**BC RURAL & REMOTE**

**REACHING HOME:**

**CANADA’S HOMELESSNESS STRATEGY**

**APPLICATION FOR FUNDING**

The Reaching Home (RH) program, which your organization is applying, has specific eligibility requirements. The application for funding should clearly demonstrate how the proposed project meets these requirements.

The Prince George Nechako Aboriginal Employment & Training Association (PGNAETA) must receive applications for funding before the closing date, Monday April 22, 2024 at 2:00 p.m.

In order to complete this application for funding, please thoroughly read the following:

* BC Rural & Remote RH Request for Proposals Document (attached)

All parts of the application must be complete

Please return your completed application by 2:00 p.m. April 22, 2024 to:

Prince George Nechako Aboriginal Employment & Training Association

Attention – Nicole Doucette [nicoled@pgnaeta.bc.ca](mailto:nicoled@pgnaeta.bc.ca) and/or

Dawn Murphy [dawnm@pgnaeta.bc.ca](mailto:dawnm@pgnaeta.bc.ca)

198 Kingston Street

Prince George, BC V2L 1C3

Telephone: 250-561-1199

Fax: 250-561-1149

Funded by the Government of Canada's Reaching Home: Canada’s Homelessness Strategy



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| **BC Rural & Remote Reaching Home (RH)**  **Application for Project Funding**  **2024-2025** |

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| **Section 1 Organization Information** | | | | | | | |
| **Organization type** | | | | | | | |
| **Municipality** | **Private** | **Provincial Gov’t** | | **Aboriginal Organization** | | **Public Health and Educational institutions** | |
| **Individual** | **For-profit** | **Not for profit** | | | **Other** | | |
|  | | | | | | | |
| **Legal name** | | | **Phone number** | | | | **Fax number** |
| **Mailing address** | | | **Web site** | | | | |
| **Contact name and title** | | | **Phone number** | | | | **E-mail address** |
| **Business number**  ***(Canada Revenue Agency)*** | | | | | | | |
| **Organization Mandate or Mission Statement** | | | | | | | |
| **Organization Structure** (Is your organization governed by a Board of Directors or other type of Management Team). Please describe. | | | | | | | |
| **Organization Capacity**  How many employees does your organization currently have: (Full-time, part-time, volunteer, etc.)  Please describe how your organization has the experience and expertise to carry out the proposed project activities (Describe your organizations current environment and include examples of past successful projects). | | | | | | | |

**Signing Officers for Agreement Purposes** (According to Letters patent or Other Incorporating Documents)

|  |  |  |
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| **Title** | **Name** | **Specimen Signature** |
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| How many of the above signatures are required to bind your organization into a legal agreement? | | |

**Signing Officers for Cheque purposes on behalf of your organization.**

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| **Title** | **Name** | **Specimen Signature** |
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| How many signatures are required for cheque signing purposes? | | |

**Signing Officers for Payment Claims and other reports submitted to CE**

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| **Title** | **Name** | **Specimen Signature** |
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| How many signatures should appear on payment claims or other reports submitted to CE? | | |

**Accounting Practices**

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| 🞎 Accounting is done internally | | 🞎 Accounting is done by an external firm | |
| Bookkeeper’s name: | Name of external firm:  (if applicable) | | Telephone number: |
| 🞎 Manual system | 🞎 Computerized system | | Name of software used: |

