

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



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The Government of Canada allocated an additional \$4 million in Reaching Home dollars to the Rural Development Network to be invested across the 2024-2025 and 2025-2026 fiscal years. The Rural Development Network is the Reaching Home Community Entity for Rural and Remote Alberta, and is responsible for distributing this funding to rural and remote organizations and communities in Alberta, including First Nation and Métis Settlement communities, to support community efforts in addressing and responding to homelessness.

At this time, the Rural Development Network is launching a call for proposals to distribute the \$4 million in funding. Communities and organizations in need of financial assistance for activities specific to meeting the needs of people experiencing homelessness and those at imminent risk of becoming homeless are eligible to apply. Project activities must be completed and funding must be utilized and spent by March 31, 2026. Projects may be funded up to a maximum of 2 years and may commence as early as April 1st, 2024. Funding decisions will take place in early March 2024.

Project activities must take place outside of the "Seven Cities" in Alberta (Edmonton, Calgary, Red Deer, Lethbridge, Grande Prairie, Medicine Hat, and Fort McMurray). This funding is specific to communities and organizations supporting folks in rural and remote areas, including First Nations and Métis Settlements in Alberta. On-reserve projects are also eligible.

Proposed projects must serve or target individuals and/or families who are experiencing homelessness or at imminent risk of homelessness.

Eligible Organizations:

- not-for-profit organizations;
- for-profit organizations;
- municipalities;
- public health and educational institutions;
- provincial and territorial governments and their entities¹; and
- Indigenous organizations²

¹ including institutions, agencies and Crown Corporations

² Indigenous organizations may include, but are not limited to, incorporated for-profit and not-for-profit Indigenous controlled organizations, Indigenous controlled unincorporated associations, Indian Act Bands, Tribal Councils and Indigenous self-government

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

Eligible Activities and Priorities:

Priority will be given to projects that:

- address a demonstrated need;
 - clearly outline capacity to deliver identified project activities;
 - demonstrate innovative approaches to ending homelessness and strong partnerships;
 - develop responses to Indigenous Homelessness (e.g., culturally appropriate supports);
 - develop a coordinated community response to address the spectrum of homelessness such as a task force;
 - identify opportunities for integration of services and supports;
 - respond to emergency situations (wildfires, floods) that directly support folks experiencing or at imminent risk of homelessness;
 - provide basic need services (e.g. food, transportation, hygiene, clothing) and supplies to support individuals experiencing unsheltered homelessness, such as tarps, tents, sleeping bags
 - support the operation of shelters/mat programs;
 - connect clients to housing placements and supports;
 - focus on prevention and shelter diversion services, such as the provision of short-term financial assistance; (e.g. rental arrears, utility payments). Please note support with mortgage payments is ineligible;
 - support clients with housing start-up costs (e.g., damage deposits, furnishings);
 - connect clients to mental health and addiction supports. Please note expenses associated with the provision of counselling services are no longer eligible;
 - connect clients to clinical and treatment services, economic integration services (e.g. income assistance, employment, job training, education) and social and community integration services;
 - enhance coordination and navigation of services that will shift towards a regional "Coordinated Access" system;
- [Continued on next page...]

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

- collect data to support decision-making and a comprehensive understanding of homelessness in a community;
- *Capital projects are also eligible.* The purchasing of land, buildings, vehicles and renovations, including the construction or renovation of emergency shelters, transitional or permanent supportive housing and non-residential facilities (e.g. resource centres) are examples of capital projects that will be considered. Please refer to the sustainability checklist (pg.7-11) and capital project requirements (pg. 12-15) in Appendix A for detailed requirements.

You can find more information about the Reaching Home program here: [Reaching Home Directives](#)

Please note that all projects that meet the needs of people experiencing homelessness or people at imminent risk of homelessness will be considered for funding. If you are unsure whether your project falls under the priorities identified, we encourage you to contact the Reaching Home team to discuss your idea. Please connect with the Reaching Home team at rhapplications@ruraldevelopment.ca or 780-964-2736 ext. 2.

Reporting:

This is a reimbursement program, which means that the funding is not provided upfront, but rather provided once appropriate documentation and back-up (receipts) are submitted. Advances may be requested and considered on a case by case basis.

Organizations will be required to:

- submit monthly or quarterly financial expense claims and activity reports.
- collect project specific data.

We are committed to working with Indigenous projects to discuss flexibilities with regards to reporting requirements.

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

Funding available per project:

While there is no maximum amount of funding communities can request for this intake, funding is limited and all funding must be spent by March 31, 2026. We will be unable to fund all applications and some applications may not be approved for the full request. We will consider requests for higher levels of funding if the proposed activities and expenditures correspond with a heightened need in the community. Capital projects may also correspond with higher funding requests.

You must determine an appropriate funding request based on the scope of your proposed project, the rationale of overall costs needed to achieve outcomes, costs associated with capital expenditures, the feasibility of sustaining the project once the Reaching Home funding has ended, and other sources of funding.

Communities and organizations are not prohibited from submitting more than one funding application. However, we ask everyone to please consider the limited funding that is available for all of rural and remote Alberta and prioritize funding requests accordingly.

Examples of Previous Projects:

- Transition beds for people with addictions waiting to get into inpatient treatment
- Funding for housing support workers and outreach workers to assist folks experiencing or at risk of homelessness access housing and support services
- Shelter pods - purchase and retrofitting of trailers to provide emergency shelter
- Operational costs associated with temporary emergency mat programs/shelters
- Site preparation for Indigenous led transitional housing project
- Renovations of existing units and purchase of modular units for transitional supportive housing
- Land purchased for a new second-stage transitional shelter for women fleeing domestic violence
- Data collection (homelessness estimations) and community action plans
- Culturally appropriate mental health supports

This list is by no means exhaustive.

