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| **Do not submit this document. Instead, please transfer your answers to the** [**online application form.**](https://forms.calgary.ca/content/forms/af/public/public/2021-home-program-grant-application-ch1.html) |

**The Home Program
2021 Community and Sustainability Grant Application Overview**

*We encourage all applicants to contact* TheHomeProgram@calgary.ca. *to discuss projects ideas and have questions answered prior to applying. Sometimes Home Program applicants work in complementary areas and may have opportunities for collaboration. The Home Program administrator may suggest connections between
organizations for this purpose.*

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| **Section A: General Information** |
| **Submission Date** | Click or tap to enter a date. |
| **Organization Name** (legal name) | Click or tap here to enter text. |
| **Contact for Organization** (with signing authority and who has approved submission of this proposal; name, email, phone)  | Click or tap here to enter text. |
| **Mailing Address** (for grant document and cheque) | Click or tap here to enter text. |
| **Street Address** (if different from above) | Click or tap here to enter text. |
| **Project Name** | Click or tap here to enter text. |
| **Primary Project Contact** (name, email, phone) | Click or tap here to enter text. |
| **Registration Number** under Societies Act of Alberta or Companies Act of Alberta | Click or tap here to enter text. |
| **Requested Amount** (up to a maximum of $25,000) | Click or tap here to enter text. |

| **Section B: Project Type** |
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| **Please identify if you are applying for funding for a new project or continued funding for a project that has received Home Program funding in the past**  |
| [ ]  | ***New Project*** Project that has not been previously funded by the Home Program. Previously funded projects that have a *significant* enhancement or new addition could qualify as new projects.  |
|[ ]  ***Sustainability Initiative***Continued funding for a project that has received Home Program funding in the past  |
| **Grant Year** *(Only applicable for Sustainability Initiatives - i.e. received Home Program funding in the past)**Check all that apply* | [ ]  2018[ ]  2019[ ]  2020 |
| **Amount of Budget Remaining** *(Only applicable for Sustainability Initiative applications)* | [ ]  $0[ ]  less than $10,000[ ]  more than $10,000 |

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| **Section C: Organization Information (Please check all that apply)** |
| **Does your agency have the following in place?** (Affirmation only- Documents only required to be submitted upon request) |
|[ ]  Audited or Board-Certified financial statements |
|[ ]  Proof of registration under the Societies Act of Alberta or the Companies Act of Alberta |
|[ ]  Organization mandate, mission and vision |
|[ ]  Proof of adequate liability insurance (at least $2,000,000) |
|[ ]  Resources to complete proposed project and required reporting |
|[ ]  If applicant is not a housing provider, confirmation of housing provider’s participation (letter of support / confirmation from the housing provider) |

| **Section D: Funding Priorities** |
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| **Strategy:** Foundations for Home, Calgary’s Corporate Affordable Housing Strategy**Key objective:** Improve the housing system**Home Program Project Goals:** (1) Increase housing stability (2) Increase successful tenancies |
| Identify the key area your project or initiative will address (please select the area that *most* applies): |
|[ ]  Education and skill building: Increase individual’s knowledge and skills to successfully maintain and remain in a home |
|[ ]  Financial empowerment: Strengthen individual’s financial inclusion, knowledge, behaviours, and opportunities |
|[ ]  Community inclusion and integration: Increase participation, engagement and involvement of individuals with the local community, services and supports |
|[ ]  COVID-19 response:Support for vulnerable populations in dealing with added risk, challenge, and hardship due to COVID-19 and maintain stable housing through the pandemic.  |

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| **Section E: Project Description** |
| **Please describe your project under the following headings**  |
| **Project Goal:** Add a brief statement about the goal of the project.For Sustainability Initiatives, please indicate reason for continuation of work to achive project sustainablility. |
| Click or tap here to enter text. |
| **Need:** Provide a short description of the need this project addresses. How did you identify this need (research, consultations with stakeholders, etc.)? Why is this the right time for this project? |
| Click or tap here to enter text. |
| **Project Details:** Describe the activities of the project such as what is being done and how it will be delivered.For Sustainability Initiative applications, please also indicate the past grant amount and budget remaining (if applicable). |
| Click or tap here to enter text. |
| **Project Stakeholders:** Describe who will be involved in the project and how (residents, partners, etc.) will be included. Include an estimate of the number of people this project will serve and if applicable, the target population within the affordable housing community (i.e. low end of market residents, deep subsidy residents, etc.).For Sustainability Initiative applications, also indicate number of people the project has served thus far.  |
| Click or tap here to enter text. |
| **Project Location:** Describe where the project will occur, including online, community name and/or property name. |
| Click or tap here to enter text. |
| **Project Timeline:** Describe the project timeline (i.e. project start date, end date, key dates, etc.). If applicable, include contingency plans for potential restrictions due to conditions of the pandemic. |
| Click or tap here to enter text. |

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| **Section F: Reporting** |
| Note: Reporting requirements will include a financial report of how the funds were distributed, list of partners, outcome and/or output measurements, representative storytelling and lessons learned. Grant recipients may be asked to include a participant satisfaction survey (where applicable). |
| **Outcomes:** What behaviour change or outcome is expected to be achieved with this project? How will you know if you achieve this? For Sustainability Initiative applications, please indicate outcome of completed / underway work*.*  |
| Click or tap here to enter text. |
| **Outputs:** What numbers or counts will you collect and report on relating to the project (i.e. number of resident leaders, number of participants, number of activities, etc.)? |
| Click or tap here to enter text. |

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| **Section G: Lasting Impact** |
| **Lasting Impact:** The Home Program provides one-time seed funding to non-profit organizations and housing providers for activities that could spark lasting positive change for affordable housing residents or in the affordable housing system. Recognizing the unique challenges of the pandemic, the Home Program also supports responses related to COVID-19. How do you anticipate your project will result in an immediate and / or lasting impact for residents? |
| Click or tap here to enter text. |

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| **Section H: Project Budget** |
| **Organization Name:** | Click or tap here to enter text.  |
| **Project Name:** | Click or tap here to enter text.  |
| **Partner Organization Name(s) *(if applicant is not a housing provider)*:** | Click or tap here to enter text. |
| **Expenses** |
| **Personnel** | **Description of Expense** | **Requested Amount** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  **A. Total Personnel**  |  | Click or tap here to enter text. |
| **Materials and Supplies** | **Description of Expense** | **Requested Amount**  |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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|  **B. Total Materials & Supplies**  | Click or tap here to enter text. |
| **Resident Engagement and Recognition** | **Description of Expense** | **Requested Amount**  |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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|  **C. Total Resident Engagement and Recognition**  | Click or tap here to enter text. |
| **Other (specify)** | **Description of Expense** | **Requested Amount** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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|  **D. Total Other**  | Click or tap here to enter text. |
|  **E. Total Expenses**  | Click or tap here to enter text. |
|  **Anticipated Funding Sources**  |
|  **Source**  | **Description of Revenue** | **Anticipated Amount** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  **F. Total Revenue**  | Click or tap here to enter text. |
|  **G. Total Funds Requested**  | Click or tap here to enter text. |