**History of Homelessness Partnering Strategy Funding**

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| Please list any previous projects supported under Homelessness Partnering Strategy (HPS) (include years funded, funding amounts, project title and outcomes/results):   |  |  |  | | --- | --- | --- | | **YEAR FUNDED** | **PROJECT TITLE** | **OUTCOMES / RESULTS**  Briefly share the key outcomes/results of the project, describe how homelessness was reduced and/or prevented as a result (include numbers of clients assisted). Describe partnerships created and other sources of funding leveraged as a result of this funding (ie: BC Housing Extreme Weather Shelter funding, HPP, etc…). | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| **SECTION 2 Project Information** |
| **RH Eligible Activities**  **Please select the priority your organization is applying for under this application. Check all that apply.**  1: **Housing Services** - Housing services that lead to an individual or family transitioning into more stable housing that has been deemed appropriate and safe. 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.  3: **Client Support Services** - Client support services include individualized services to help improve integration and connectedness to support structures, such as the provision of basic needs and treatment services.  4: **Capital Investments** - Capital investments are intended to increase the capacity or improve the quality of facilities that address the needs of individuals and families who are homeless or at imminent risk of homelessness, including those that support culturally appropriate programming for Indigenous individuals and families.  5: **Coordination of Resources and Data Collection** - data collection activities that enhance understanding of local homelessness issues and help support decision-making and longer-term planning. |
| **RH Project areas of activity *(select activities for only those selected above - check one or more answers)***  1: **Housing Services** - **Housing services 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 * 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 one 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 (e.g., community/family living environment) and are delivered by Indigenous organizations.   **Housing placement:**  Determining an individual’s or family’s preferences and needs for housing and type of supports.  Securing housing for individuals and families by working with private and public local real estate, landlord associations, to identify available housing units.  Time-limited rental assistance in the context of a rapid rehousing project. While at the discretion of the community to establish parameters for the rental assistance, rapid rehousing usually consists of 3 to 6 months of support.  Providing landlord-tenant services for an individual or family that was placed into housing, which includes providing landlord mediation and training on roles and responsibilities of tenants and landlords.  Re-housing (if required).  **IMPORTANT NOTE:** Approaches to housing placement can include Housing First and Rapid Rehousing (targeted and time-limited financial assistance, system navigation, and support services to individuals and families experiencing homelessness in order to facilitate their quick exit from shelter).  **Emergency Housing Funding Client Intake and Assessment**  Within parameters that are established by the community, funding to help cover housing costs in the short term while awaiting access to longer-term housing supports, including the Canadian Housing Benefit or benefits from provincial, territorial or municipal programs.  **Housing set-up**  Activities, which cover costs, associated with setting up a housing unit, including: insurance, damage deposit, first and last months' rent, maintenance (e.g., painting), moving, furniture, kitchen, basic groceries and supplies at move-in, etc. Available to all individuals and families, not just those in receipt of rental assistance or Emergency Housing Funding.  **IMPORTANT NOTE:** If a provincial social assistance or other program offers first and last month's rent or damage deposits, this funding should be exhausted first before Reaching Home funding is used for these purposes.  **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.** The following activities can receive RH funding:  Discharge planning services for individuals being released from public systems (e.g., health,  corrections, and child welfare).  Help obtaining or retaining housing, including shared housing.  Landlord liaison and intervention to prevent eviction and preserve tenancy.  Advice on budgeting, credit counseling and debt consolidation.  Legal advice, advocacy and legal representation in order to avert eviction.  Emergency assistance to help avert eviction (e.g., food, clothing, transportation vouchers, cleaning/repair of damage to a rental unit).Culturally relevant responses to help Aboriginal clients  Moving costs.  Short-term financial assistance to help avert eviction or loss of housing with rent, rental arrears, and utility deposits or payments.  **IMPORTANT NOTE/S:**  **Discharge planning** includes preparing someone to live independently or with certain supports in a non-institutional setting. For someone who has become ‘institutionalized’ after a long period of residential living they may be unprepared to cope with the independence they now face. They also need supports to develop their post-institutional plan including housing options, medical/ psychiatric supports, counselling, identification, financial assistance/employment, education, etc  **Short-term financial assistance** will be at the discretion of the community to establish parameters around time limits. A scan of existing homelessness prevention initiatives found that the length of time for financial benefits ranged from 3 to 24 months. As well, while some financial benefits were provided monthly others were provided as a one-time payment.    **3: Client Support Services** - **Client support services include individualized services to help improve integration and connectedness to support structures, such as the provision of basic needs and treatment services. Priority.** The following Client Support Services activities can receive RH funding:  **Basic Needs Services**  Essential services related to the provision of emergency shelter beds, food and shelter, including shower and laundry facilities, food banks, soup kitchens, community kitchens and drop-in centres.  Life skills development (e.g., budgeting cooking).  Longer-term food programs that are part of another eligible activity (e.g., activities that assist with community reintegration).Renovation of emergency shelters  Culturally relevant supports for Indigenous people (e.g., cultural ceremonies, traditional supports and activities with the goal of increasing cultural connections and an individual’s sense of belonging in a community).  Groceries, personal hygiene and supplies.  Clothing, footwear and blankets.  Storage for belongings (up to 3 months).  Access to traditional foods and medicines.  Repair or replacement of eyeglasses (if not otherwise covered through medical services).  Disability supports (e.g., mobility and other assistive devices if not otherwise covered through medical services).  Personal identification.  Access to technology (e.g., phones, community voice mail, safe apps, computers, etc.) in a community setting (e.g., in a resource or drop-in centre).Renovation of emergency shelters  Bus or public transit tickets related to integration activities (e.g., job search/interviews, appointments/reconnecting to family).  Transportation to home community (mileage eligibility to be determined by community).  Access to oral care programs (if not covered by a provincial/territorial government).  **Clinical and treatment services**  Brokering and navigating access to clinical, health and treatment services (includes mental health and addictions support) through case management, including through an Intensive Case Management team.  Partnership development, liaison and integration to bring together services to support the needs of individuals or families or to establish case management teams where none exists.  Delivery of harm reduction activities that seek to reduce risk and connect individuals and families with key health and social services. These activities may include, for instance, storage, distribution and provision of materials and/or supplies (e.g., needles), prevention interventions (e.g., targeted programming to prevent substance abuse in homeless youth and/or youth at-risk of homelessness; managed alcohol programs, connecting individuals to harm reduction services.  Professional fees for services provided in support of Indigenous individuals and families (e.g., services provided by Indigenous Elders or traditional healers). The value of professional fees, gifts or honoraria must be proportional to the service rendered and should not exceed the reasonable and customary amount for each service.  **IMPORTANT NOTE:** ACT TEAMs are not supported. Draw from Directives  **Economic integration services**  Income assistance – services directed towards individuals and families to help them access income benefits (e.g., provincial/territorial social assistance, child benefits, disability benefits, veterans allowance, old age security, or employment insurance).  Employment assistance – pre- and post-employment services (e.g., job search assistance, interview preparation) that bridge individuals and families to the labour market and assist them to maintain employment and build self-sufficiency.  Education and Training assistance – services to support essential skills development (e.g. reading, document use, numeracy, writing, oral communication, working with others, thinking, computer use and continuous learning), services to connect individuals and families to education and training programs and services to support the successful participation in these programs (e.g., bus passes, clothing or equipment, food and non-alcoholic beverages, internet access for the duration of the program).  **Social and community integration**  Supports to improve social integration, for example, costs of participation or provision of recreational/sports activities.  Indigenous Elder consultation, gathering and preparation of traditional foods. Establishing and maintaining culturally relevant responses and supports to help Indigenous individuals and families (e.g., navigation of urban services including to help establish and maintain culturally relevant support networks within an urban environment; Indigenous language and culture classes).  4: **Capital Investments** - **Capital investments are intended to increase the capacity or improve the quality of facilities that address the needs of individuals and families who are homeless or at imminent risk of homelessness, including those that support culturally appropriate programming for Indigenous individuals and families.** The following Capital Investment activities can receive RH funding:  Renovation of emergency shelters, transitional housing, permanent supportive housing, or non-residential facilities, including:   * Renovating an existing facility for upgrades and to meet building standards. * Removing asbestos, mold, rodents. * Repurposing an existing property to create transitional housing or permanent supportive housing, and expanding an existing facility.   Repairs of damages resulting from housing placements (includes private market housing).  New construction of transitional or permanent supportive housing, or non-residential facilities (e.g., community hubs to include furniture banks, drop-in centres, resource centres, outreach worker spaces, counselling spaces, laundry facilities, food banks), including if applicable tearing down an existing facility to build a new one.  Purchase of transitional housing, or permanent supportive housing, and non-residential facilities to create new space or units.  Eligible costs related to professional fees, such as consultants, audit, technical expertise, facilitation, legal, and construction contractors, and capital costs of the purchase of a land or building.  Purchase or construction of new emergency shelters using funding from Indigenous, Territorial and Rural and Remote streams.  New construction of transitional or permanent supportive housing, or non-residential facilities (e.g., community hubs to include furniture banks, drop-in centres, resource centres, outreach worker spaces, counselling spaces, laundry facilities, food banks), including if applicable tearing down an existing facility to build a new one.  Purchase of furniture, appliances, machinery (e.g., lawnmower, woodworking tools), electronic equipment and vehicles (e.g., to be used for outreach, transportation for furniture banks).  **IMPORTANT NOTE:** Please refer to Pages 4 & 9 of the BC Regional Advisory Board (RAB) Reaching Home: Canada’s Homelessness Strategy Request for Proposals 2020-2021 Guide for additional information pertaining to Capital Investments parameters.  5: **Coordination of Resources and Data Collection - data collection activities that enhance**  **understanding of local homelessness issues and help support decision-making and longer-term**  **planning**. The following Coordination of Resources and Data Collection activities can receive RH funding:    Collection of data to demonstrate accountability, support decision-making and develop an understanding of the homelessness situation.  Activities intended to build partnerships for data collection and analysis.  Gathering, sharing and disseminating information with the Community Advisory Board and other interest parties.  Technical support for data collection, analysis and management.  Developing partnerships to support a broader systematic approach to addressing homelessness (e.g., partnerships with health services, corrections, housing providers).  Purchase of equipment to collect and compile data. |

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| **Project Title:** | |
| **Start Date:** | **End Date:** |
| **Location of project activities *(if different from the Organization’s address)*** | |
| **Community Homelessness Profile:** (Share the current environment of homelessness in your community)  Describe the status of homelessness in your community and/or service area you are proposing to serve and share the methodology used to collect this information. | |
| **Project Objective** (what is intended to be accomplished under the project).  Please include a clear objective statement and explain what the project will do to help reduce homelessness. | |
| **Are Community Needs and Priorities addressed through the proposed activities.** | |
| **Is there demonstration of community support** (Attach letter(s) of support from the community supporting your project activities) | |
| **Are there other funding partners supporting proposed activities.** (attach letters of commitment from other funding partners confirming financial and/or in kind support) | |

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| **Target Clients**  Please provide information on the targetgroups served as part of your project. Please check all that apply. | | | |
| General population  People with addictions  People with physical disabilities  People with developmental disabilities  People with mental health issues  People with HIV / AIDS and / or other infectious diseases | | Lone-parent families  Two-parent families  Pregnant women  Victims of domestic violence  People who identify as LGBTQ2 | |
| AGE | GENDER | | POPULATIONS OF INTEREST |
| General population  Children (0-14)  Youth (15-30)  Adults (31-64)  Seniors (65+) | Male  Female  Transgender | | General population  Aboriginal peoples  Immigrants  Refugees  Veterans |

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| **Partnerships**  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. Will any other organization, networks or partners be involved in funding or carrying out the project?  Yes  No  If Yes, please clearly identify the role/s & expertise and / or contribution they will bring to the project. |

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| **Sustainability plan or exit strategy**  Recipients must demonstrate sustainability of the activities proposed after RH funding ends, if they will not be completed by the project end date, or an exit strategy that demonstrates minimum disruption to clients at project end date. |

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| **SECTION 3 Project Financial Details and Budget** | |
| **Project Funding Details** | |
| Applicants may apply for funding to address more than one Activity. If you have selected more than one Activity under Section 2 - you must specify what percentage of the total budget will be applied to each Activity.  ***Example***  Activity  ***2*** Percent of total budget  ***65%***  Activity  ***5*** Percent of total budget ***35%***  Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Percent of total budget \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Percent of total budget \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Percent of total budget \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Contribution requested from RH Funding: | $ |
| Other sources of funding / contribution: | $ |
| Total project amount: | $ |

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| **Project Budget (bring totals from Budget Details Template)** Important: The Budget Details Template (separate document) must be completed and submitted with this application form. | | | | |
| **Expenditure Categories** | **R&R**  **RH** | **Other Sources** | | **Total** |
| Cash | In-Kind |
| 1. Staff Wages |  |  |  |  |
| 2. Professional Fees |  |  |  |  |
| 3. Travel |  |  |  |  |
| 4. Capital Assets |  |  |  |  |
| 5. Other Activity Related Project Costs |  |  |  |  |
| 6. Administrative Costs |  |  |  |  |
| 7. Organizational Infrastructure Costs |  |  |  |  |
| **TOTAL** | **$** |  |  |  |

**SECTION 4 Application Submission**

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| **Checklist for submitting your Application for Funding** |
| Application checklist:   * RH Application Part I form completed & signed by a legal official representative/s appointed by the organization * Detailed Activity Work plan – Part II completed and attached * Budget Details Template Part III completed & attached * Letter(s) of support from the community supporting your project activities attached * Letters of commitment from other funding partners confirming financial and/or in kind support attached * Proposal - Up to an additional 5 pages addressing the Evaluation Criteria listed in the Call for Proposals Guide on Page 10 and description of proposed activities may be attached |

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| **Declaration** | | | |
| In order for your application to be eligible for funding, it must be completed & signed by the official representative/s of the applicant organization in accordance with the organization’s by-laws or other constituting documents. The person/s signing this form certify/ies the following: | | | |
| I certify that I have the capacity and that I am legally authorized to sign & submit this application on behalf of the organization named in Section 1.  I certify that the information provided in this application & supporting documentation is true, accurate & 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. | | | |
| Signatory name  (please print) | Title  (please print) | Signature | Date  (YYYY-MM-DD) |
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Please return your completed application by **April 22, 2024 at 2:00 pm** to:

**Prince George Nechako Aboriginal Employment & Training Association**

Nicole Doucette [nicoled@pgnaeta.bc.ca](mailto:nicoled@pgnaeta.bc.ca) and/or

Dawn Murphy [dawnm@pgnaeta.bc.ca](mailto:dawnm@pgnaeta.bc.ca)

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