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

Application Info Sessions:

Four live virtual Q&A Sessions will be taking place on the following dates/times with RDN's Reaching Home team:

Reaching Home Info Session - General Application

Wednesday January 17, 2024 at 1:00pm - 2:30pm MST

Reaching Home Info Session - Indigenous Application

Thursday January 18, 2024 at 11:00am - 12:30pm MST

Reaching Home Info Session - General Application

Monday January 22, 2024 at 12:00pm - 1:30pm MST

Reaching Home Info Session - Indigenous Application

Tuesday January 23, 2024 at 12:00pm - 1:30pm MST

Please register through eventbrite in order to receive a zoom link. Register here:

<https://www.eventbrite.com/cc/reaching-home-202426-application-info-sessions-2936459>

Indigenous communities and organizations are welcome to attend any of the sessions. We have two sessions that will be led by RDN's Indigenous Liaison specifically for Indigenous communities and organizations.

We strongly encourage interested applicants to attend one of the sessions to ask questions and learn more about the application processes, funding priorities, eligible projects/activities and reporting requirements.

If your organization or community previously submitted a Reaching Home application and was not successful in receiving funding, we welcome you to reach out to us to discuss your previous application.

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

Appendices

[APPENDIX A \(pg.7-15\): Sustainability Checklist for Applicants of Capital Investment Projects](#)

[APPENDIX B \(pg. 16-25\): Online Application Submission Guide](#)

[APPENDIX C \(pg.26-39\): Funding Application Questions](#)

Application Deadline

The Reaching Home application and all relevant documents must be submitted no later than February 9th, 2024 at 11:59pm MST. Applications submitted after this deadline will not be considered. Earlier submissions from applicants, however, are strongly encouraged in order to ensure applications are reviewed and decisions are made in a timely manner.

Applications must be submitted through the [Reaching Home 2024-2026 Call for Proposals](#) online form.

Please don't hesitate to reach out to our organization if you have any questions. The Reaching Home team can be contacted at rhapplications@ruraldevelopment.ca or 780-964-2736 ext. 2. We strongly encourage applicants to register for and attend one of our [Q&A sessions](#) and review our FAQ document following the information sessions.



APPENDIX A: Sustainability Checklist for Applicants of Capital Investment Projects

These guidelines will assist applicants seeking funding for capital projects to ensure that all elements of the sustainability checklist are complete.

1. Funding to Implement the Project

To fund the project:	YES	NO
<ul style="list-style-type: none"> Are all relevant and related project costs identified in the application package and/or sustainability plan? 	<input type="checkbox"/>	<input type="checkbox"/>

The following are minimum cost items to consider according to the scope of your project:

Project Financing

- Cash, equity, grants, loans, other sources of financing

Project Costs

- Land or property acquisition costs: Purchase price, taxes, legal fees, environmental remediation, survey, inspection, appraisal costs, other disbursement, city/municipal development charges, city/municipal permit fees, city parkland levy, insurance, mortgage, utility fees, consultants and professional fees, architect and engineer fees, other costs
- Construction or renovation costs: Renovation/ conversion/ construction costs, finished basement and/or additional living spaced, surface parking, landscaping, furniture and equipment, stove and refrigerators, laundry equipment, other equipment
- Organizational costs: Administrative costs, organizational infrastructure costs, staff wages, other related labour costs
- Additional costs: Rent loss during construction, GST, PST, contingency funds

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



	YES	NO
<ul style="list-style-type: none"> Do the application package and/or sustainability plan clearly show funding sources equal to the total costs of the project? 	<input type="checkbox"/>	<input type="checkbox"/>

The total amount (in dollar, \$) coming from your funding sources should at least be equal to the total cost of your project. This can either be reported through your Reaching Home funding application or sustainability plan.

If not, you may consider the following:

- Review your project funding and costs for any mistake
- Identify additional funding sources and confirm them through official letters of support
- Revise the scope of your project, in order to have costs below the total amount coming from your funding sources

	YES	NO
<ul style="list-style-type: none"> Are all funding sources confirmed through letters of support in the application package? 	<input type="checkbox"/>	<input type="checkbox"/>

You must have an official letter of support from each organization providing the funds for your project (usually one letter for each funding source). These letters should be attached with your Reaching Home funding application. Each letter should clearly identify the funding source, the applicant and project to be funded, the amount in dollar that will be provided, and the time when funding will be provided (preferably with detailed day-month-year to day-month-year).

If not, you may consider the following:

- Review your official letters of supports and follow-up with the organizations if applicable
- Identify the funding sources for which you should have an official letter
- Identify additional funding sources and confirm them through official letters of support

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



2. Project Impacts

Impacts of the project on staff and service requirements:	YES	NO
<ul style="list-style-type: none"> Do the application documents and/or sustainability plan clearly indicate the impacts of the project (i.e., will there be a need for additional staff or services after completion)? 	<input type="checkbox"/>	<input type="checkbox"/>

The Reaching Home funding application and/or sustainability plan should clearly indicate the scope of your project. For example, is the project expected to include one of these activities:

- Construction of a new facility
- Conversion/renovation of an existing building
- Addition of new beds/units, new or expanded services (more staff or more clients served)
- Purchase of land or property
- Purchase of equipment, appliance or furniture

In addition your sustainability plan must indicate how the activities will be sustainable five years after the end of your project.

