**The Home Program**

**2023 Community/Partnership/Sustainability Grant Application Preparation Form**

*We encourage all applicants to contact* [TheHomeProgram@calgary.ca](mailto: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.*

*For additional information about the Home Program Grant, please read the Grant Guidelines*

**Section A: General Information**

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| **Submission Date** |  |
| **Organization Name** (legal name) |  |
| **Contact for Organization**  (with signing authority and who has approved submission of this proposal; name, email, phone) |  |
| **Mailing Address**  (for grant document and cheque) |  |
| **Street Address** (if different from above) |  |
| **Project Name** |  |
| **Primary Project Contact**  (name, email, phone) |  |
| **Registration Number**  under Societies Act of Alberta or  Companies Act of Alberta |  |
| **Requested Amount**  Community Grants – max $25K  Partnership Initiative Grants – max $200K  Sustainability Initiative Grants – *depends on project – align with Community or Partnership grant format* |  |

**Section B: Project Type**

| **Please identify if you are applying for funding for a new project or continued funding under the Sustainability Initiative for a project that has received Home Program funding in the past.** | | | |
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|  | ***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***  Project that has received Home Program funding in the past and requires a limited amount of continued support for the purpose of furthering/achieving project sustainability. | | |
| **Grant Year**  *(Only applicable for Sustainability Initiatives - i.e. received Home Program funding in the past)*  *Check all that apply* | | 2018  2019  2020 | 2021  2022 |
| **Amount of Budget Remaining**  *(Only applicable for Sustainability Initiative applications)* | | $0  less than $10,000  more than $10,000 | |

**Section C: Organization Information (Please check all that apply)**

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| **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) |

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| **Name of partner housing provider(s)**  *At a minimum, a letter of support must indicate the participation of the housing provider in the project for logistical / operational support of the project (i.e., if required by the project, access to building, communication to tenants about project etc.). The letter must also indicate the housing provider agrees that the project has the potential to increase housing stability and successful tenancies for their residents.* |
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| **New for 2023, The Home Program is prioritizing projects that are led by and/or for Indigenous People, Black or Racialized People, and equity-deserving groups. Check the box below if the organization is led by and or for:** | |
|  | Indigenous People |
|  | Black or Racialized People |
|  | Equity-deserving community |
| **Please elaborate on how your proposed project and/or the organization will deliver service to the above mentioned group in a culturally relevant manner.** | |

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| **Applicant organization’s Mission, Statement of Purpose, or description of core work.** |
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| **Please describe why your organization is best suited to undertake this project? Detail your experience, expertise to fulfill the project objectives, and your understanding and experience working with the communities that the project is designed for.** |
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**Section D: Funding Priorities**

| **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  **New for 2023: Three new key areas have been added (see below). The Home Program is prioritizing projects that deliver programs/services to increase housing stability and successful tenancies for Indigenous People, Black or Racialized People, and equity-deserving groups.** | |
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| **Identify the key area your project or initiative will address (please select the area that *most* applies):** | |
|  | Education and skill building: Increase an individual’s knowledge and skills to successfully maintain and remain in a home |
|  | Financial Empowerment: Strengthen an 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 |
|  | *New!* Initiatives that seek to understand the root causes of housing instability for Indigenous people at the systems level |
|  | *New!* Initiatives that seek to change systems, policies, and other legislation that maintains housing stability for Indigenous people at a system level (e.g., smudging, ceremony, etc.) |
|  | *New!* Barriers and root causes of housing instability for Black, Racialized people and equity-seeking communities. |

