**Reaching Home - Brandon Designated**

**Project EXTENSION/BUDGET INCREASE REQUEST**

**Please sign and e-mail the following documents to:**

**Susan Spring homelessnessbrandon@bnrc.ca**

**Deadline is February 28, 2023**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

funding for your Proposal request**? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**How much is the total extension request? $\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Organization Name**: |
| **Project Title:** |
| **Project ID:** |
| **Contact Name and Title:** |
| **Phone Number:** |
| **E-mail address:** |
| **New Project End Date (If Applicable):** |

**Is your project on HIFIS? \_\_\_\_\_\_\_\_\_**

## SECTION 2: PROJECT DESCRIPTION & DETAILS

**A. PROJECT DESCRIPTION:** This should be a description that gives an overview of the current project.

**B. REASON FOR EXTENSION:** This should be an explanation of what you will be needing the additional funding for. Please be specific about what areas of your project are needing additional Financial and Activity changes and which areas have been completed.

**C. Are there changes to the objectives or targets of the project? Please specify.**

###### SECTION 3 - FINANCIAL INFORMATION FOR ADDITIONAL FUNDING NEEDED

1. **PROJECT EXPENSE AND REVENUE**

**L. BUDGET FOR EXTENSION**

|  |  |  |
| --- | --- | --- |
| **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** |  |

If this funding is a new Staff position, please include a job description.

Please provide relevant additional details of the project expense calculations and assumptions. (Example: wage x hours per week x weeks per year plus CPP, EI, WCB, Benefits.)

**SECTION 4 – SUBMITTING YOUR FUNDING APPLICATION**

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

**Susan Spring, Reaching Home Coordinator:**

[**homelessnessbrandon@bnrc.ca**](mailto:homelessnessbrandon@bnrc.ca)

**Deadline for Proposals is 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/homelaessness/directives.html***](https://www.canada.ca/en/employment-social-development/programs/homelessness/directives.html)

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_