**Reaching Home - Brandon Designated**

**“Long Term Solutions” Supplemental Funding**

**April 1, 2023 - March 31, 2024**

**APPLICATION FORM**

Please sign, scan and e-mail the following documents to:

**Susan Spring, Reaching Home Coordinator**

homelessnessbrandon@bnrc.ca

* FUNDING APPLICATION
* CAPITAL PROPOSAL FORM *(capital proposals only)*
* MOST RECENT AUDIT (only required for organizations which do not currently have an Agreement with the BNRC)

**Deadline for applications: February 28, 2023.**

***\*****Prior to completing application, please review the contents of the Information Package for details on funding availability, eligible activities, and eligible geographic areas.*

*\*All fields/sections are MANDATORY, applications with missing information it will NOT be accepted. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**SECTION 1: ORGANIZATION INFORMATION**

How much is the total funding for your Proposal request**? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
|  | Apr 2023 – Mar 2024 |
| Brandon Designated Stream | $328,340 |

**Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Does your organization currently have a Reaching Home funding Agreement with the BNRC?**

Yes  No

**If no funding agreement is currently in place between your organization and the BNRC, please include your most recent AUDIT.**

What type of organization is applying for funding?

**Private  Not for Profit  Municipal**  **Other**

|  |
| --- |
| **Legal Name**: |
| Mailing Address: |
| Postal Code: |
| Contact Name and Title: |
| Phone Number: |
| E-mail address: |
|  | |

**Legal - Signing Officers  
A. Contribution Agreement (according to letters patent or incorporation document)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **TITLE** | **NAME** | **SPECIMEN SIGNATURE** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |

How many signatures are required to bind the applying organization into a **Legal Agreement?** ►

From among these authorized signatures whose signature is always required to bind the applying organization into a **Legal Agreement?** ►

**B. Cheques (according to letters patent or incorporation document)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **TITLE** | **NAME** | **SPECIMEN SIGNATURE** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |

How many signatures are required by your organization to legally write **Cheques?** ►

From among these authorized signatures whose signature is always required on **Cheques?** ►

## SECTION 2: PROJECT DESCRIPTION & DETAILS

**A. PROPOSED PROJECT DURATION**

All activities for this funding must take place in fiscal year 2023/24 (subject to when funding is approved by Service Canada & BNRC) ending March 31, 2024.

Start Date:

End Date:

**B. LOCATION ADDRESS OF PROJECT ACTIVITIES (if different from business address on page 1):**

**C. APPROPRIATE LOCATION:** *Why it is appropriate*? Proximity to supports or services, transit, etc.

**D. PROJECT DESCRIPTION:** This should be a detailed description that gives an overview of the project. Please be clear to show how Reaching Home will be funding will address Covid-19 and/or the reduction and prevention of homelessness.



**E. BENEFICIARIES:**

Number of beneficiaries to be served through this project? **\_\_\_**

Specific target population?

##### F. WHY IS THIS PROJECT NEEDED IN OUR COMMUNITY? DELIVERABLES?

Which Reaching Home investment priorities does the project support?   
*Please refer to the attached RH Directives for definitions of Activity Areas*  
 \_\_\_Housing Services \_\_\_Prevention & Shelter Diversion \_\_ Health & Medical Services \_\_\_ Client Support Services \_\_\_Capital Investment

* (details & deliverables)

**G. ORGANIZATIONAL STRENGTH:** Please explain why your organization is the appropriate organization to undertake this project.



##### H. COMMUNITY COLLABORATION & PARTNERSHIPS: How does this project fit within your community's collective response to address homelessness during the pandemic and to reduce and prevent homelessness? Who are the anticipated partners?

**I. CULTURAL APPROPRIATENESS:** Please explain how the project will support demographics most at risk during the pandemic and to reduce and eliminate homelessness?

**J. EXIT STRATEGY/ SUSTAINABILITY:** The plan must demonstrate how the benefits of the project will be sustainable and activities maintained after Reaching Home funding ends.

An exit strategy is required for Service Delivery Projects. A Sustainability Plan is **mandatory for Capital Projects**. Applicants need to clearly demonstrate how ongoing operational expenses will be managed for at least 5 years after the purchase, construction or renovation of a capital facility. Please complete the attached Sustainability Checklist form.



###### SECTION 3 - FINANCIAL INFORMATION

**PROJECT EXPENSES**

**K. BUDGET**

|  |  |  |
| --- | --- | --- |
| **PROJECT EXPENSES- Summary** | April 2023 -March 2024 | Details |
| **Staff Wages** -including CPP, EI, WCB, Benefits | $0 |  |
| **Professional Fees** (Audit)  Manager) | $0 |  |
| **Travel** | $0 |  |
| **Capital** Costs (land, building purchase, renovations) | $0 |  |
| **Other Activity-related Costs** (office materials, rent, telephone) | $0 |  |
| **Client Support Details & Costs** | $0 |  |
| **Organizational Infrastructure** (supervision, bookkeeping) | $0 |  |
| **TOTAL** | **$0** |  |

* Additional calculations and details:

###### SECTION 4 – SUBMITTING YOUR FUNDING APPLICATION

Please sign and e-mail the pertinent documents to:

**Susan Spring, Reaching Home Coordinator: homelessnessbrandon@bnrc.ca**

* FUNDING APPLICATION
* CAPITAL PROPOSAL FORM *(capital proposals only)*
* MOST RECENT AUDIT (only required for organizations which do not currently have an Agreement with the BNRC)

**Deadline for application: February 28, 2023**

***\*Prior to completing application, please review Information Package and Program Directives at the link below for list eligible program activities.***

[***https://www.canada.ca/en/employment-social-development/programs/homelessness/directives.html***](https://www.canada.ca/en/employment-social-development/programs/homelessness/directives.html)

All documents must be fully executed before negotaitions and entering in to an Agreement with the BNRC can proceed.

Please be advised that only applications meeting Reaching Home Terms and Conditions can be recommended for project development. Funding is contingent upon the BNRC receiving the funds from Service Canada. Any submissions accepted from this Call for Proposals are subject to the appropriation of funds Service Canada for the Fiscal Year in which the applicant has requested funding and is dependent on the maintenance of current and forecasted funding allocation levels for the Program. In the event that the Government of Canada cancels the Community Entity (CE) Agreement with BNRC, or cancels the Reaching Home program or reduces the level of funding for the Reaching Home Program for any Fiscal Year in which payment is to be made under this Agreement; or in the event that Canada reduces the overall level of funding for the programs of Service Canada for any Fiscal year in which payment is to be made under this Agreement, the BNRC may terminate the Call for Proposals, the recommendation of submissions or reduce the amount of the Contribution payable from this Call for Proposals in that Fiscal Year by such amount that it deems advisable.

**SECTION 5 –DECLARATION**

**PLEASE CAREFULLY REVIEW APPLICATION CHECKLIST ON PAGE 1 OF THIS APPLICATION PRIOR TO SUBMITTING TO THE BNRC.**

**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.)*](http://laws-lois.justice.gc.ca/eng/acts/L-12.4/) 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.
* I declare that I understand the commitment to participation in the Brandon HIFIS database.

**ORGANIZATION AUTHORITY:**

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_

TITLE/POSITION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_

TITLE/POSITION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_