3. Partnerships

Demonstrate support:	YES	NO
<ul style="list-style-type: none"> Does the sustainability plan clearly identify all partners and indicate support that will be provided by each towards new requirements and impacts of the project? 	<input type="checkbox"/>	<input type="checkbox"/>

The sustainability plan for your project should identify:

- All partners relevant to your project
- All partners relevant to the delivery of services or housing for five years after the end of the project, if applicable

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Depending on the scope of your project, the relevant partners who could be considered, among others, may include:

- Land owners and developers
- Agency, church, or other organization to develop land they own
- Lawyers and development consultants with strong non-profit and development experience
- Architects able to design shelters or quality housing within a tight budget
- Cost consultants (Professional quantity surveyors) to monitor construction costs from concept through construction to ensure budgets are maintained
- Community agencies who serve homeless clients and those at imminent risk of homelessness
- Partners who will share space or provide services after completion of your project

4. Operational Costs at the End of the Project

After project ends:	YES	NO
<ul style="list-style-type: none">• Do the application documents and/or sustainability plan clearly indicate funding sources for additional staff or service requirements?	<input type="checkbox"/>	<input type="checkbox"/>

The Reaching Home funding application and/or sustainability plan should identify all the relevant funding sources for the operation of facility/new services. The funding sources must be indicated for the five (5) years after project completion.

Fundraising is not considered sustainable. Therefore, most of the funding for operational costs should come from stable funding sources such as:

- Province or Territory
- Housing corporations
- National organizations such as the Salvation Army or the John Howard Society

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



	YES	NO
<ul style="list-style-type: none"> Does the sustainability plan clearly show that the annual operational budget will be balanced for five years after the project ends? (i.e. annual operational costs must be lower than the annual income) 	<input type="checkbox"/>	<input type="checkbox"/>

The total annual amount (in dollar, \$) coming from your funding sources should at least be equal to the total operational cost of your project for five (5) years after completion. This should be reported in the sustainability plan for your project.

Annual Income could include: Government supplement/per diem, government funding, income from rent, income from parking, donation, other grants, other income

Annual Expenditures could include:

- Building operating costs: Maintenance, repairs, materials, utilities, insurance, municipal taxes, vacancy allowance
- Organizational expenditures: Administrative costs, organizational infrastructure costs, staff wages and other related labour costs, support services
- Mortgage and other expenditures

If the annual operating budget is not balanced, you may consider the following:

- Review your project operational funding and costs for any mistake
- Identify additional funding sources and confirm them through official letters of support
- Revise the scope of your project, in order to have the appropriate operational funding for five (5) years after the project is completed

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

Capital Project Requirements

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.

To reduce overcrowding in shelters and limit the spread of COVID-19 transmission, communities may wish to use Reaching Home funds to, for example:

- Purchase or repurpose existing properties to create new temporary housing (e.g., motel and hotel spaces, community spaces); and,
- Renovate existing facilities (e.g., shelters, transitional housing, permanent supportive housing, or non-residential facilities) to, for example, improve ventilation or increase the distance between residents.

Eligible activities include:

- 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; and
 - 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 (for example, 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.

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

- 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.
- Purchase of furniture, appliances, machinery (for example, lawnmower, woodworking tools), electronic equipment and vehicles (for example, to be used for outreach, transportation for furniture banks).

Ineligible activities include:

- Construction and renovation of housing units funded through the bilateral Housing Partnership Framework agreement with the Canada Mortgage and Housing Corporation and most provinces/territories.
 - Investments in social housing, including
 - Repairs to social housing units
 - Renovation of social housing units; and
 - Creation of social housing units

Requirement: If a community is going to invest in a capital project, the community and project sponsor must demonstrate they have done the following:

- Linking with the province or territory: efforts should be made to link with provincial, territorial or municipal funding. It is important to provide evidence of the need to purchase, construct, or renovate facilities and to ensure that the community is best placed to undertake the capital project. This should be demonstrated through the Reaching Home Sustainability Checklist for Applicants of Capital Investment Projects (see attached document for Checklist). Reaching Home funds can be used to complement other capital investments made by a province, territory or municipality. However, Reaching Home funding must not duplicate or displace funding from other programs (should be used to fill a gap in these instances).

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

- Encouraging leveraging: where possible, communities are encouraged to ensure that Reaching Home is not the sole funder in capital projects. For capital projects consisting of new construction or purchase of facilities, the community is required to record the in-kind and financial contributions of each capital investment sub-project funded under Reaching Home.
- Ensuring sustainability: capital projects require a sustainability plan in which organizations must demonstrate their capacity to operate the facility for its intended purpose for a minimum period of up to 5 years after project completion. Applicants must identify all relevant funding sources for the operation of the facility and/or new services through their application documents. As capital projects funded under Reaching Home should lead to new or improved services after their completion, an exit strategy is unacceptable for capital projects.
- In their sustainability plan, organizations must:
 - describe their partnerships;
 - confirm their funding sources for ongoing operations;
 - report if the project will increase the level of services or if they will remain stable; and
 - include a timeline for the completion of their activities.

Requirement: as part of the application process for a sub-project, capital project applicants must follow the Sustainability Checklist in order to demonstrate that the minimum project sustainability standards have been addressed.

- Applicants seeking capital funding under the regionally delivered funding streams (Designated Communities; Rural and Remote Homelessness; Territorial Stream and Indigenous Homelessness Stream) are required to complete the checklist as part of any proposal to create or expand a facility which could result in increased annual operational costs. The sustainability checklist can also be used to assess sustainability in capital projects that do not incur increased annual operational costs (for example, equipment purchase or renovations in a facility where no space, beds or units are added or no service is created or expanded).
- Community Entities are responsible for reviewing the checklist completed by applicants through the solicitation or proposals, as part of the assessment process.

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

Requirement: applicable to organizations which own a property or have a long-term lease, capital renovation projects may be subject to monitoring for up to 5 years after the project end-date to ensure recipients are compliant with the terms of their funding agreement with Employment and Social Development Canada.

- Service Canada monitors capital investments for emerging issues and may ask for course correction as needed.



APPENDIX B: Online Application Submission Guide

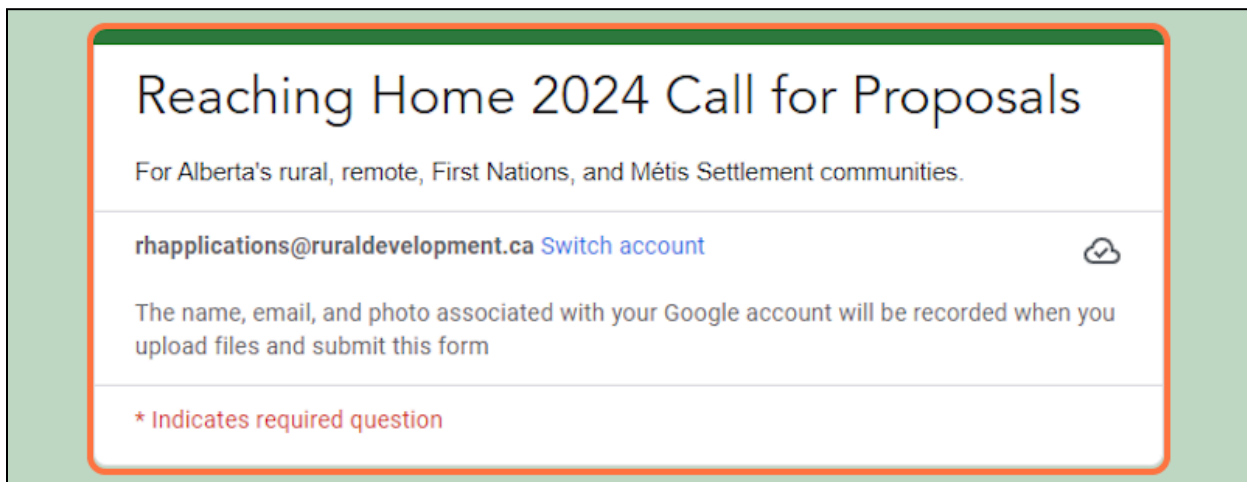
The Rural Development Network has changed the Reaching Home application process. Applicants are now required to complete the [Reaching Home 2024-2026 Online Application Form](#).

This application requires you to be logged in to a Google Account. For instructions on how to create a new Google Account, please visit the [Google support page](#). Requiring a Google Account login also allows your application progress to be saved automatically as a draft that can be opened and continued at any time.

How to Submit an Online Application Form

STEP 1: Confirm you are signed in to the appropriate Google Account

The email associated with this account will receive a confirmation message after you have submitted your application.



Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

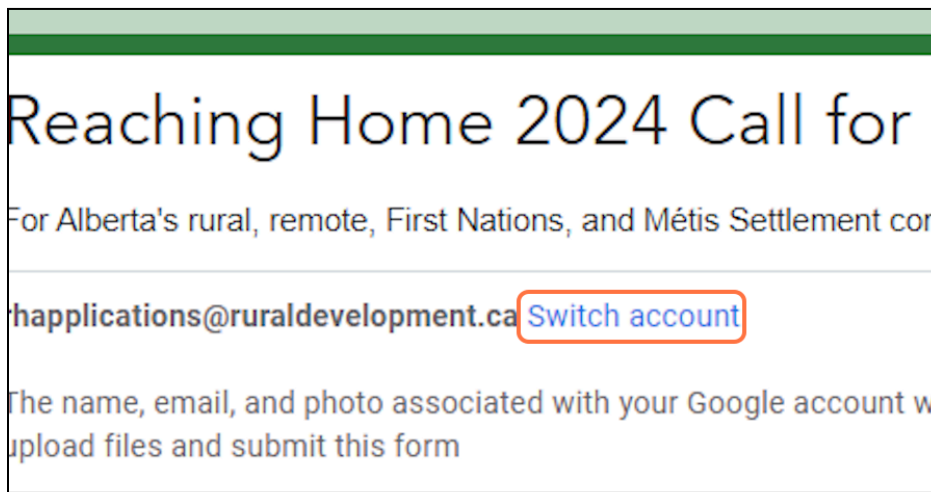
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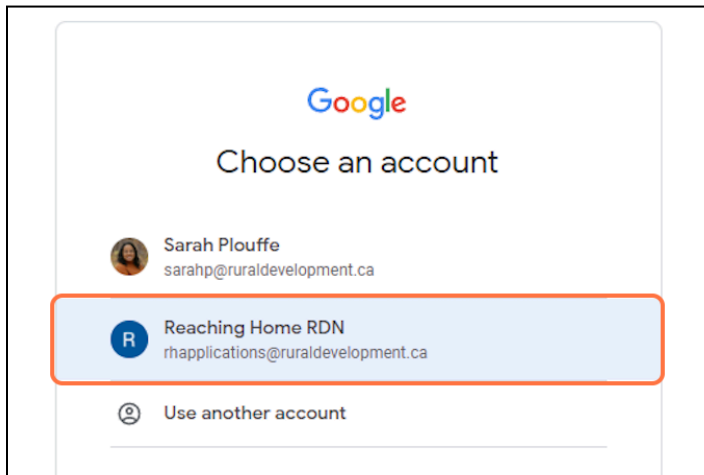
STEP 2: Switch to the appropriate Google Account if necessary

If you are not logged in to the account you would like to be, click "Switch account" to choose from a list of your other Google Accounts.



STEP 3: Select which account you would like to use

If you don't see the account you would like on the Google Sign-In page, click "User another account" to add a different account.



Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

STEP 4: Fill in the checkbox to record your email address

Once you have confirmed you are logged in to the right account, you will need to confirm your email address. Please note that this is the email that will receive a confirmation of submission. You will have an opportunity to input an alternate email account as the primary contact later in the application form.

Reaching Home 2024 Call for Proposals

For Alberta's rural, remote, First Nations, and Métis Settlement communities.

rhapplications@ruraldevelopment.ca [Switch account](#) Draft saved

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Email *

Record rhapplications@ruraldevelopment.ca as the email to be included with my response

DEADLINE: The Reaching Home application and all relevant documents must be submitted not later than February 9th, 2024 at 11:59pm MDT. Applications submitted after this deadline will not be considered. Earlier submissions from applicants, however, are strongly encouraged in order to ensure applications are reviewed and decisions are made in a timely manner.

For questions regarding the application or eligibility, please contact Sydney at the Rural Development Network Reaching Home team at rhapplications@ruraldevelopment.ca. We also welcome Indigenous applicants to contact Emele, RDN's Indigenous Liaison at emelen@ruraldevelopment.ca. We strongly encourage applicants to register for and attend one of our [Q&A sessions](#) and review the [Reaching Home Application Guide](#).

[Next](#) Page 1 of 8 [Clear form](#)

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Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



STEP 5: Click next to continue

emelen@ruraldevelopment.ca. We strongly encourage applicants to register for and attend one of our [Q&A sessions](#) and review the [Reaching Home Application Guide](#).

Next

Page 1 of 8

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STEP 6: Complete the application Contact Information

The Primary Contact information will be used as the first choice of contact for any questions or updates regarding your application.

Contact Information

Primary Contact Full Name *

STEP 7: Click next to continue

Back **Next**

Page 2 of 8

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Reaching Home: Canada's Homelessness Strategy




2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



STEP 8: Complete your Organization Information

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rhapplications@ruraldevelopment.ca [Switch account](#)  Resubmit to save

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Organization Information

Organization Name *

Rural Development Network

Mailing Address *

11443 143 Street NW Edmonton AB T5M 1V7

Organization Type *

Charity

Housing Management Body

Not-for-Profit

For-Profit

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

STEP 9: Select which application type you will be completing

- If your organization is not currently receiving Reaching Home funding, select "General Application".
- If you are or have received Reaching Home funding in 2023/24, select "Current RH Project Application".
 - Please note that if you are a current Reaching Home project, but intend on applying for a new project, you must select "General Application". Current RH Project applications are only for projects who are continuing to carry out existing project activities.
- If you are an Indigenous organization or applying on behalf of a First Nation or Métis Settlement community, select "Indigenous Application".

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Please select the application type you will be completing.*

If you are unsure about which application you need to complete, please refer to the [Reaching Home Application Guide](#).

General Application (My organization does not currently receive Reaching Home funding and/or my organization is applying for Reaching Home funding for a new project)

Current RH Project Application (My organization received Reaching Home funding in 2023-2024)

Indigenous Application (I am an Indigenous organization and/or applying on behalf of a First Nations or Métis Settlement community)

[Back](#) [Next](#)

Page 3 of 8

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Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

STEP 10: Click Next to continue

Back Next Page 3 of 8

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STEP 11: Fill out the remainder of the application questions, then click Next to continue.

If you are applying for Capital Project funding, you will be required to fill out a [Sustainability plan](#) on an additional page.

STEP 12: Fill in the checkboxes on the Submission Agreement page

By filling out these checkboxes, you are agreeing to the Submission Agreement statements.

Submission Agreement

*

I confirm that submission of this application has been approved by a proper signing authority in my organization.

*

I understand that due to limited funding, not all applications will receive Reaching Home funding.

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

STEP 13: Complete the Electronic Signature by typing in your name in the textbox.

Electronic Signature *

Typing your name below signifies that you are completing this form using an electronic signature. By signing electronically, you are certifying that you possess proper signing authority for your organization.

STEP 14: Click Submit to complete your application

You will receive a confirmation email to the Google Account email address you are signed in to shortly after submitting your application.

Electronic Signature *

Typing your name below signifies that you are completing this form using an electronic signature. By signing electronically, you are certifying that you possess proper signing authority for your organization.

A copy of your responses will be emailed to rapplications@ruraldevelopment.ca.

Page 8 of 8

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



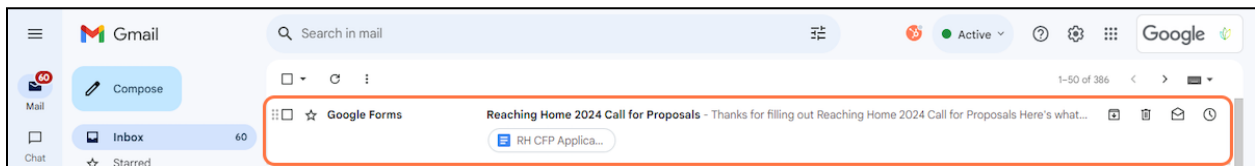
How to Edit your Application after Submission

You can go back to your application and edit answers to any question before the application deadline (February 9, 2024).

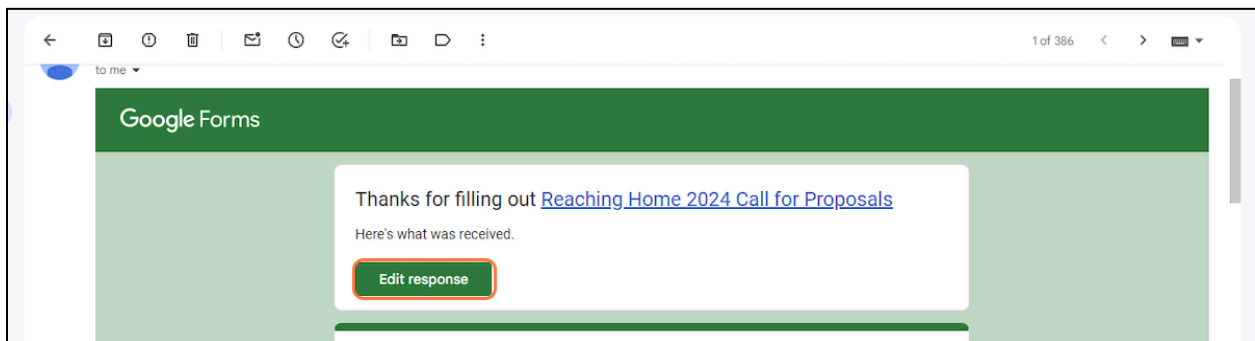
***Please note that applicants are encouraged to take advantage of the auto-save feature. This allows you to exit and come back to your application at any time, rather than editing an already submitted application multiple times.*

STEP 1: Navigate to your application confirmation email

Your confirmation email will be sent to the Google Account email you were signed in to while completing the application.



STEP 2: Click "Edit response" in the confirmation email



Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities




Canada

STEP 3: Ensure that you are signed in to the same account that received your application confirmation email

You may need to click "Switch account" to log in to the appropriate Google Account if the email does not match.

Reaching Home 2024 Call for Proposals

For Alberta's rural, remote, First Nations, and Métis Settlement communities.

rhapplications@ruraldevelopment.ca [Switch account](#)  Resubmit to save

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

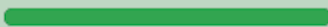
* Indicates required question

STEP 4: Edit your application as needed, clicking "Next" on each page until you reach the Submission Agreement page.

STEP 5: IMPORTANT - You MUST re-submit in order for your application to be updated

You will need to navigate to the submission page again and click "Submit" in order for any changes to be reflected in your application.

A copy of your responses will be emailed to rhapplications@ruraldevelopment.ca.

[Back](#) [Submit](#)  Page 8 of 8



APPENDIX C: Funding Application Questions

Please review the appropriate application type based on your eligibility:

[General Projects \(pg. 27-33\)](#): Any projects that are applying for funding for a project that was not funded by Reaching Home in the 2023/2024 fiscal year. This also includes organizations that were funded in 2023/2024 but would like to propose a new project for the 2024-2026 Reaching Home cycle.

[Letter of Intent - Current Reaching Home projects \(pg. 34-36\)](#): Any project that was funded through Reaching Home in 2023/2024 and plans to continue with their approved current activities. If you are a current Reaching Home project but would like to change the scope of your project you will need to apply through the general projects stream.

[Letter of Intent - Indigenous Organizations and Communities \(pg.37-39\)](#): Any Indigenous Organization or Community looking to apply for Reaching Home funding for the 2024-2026 cycle. While Indigenous organizations and communities are welcome to apply through the general projects stream as well, the Letter of Intent stream is also available to them as a way to reduce barriers for these groups and promote our commitment to reconciliation.

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

General Project Application

Primary and Secondary Contact Information

Full Name:

Title:

Email:

Phone Number:

Secondary Contact Full Name:

Secondary Contact Email:

Secondary Contact Phone Number:

Organization Information

Organization Name:

Mailing Address:

Organization Type:

Year of Incorporation:

Organization's Mission and Vision:

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

Project Overview

Project Name:

Organizational Experience

Please provide clear details on your organization's history and experience in leading similar projects. Specify if your organization has received Reaching Home and/or federal funding previously.

Project Description and Need

Please provide a detailed description of the urgent needs or challenges your organization and/or community is currently facing with people experiencing or at imminent risk of experiencing homelessness. Provide details on how this need has been identified.

Project Details

Please provide clear details in response to each of the following questions:

- How will the requested funds be used to support immediate needs and challenges faced by your organization in providing services to people experiencing or at imminent risk of experiencing homelessness?
- What are the expected outcomes of the project?
- Who are the community partners on this project? Please explain how community partners will work together.
- Where will the project activities take place? If you are servicing multiple communities please specify.

Project Timeline

Please provide a detailed timeline of project activities. If you are applying for funding for both 2024-2025 (April 1, 2024 - March 31, 2025) and 2025-2026 (April 1, 2025 - March 31, 2026), please clearly separate project activities across the two fiscal years. Point-form may be used. The earliest start date would be April 1st, 2024 and the latest end date would be March 31, 2026. You may apply for project funding for up to 2 years in length.

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

Anticipated Start Date:

Anticipated End Date:

Service Population Demographics

Please discuss the demographic characteristics of the population your organization serves and if possible, please report the expected number of unique individuals your project will target. We understand that these outcomes may change and other populations may be identified throughout your project.

If applicable to your project, the following demographics should be referenced: Gender, Persons with disabilities/mental health challenges/addictions, Age (children, youth, adult, senior), 2SLGBTQIA+, Indigenous peoples, Families, Immigrants or New Canadians, Refugee/Refugee Claimants, Veterans, Racialized.

Evaluation Strategy

Please describe the evaluation strategy your organization will use to report on project outcomes, successes, challenges and lessons learned. Please describe briefly how you plan to track the results of your project so you can report accurately on what you achieved. Specific government reporting/tracking will be required for approved projects.

Any other information you would like us to know?

Project Budget

Complete the following spreadsheet and upload the file as an Excel file: [RH 2024 Project Budget](#)

Within the Project Budget excel file, break down your funding requests & tell us how you plan to spend the funds. For more detailed budget guidelines, please refer to the Reaching Home Application Guide.

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

Ensure you include other sources of funding, including in kind, in addition to your request to RDN. PRIORITY WILL BE GIVEN TO APPLICANTS WHO CAN SHOW PARTNERSHIPS AND ORGANIZATIONAL IN KIND SUPPORT. ALL CAPITAL PROJECTS MUST HAVE ADDITIONAL SOURCES OF FUNDING AND PROVIDE LETTERS OF SUPPORT.

Please note that the budget excel file provided is a template that can be changed as needed to reflect your project activities. Rows included in this sample budget under 'Project Activities' are examples of costs that can be covered by Reaching Home, but we understand that project activities and funding requests will vary greatly. Please add or remove project activities as you see fit. These examples provided are not exhaustive. Refer to the Reaching Home Directives for further details.

All activities/items mentioned in the previous Project Details question must be detailed in your budget.

Project activities and expenses MUST be completed by March 31, 2026.

Please clearly label the year you are applying for funding for on the budget. If you are applying for funding for both 2024-2025 and 2025-2026 please separate into two budget sheets.

Projects may request a maximum of 15% of total project costs in administrative funds to support project reporting, office supplies etc.

Are you requesting funds for capital expenditures?

Capital expenditures include, for example, the purchasing of land, buildings, vehicles, and minor or major renovations (including the construction or renovation of emergency shelters, transitional or permanent supportive housing, and non-residential facilities).

Capital Projects - Sustainability Plan (NOTE: applicable only to those applying for capital projects)

A sustainability plan is a requirement for all small and large scale capital projects. You must provide information on project funding, impacts, partnerships, and operational costs.

Please complete the following questions to confirm that you have a sustainability plan in place to maintain your capital investments. Refer to Appendix A of the RH Application Guide for the Sustainability Checklist and more details on capital project requirements, including how projects will be evaluated.

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

Funding Sources - Part 1

Identify all funding sources for the total cost of the project.

Funding Sources - Part 2 [not required]

LETTERS OF SUPPORT

Please upload the letters of support that confirm your additional funding sources. If you have multiple letters of support, upload them all as a single document in PDF format.

Letters of support may be submitted at a later date. You will be required to present letters of support from all identified funding sources should your project be selected for funding.

I confirm that all project funding sources have been identified and confirmed/will be confirmed through letters of support.

Project Impacts

- Will your project result in the hiring of additional staff or an increase in services? If so, please indicate funding sources for these additional staff and increased services.
- If your project involves the purchasing of a vehicle, will there need to be additional staff hired to drive the vehicle?
- If your project involves the construction of a new facility OR renovation of an existing building/facility, will this increase staffing and/or services?
- If your project provides additional beds/units, will more staff be needed? How many more clients will be served? How many additional beds will be created?

I confirm that I have clearly indicated the impacts of the project in the above question and have confirmed how these impacts will be addressed through enhanced capacity and/or funding.

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

Partnerships - Part 1

Please provide a list of all partners and their roles that are relevant to your project and specifically the delivery of services or housing. Reference partnerships that will extend beyond the end date of your Reaching Home project.

Partnership - Part 2 [not required]

LETTERS OF SUPPORT

Please upload the letters of support that confirm all project partners (financial and/or in-kind). If you have multiple letters of support, upload them all as a single document in PDF format.

Letters of support may be submitted at a later date. You will be required to present letters of support from all identified project partners should your project be selected for funding.

I confirm that I have clearly identified all partners and outlined their specific role in the project in the above question.

Operational Costs at the End of the Project - Part 1

Please provide a list of the project's operational costs and ongoing funding sources that will sustain the project for at least 5 years after your project end date. Annual operational costs must be lower than annual income. Please note that fundraising is not considered a sustainable source of income.

Operational Costs at the End of the Project - Part 2 [not required]

Applicants may submit an excel spreadsheet or other file form that shows a detailed breakdown of annual operation costs and income. This is not required at the time of submission, but will be requested at a later date should your project be selected for funding.

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

I confirm that this application clearly indicates funding sources for operations and maintenance requirements for the next five (5) years following the Reaching Home project end date.

I confirm that the annual operational budget will be balanced for the next five (5) years following the Reaching Home project end date.

Submission Agreement

I confirm that the submission of this application has been approved by a proper signing authority in my organization.

I understand that due to limited funding, not all applications will receive Reaching Home funding.

Electronic Signature

Typing your name below signifies that you are completing this form using an electronic signature. By signing electronically, you are certifying that you possess proper signing authority for your organization.