**Section E: Project Description**

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| **Please describe your project under the following headings** |
| **Project Goal:** Provide *a brief statement about the goal of the project.*  *For Sustainability Initiatives, please indicate the reason for continuing the work to achieve project sustainability.* |
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| **Need:** *Provide a short description of the need this project addresses. How did you identify this need (i.e., research, lived experience, etc.)? Why is this the right time for this project?* |
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| **Project Plan :** *Describe the activities of the project such as what will be done and how it will be delivered.*  *\*For Sustainability Initiative applications, please also indicate the past grant amount and budget remaining (if applicable).* |
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| **Estimate of the number of people this project will serve:** |
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| **What groups does this project plan on serving?** |
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| **Project Participants and Contributors:** *Describe who will be involved in the project and how (residents, contributors etc.) will be included. 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.* |
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| **Project Location:** *Describe where the project will occur, this may include online or hybrid delivery, community name and/or property name.* |
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| **Project Timeline:** *Describe the project timeline (i.e. project start date, end date, key dates, etc.). If applicable, include contingency plans for potential restrictions on social gathering or other considerations* ***Note: Project must be significantly underway in 2023 and fully completed within 24 months of receipt of funds.*** |
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**Section F: Reporting**

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| *Note: Reporting requirements will include a financial report of how the funds were distributed, list of contributors, 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 your organization know if this was achieved, how will it be measured? For Sustainability Initiative applications, please indicate* *outcome of completed / underway work.* |
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| **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.)? Are there any materials (tools, handouts, presentations, reports, videos) that will be produced for, or because of the project?* |
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**Section G: Impact**

***\*\*\*\*THIS SECTION FOR GRANT APPLICATIONS OF $25K OR LESS ONLY\*\*\*\****

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| **Impact:** *The Home Program provides one-time 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. How do you anticipate your project will result in an immediate and / or lasting impact for residents?*  *ONLY GRANTS OF $25K OR LESS* |
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**Section G: Systems Transformation and Immediate Impact**

**THIS SECTION FOR GRANT APPLICATIONS FROM $25K - $200K ONLY**

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| *The Home Program provides one-time funding to non-profit organizations and non-market housing providers for activities that could spark lasting positive change for affordable housing residents or for the affordable housing system. ONLY GRANTS OF $25K - $200K* |
| **Systems Transformation:** Describe how your project has the potential to spark positive, lasting change in the affordable housing system. In your response, consider that funding from the Home Program is one-time funding. |
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| **Immediate** **Impact on Housing Outcomes:** Describe how your project will help people in maintaining their housing in the immediate term, |
| **Impact on removing barriers and root causes of housing instability**: Describe how your project will help address this for Indigenous people, Black, Racialized people, and equity-deserving communities. |

**Section G: Project Budget**

**Please note the following are not eligible expenses:** Ongoing or core operations, payments directly to individuals or families, academic research, conferences, religious activities or proselytizing, fundraising events/activities or fundraiser’s salaries, expenses incurred prior to approval of Home Program funding, debt, emergency funding, land, building or vehicle purchases, debt retirement, endowment building. Projects focused on capital purchases as the principal project driver.

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| **Organization Name:** |  | |
| **Project Name:** |  | |
| **Partner Organization Name(s) *(if applicant is not a housing provider)*:** |  | |
| **Expenses** | | |
| **Personnel** | **Description of Expense** | **Requested Amount** |
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| **A. Total Personnel** |  |  |
| **Materials and Supplies** | **Description of Expense** | **Requested Amount** |
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| **B. Total Materials & Supplies** | |  |
| **Resident Engagement and Recognition** | **Description of Expense** | **Requested Amount** |
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| **C. Total Resident Engagement and Recognition** | |  |
| **Other (specify)** | **Description of Expense** | **Requested Amount** |
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| **D. Total Other** | |  |
| **E. Total Expenses** | |  |

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| **Anticipated Other Funding Sources** | | |
| **Source** | **Description of Revenue** | **Anticipated Amount** |
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| **F. Total Revenue** | |  |
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| **G. Total Funds Requested** | |  |

If your organization would like to receive City of Calgary Housing Solutions. communications, please check the box and provide an email address:

Yes, I would like to receive communications from the City of Calgary Housing Solutions:

Email: