MN–S and Government of Canada's Reaching Home Strategy

Reaching Home Non-Designated Indigenous Stream
Reaching Home Rural & Remote Stream

2027-2028 Application

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PLEASE READ THE APPLICATION GUIDE CAREFULLY BEFORE COMPLETING THIS APPLICATION FORM

****Please fill out separate applications for separate projects****

Funding Streams
NON-DESIGNATED INDIGENOUS AND RURAL AND REMOTE

Executive Summary

Applicant Name:	Priority area:
Project Name:	☐ Housing Services
Project Location:	☐ Prevention & Shelter Diversion
RH contribution request:	☐ Client Support Services
Other contribution:	☐ Capital Investments
Total Project amount	

Project Details and Summary:

Community Needs:

Partnerships and Community Supports:

Measurable and Achievable Outcomes:

Sustainability of the Benefits of the Project

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 Correspondance ☐ 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 is 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 to bind the applying organization into a legal agreement?	

	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 by an external source	
☐ Manual system ☐ Computerized 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 put in place to prevent re occurrence? ☐ Yes ☐ No	
Do you have liability insurance? ☐ Yes ☐ No	If you have liability insurance, please specify the amount	Workers 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

Are you presently a registered lobbyist? ☐ 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 (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 at: http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?section=text&id=25049

Part 2 Project Details

2.1 Project Name	**2.2 Length of Project** ☐ ◉ **1 Year Ending March 31, 2028**
2.3 Location of Project activities (if different than an 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
☐ Housing set-up
☐ 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

- **Client Support Services**

☐ General client supports
☐ Clinical and treatment services
☐ Economic integration services
☐ 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.

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).
2.10 Partnerships and community supports on this project. Include at least 2 letters of support with the application.
2.11 List any partner organizations, businesses, institutions, or other funding agencies that you have approached, will approach, or have agreed to provide funding for this project.
2.12 Measurable and achievable outcomes and outputs and expected results.
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.

2.14 Process to measure success.

2.15 Program History and Successes (description of specific program that is connected to proposed project and past successes of this program).

2.16 Please discuss past Reaching Home (formerly HPS) partnerships with brief project and funding details.

2.17 Environmental impacts (if applicable). Ex: Impact on local Parks

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 Stats	
☐ Chronically Homeless (Individuals with a total of at least 6 months (1180 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	Ages	Special Needs	Populations of Interest
☐ General Population ☐ Male ☐ Female ☐ Non-Binary	☐ General Population ☐ Children (0-14) ☐ Youth (15-30) ☐ Adults (31-64) ☐ Seniors (65+)	☐ General Population ☐ People with addictions ☐ People with disabilities or mental health issues ☐ People with HIV/Aids Families ☐ Survivors of domestic violence ☐ 2SLGBTQ+ Community members	Indigenous peoples ___% Immigrants ___% Refugees ___% Veterans___% **Reported % of total people served**

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 impact 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 (dd-mm-yy)

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 contribution partners of your organizations' 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) _____

Proposed Project Name: _____

EXPENDITURE CATEGORIES

There are 7 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:

2027-2028	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	$ 0 -	
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	$ 0 -	

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	**$ 0 -**	
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)	**$ 0 -**	
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)	**$ - 0**	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	$ -	
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)	$ -	
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:		
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	$ -	
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	**$** 0 -	
7. Administrative Costs (Administration)		
Staff wages and MERCS for staff working on the project indirectly (See Section 1 for details)	$ -	
Benefits and other HR costs (See Section 1 for details)	$ -	
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.	$ -	
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)	$ -	
Rent, lease (including applicant owned premises) and minor repairs and leasehold improvements	$ -	
Utilities	$ -	
Furniture	$ -	
Signage	$ -	
Equipment purchase, lease or rental (including computers)	$ -	
Equipment repair and maintenance associated with everyday upkeep not covered by a lease or service contract (includes photocopy meter charges)	$ -	
Computer software and/or license renewals and upgrades	$ -	
Insurance (fire, theft, liability) and extended warranties	$ -	
General insurance (ie directors' liability insurance)	$ -	
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.)	$	
Professional fees – contracting (e.g. bookkeeping, janitorial services, IT, equipment maintenance services, security)	$	
Office supplies (pens, paper, envelopes, subscriptions)	$	
Bank charges	$	
Travel associated with staff of the head office and board members (based on travel claims)	$	
Memberships and affiliation fees (professional, inter- and intra-organizational, etc.)	$	
Sub-total 7: Administrative Costs	0 $	
TOTAL Reaching Home COSTS	$ - 0	

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	$ - 0	

TOTAL PROJECT COSTS		
	$ - 0	

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: _____