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

Current Reaching Home Projects Application

Primary and Secondary Contact Information

Full Name:

Title:

Email:

Phone Number:

Secondary Contact Full Name:

Secondary Contact Email:

Secondary Contact Phone Number:

Organization Information

Organization Name:

Mailing Address:

Organization Type:

Year of Incorporation:

Organization's Mission and Vision:

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

Project Overview

Project Name:

Application for Current Reaching Home Funded Projects - Letter of Intent

To simplify the application process for current Reaching Home funded projects, existing projects may apply for additional Reaching Home funding for 2024-2025 and 2025-2026 by submitting a letter of intent and proposed annual budget template.

If projects are interested in applying for new activities and/or an expansion of services, projects must apply through the Reaching Home General Application. The letter of intent is only for projects who are applying for additional funding for the same activities.

Any project applying for Capital Project funding must apply through the General Application and complete a Sustainability Plan.

Please note that equal consideration will be given to both new and current projects' funding requests.

Please upload your letter of intent in PDF or Word format.

Include the following information in your letter of intent:

- Overview of project activities and timeline (start and end dates). Applicants may apply for funding for 2024-2025 (April 1, 2024 - March 31, 2025) and/or 2025-2026 (April 1, 2025 - March 31, 2026). The earliest start date would be April 1st, 2024 and the latest end date would be March 31, 2026. You may apply for project funding for up to 2 years in length.
- Location(s) of services. Please specify if you are servicing multiple communities.
- Describe the need for the continuation of the project in the community. Please outline project outcomes to date and how this project directly connects to supporting people experiencing homelessness or people at imminent risk of homelessness.
- Reference collaboration/partnerships with other service providers.
- Please ensure your letter is signed by the appropriate signing authority.

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

Complete the following spreadsheet and upload the file as an Excel file: [RH 2024 Project Budget](#)

Within the Project Budget excel file, break down your funding requests for 2024-2025 and/or 2025-2026 & tell us how you plan to spend the funds. For more detailed budget guidelines, please refer to the Reaching Home Application Guide.

Submission Agreement

I confirm that the submission of this application has been approved by a proper signing authority in my organization.

I understand that due to limited funding, not all applications will receive Reaching Home funding.

Electronic Signature

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Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

Indigenous Application

Primary and Secondary Contact Information

Full Name:

Title:

Email:

Phone Number:

Secondary Contact Full Name:

Secondary Contact Email:

Secondary Contact Phone Number:

Organization Information

Organization Name:

Mailing Address:

Organization Type:

Year of Incorporation:

Organization's Mission and Vision:

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

Application for First Nations and Métis Settlement Communities - Letter of Intent

In recognition of the Truth and Reconciliation Commission's Calls to Action and to reduce barriers for Indigenous communities in accessing funding, Indigenous communities and Indigenous led organizations are welcome to apply for Reaching Home funding through an alternative application process. We are inviting Indigenous communities and organizations to submit a letter of intent to be considered for Reaching Home funding. Follow-up interviews/phone calls will then be arranged with selected applicants to further discuss the project. Depending on the volume of applications we receive, we may not be able to arrange interviews/phone calls with all applicants. However, all applicants will be notified of the status of their application once the review process is complete.

All other communities and organizations are asked to apply for funding through the General Application. If you are a non-Indigenous organization facing barriers and would like to inquire about applying for funding through submitting a letter of intent, please contact the Rural Development Network at programs@ruraldevelopment.ca or 780-964-2736 ext. 2. We will consider these requests on a case by case basis, however, priority regarding the letter of intent will be given to Indigenous communities and organizations.

Please upload your letter of intent in PDF or Word format.

Include the following information in your letter of intent:

- Overview of project activities, funding request and timeline (start and end dates). Applicants may apply for funding for 2024-2025 (April 1, 2024 - March 31, 2025) and/or 2025-2026 (April 1, 2025 - March 31, 2026). The earliest start date would be April 1st, 2024 and the latest end date would be March 31, 2026. You may apply for project funding for up to 2 years in length.
- Location(s) of services. Please specify if you are working in multiple communities.
- Describe the need for the project in the community. What does homelessness look like in your community? Please outline how this project directly connects to supporting people experiencing homelessness or people at imminent risk of homelessness.
- Clear project outcomes. How will your project support people experiencing or at risk of homelessness?
- Reference collaboration/partnerships with other service providers
- Demographics - who is the project serving? These may include but are not limited to Indigenous, male, female, 2SLGBTQIA+, children, youth, adults, senior, persons with disabilities and mental health challenges/addictions.
- Please ensure your letter is signed by the appropriate signing authority.

Reaching Home: Canada's Homelessness Strategy



2024-2026 Application Guide

For Alberta's rural, remote, First Nation, and Métis Settlement communities



Canada

Capital projects that are selected for interviews/phone calls will be asked to complete a sustainability plan at a later date in order to be considered for funding. Please refer to the sustainability checklist in Appendix A of the Reaching Home Application Guide to review the requirements in advance.

Please upload a detailed project budget in Excel file format.

We welcome you to use our budget template, or invite you to submit your own spreadsheet.

Our template can be downloaded here: [RH 2024 Project Budget](#). Within the Project Budget excel file, break down your funding requests for 2024-2025 and/or 2025-2026 & tell us how you plan to spend the funds.

Submission Agreement

I confirm that the submission of this application has been approved by a proper signing authority in my organization.

I understand that due to limited funding, not all applications will receive Reaching Home funding.

Electronic Signature

Typing your name below signifies that you are completing this form using an electronic signature. By signing electronically, you are certifying that you possess proper signing authority for your organization.