Are you an Indigenous organization or are you partnering with an Indigenous organization? If yes, please demonstrate the capacity to respond to the unique challenges that face Indigenous people. Or, please explain how you will address the diverse needs of all clients (Indigenous, non- Indigenous and/or multicultural) in the project.

Question 5: Community Impact

What will be the short term and long term impacts on the community? For example, short term could mean the duration of the project receiving RH funding, and long term could be the lifetime of the project. Or, short term could be defined as the impact on the clients while participating in the program, and long term being the impact once having exited the program.

Question 6b: Other Funding

What other sources of funding does this program currently receive, or will be receiving? Other contributing partners may include provincial and local governments, health authorities, not-for-profit organizations, and private foundations or corporations. Please list the funders and their contribution amounts, and note whether in-kind or cash.

The RH contribution for a specific project may be up to 100% of the project cost. However, partnerships through in-kind and/or cash contributions from other funding sources are strongly encouraged. Proposals including contributions from non-RH sources will receive credit during the proposal review process.

Question 7: Sustainability

What are the plans to carry this project on/after RH funding? If the project is not sustainable, please explain how the impact to clients and the community would be minimized at the conclusion of the project. Will clients be able to successfully exit the program and sustain themselves?

Question 8: Duplication of Services

Are there other programs in Kamloops (or offered by other levels of government) that are similar to what you are applying for? How do the services of your organization overlap a similar agency? Is the duplication necessary, and why? What efforts have been made to eliminate the duplication, if any? Will you be partnering with these other service providers to maximize the benefits of the proposed project or existing programs?

Question 9: Official Language Minority Community

Will the proposed project or any of its activities involve or benefit people in French-language minority communities? Please provide an explanation and any details on the measures taken to communicate with the targeted audience of the proposed project?

Question 10: Organization Description

Provide a brief description of your organization, including how many people you serve, how long you have been operating in Kamloops, how your organization benefits the citizens of Kamloops, etc? IF you are an individual applying, please describe your ability to deliver the project and any prior related successes you have in this area.

Question 11: Additional Comments or Information

You may provide additional information not requested in the previous questions, or use this space to expand on previous questions. Please reference the question number you are providing additional information for.

Top left of Page 5: The information you provide in this section will form the foundation of project evaluation and eventually part of the agreement should your project be approved and negotiated.

For each activity with the Priority you are applying for, identify the amount of RH funding that would be allocated to that activity, not the entire budget for that activity.

Priority 1: Housing Services

Housing services are those that lead to an individual or family transitioning into more stable housing that has been deemed appropriate and safe. Housing could include:

Transitional housing: Housing intended to offer a supportive living environment for its residents, including offering them the experience, tools, knowledge and opportunities for social and skill development to become more independent. It is considered an intermediate step between emergency shelter and supportive housing, and has limits on how long an individual or family can stay. Stays are typically between 3 months and 3 years. Footnote 7

Permanent supportive housing: Housing that combines rental or housing assistance with individualized, and flexible support services for people with high needs related to physical or mental health, developmental disabilities or substance use. Permanent supportive housing may be:

placed-based: Congregate or independent permanent supportive housing units situated in 1 building or location

scattered-site: The provision of permanent supportive housing services in the community, delivered through home visits or community-based agencies

Housing: Housing that is not supportive housing and that can be long-term. Includes a house, apartment or room (including social housing) that a family or individual rents or owns. Housing may include living arrangements with friends or family members that are expected to be long-term.

Indigenous housing options that reflect Indigenous values, beliefs and practices (for example, community/family living environment) and are delivered by Indigenous organizations.

Priority 2: Prevention and Shelter Diversion

Prevention includes activities aimed at preventing homelessness by supporting individuals and families at imminent risk of homelessness before a crisis occurs. This includes supporting individuals and families who are currently housed but at-risk of losing their housing, and preventing individuals who are being discharged from public systems (for example, health, corrections, and child welfare) from becoming homeless.

Populations at imminent risk of homelessness are defined as individuals or families whose current housing situation will end in the near future (for example, within 2 months) and for whom no subsequent residence has been established.

Shelter diversion is a tool used to prevent the use of emergency shelters by providing individualized supports when families and individuals are seeking to enter the emergency shelter system. Shelter diversion programs help individuals and families seeking shelter to explore safe and appropriate alternate housing arrangements and, if necessary, connect them with services and financial assistance to help them find secure housing.

Shelter diversion is different from other permanent housing-targeted interventions because of the point in time in which the intervention occurs. Shelter diversion focuses on people as they are seeking entry into shelters, while prevention focuses on people at risk of homelessness. However, many of the same initiatives may be employed with shelter diversion as with prevention.

Priority 3: Client Support Services

Basic Needs Services; funding for basic needs services support outcomes that contribute to a reduction in homelessness. For example, short-term food and emergency shelter assistance are eligible activities as a means to assist homeless individuals to obtain placement in more stable housing. Longer-term food programs can also be funded if they are part of another intervention that is considered an eligible activity. For Indigenous individuals and families, funding could support culturally appropriate services and connection with community (for example, local and/or home community, including First Nation band, Métis settlement, etc.).

Budget Details:

Note 1 - The Review Process of applications under this Call for Proposals may result in a negotiation of all and any line items provided in your budget.

Note 2 – The portion of GST on any goods or services purchased by your organization that you may claim a tax credit or reimbursement for is not eligible for reimbursement under RH funding.

Administrative Costs:

The admin costs are those related to the administrative functions required to support the activities of the project. These costs should not exceed 10% of the total RH Requested. Mileage costs must not exceed the rates set out in the National Joint Council of Canada's Travel Directive.

Direct Costs:

- a) MERCS means Mandatory Employee Related Costs (EI, CPP, WCB) and this category may also include union dues, benefits, pension, etc.
- b) Staff training and professional development should be expenditures related to delivering the program.
- c) Honoraria could be used in recognition of a volunteer who provide assistance or support to the program. This dollar is typically in the \$25-\$50 range per eligible person.
- d) Printing and communication costs related to the project (e.g. brochures, media, cell phone).
- e) Professional fees include consultants, audits, technical expertise, facilitation, legal advice, etc. as they relate to the project.
- f) Participant cost include the costs to deliver the program to the clients. This could include textbooks, writing materials, a subsidy to participate in the program, etc.
- g) Vehicles, tools, equipment, machinery, computers, furniture, and any other capital expense to deliver the program.
- h) Additional materials and supplies required to deliver the project not identified above. This could include rent or lease space to deliver the program.

Other (please be specific): You may list a number of additional expenses not captured in the cost categories above. Please list each one and their individual associated costs.

In-kind and/or financial contributions (list each): This area relates to Question 6b of the Application Form, Please add all outside contributions, including in-kind from your own agency.