



# REACHING HOME

## Funding Application for Capital Projects - Renovations

Please ensure you review the Call for Proposals – Capital Projects – Renovations to ensure your responses align with eligibility, allowable activity, and evaluation criteria.

### PART I – ORGANIZATION INFORMATION

<b>Section 1: ORGANIZATION IDENTIFICATION</b>		
<b>I.1.1 Legal Name:</b>	<b>I.1.2 Operating Name (if different from legal name)</b>	
<b>I.1.3 Business Registration #:</b>	<b>I.1.4 Incorporation #:</b>	<b>I.1.5 GST #:</b>
<b>I.1.6 Organization Type:</b> <input type="checkbox"/> Private <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> Charitable <input type="checkbox"/> Other (Please specify):		<b>I.1.7 Year Established:</b>
<b>I.1.8 Organization Address:</b>		
<b>I.1.9 Telephone Number:</b>	<b>I.1.10 E-mail Address:</b>	<b>I.1.11 Website:</b>
<b>I.1.12 Mailing Address</b> (if different from Organization address): (Street number and name, city, Province, Postal Code)		
<b>Section 2: ORGANIZATION MANDATE &amp; CAPACITY</b>		
<b>I.2.1 Organization’s Mandate (MAX 250 WORDS):</b>		

**1.2.2** What services and supports are currently provided and how are they delivered?  
 How long has your organization been providing this service? (Max 200 words)

**1.2.3** Please describe your organization’s capacity to serve the needs of the specific target population(s) identified for this project. How does your organization provide culturally relevant supports for population(s) identified? (max 250 words)

**Section 3: ORGANIZATION CONTACT**

(This should be your primary contact person in respect to this application)

<b>1.3.1 Project Contact Name:</b>	<b>1.3.2 Position Title:</b>
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<b>1.3.3 Telephone Number:</b>	<b>1.3.4 Cell Number:</b>	<b>1.3.5 E-mail Address:</b>
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**1.3.6 LEGAL SIGNING OFFICER/S:**  
 Please identify those organizational representatives authorized to sign a potential legal funding agreement with End Homelessness Winnipeg, as required by the organization’s statutes and by-laws:

<b>Signer #1:</b>	
<b>Name:</b>	<b>Title:</b>
<b>Phone #:</b>	<b>Email:</b>
<b>Signer #2:</b>	
<b>Name:</b>	<b>Title:</b>
<b>Phone #:</b>	<b>Email:</b>

<b>Signer #3:</b>	
<b>Name:</b>	<b>Title:</b>
<b>Phone #:</b>	<b>Email:</b>
<b>1.3.7</b> How many of the above names are required to sign a potential legal funding agreement with End Homelessness Winnipeg?	

**PART 2 – PROJECT INFORMATION**

<b>Section 1: PROJECT SUMMARY</b>	
<b>2.1.1 Project Title:</b>	
<b>2.1.2 Planned Project Start Date:</b>	<b>2.1.3 Planned Project End Date:</b>
<b>2.1.4 Project Funding: (All Projects must be completed, and funds spent no later than March 31, 2024).</b>	
<b>2.1.4.a Amount Requested from End Homelessness Winnipeg - Reaching Home:</b>	<b>2.1.4.b Total Project Cost:</b>
<p><b>2.1.5 Do you have other financial contributors for the project?</b> (Total Project Cost is greater than amount requested from End Homelessness Winnipeg – Reaching Home)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please provide details (name of funder, amount, period of commitment). Please provide appropriate documentation (letters of commitment, etc.) (Max 250 words)</p>	

**2.1.6 Describe your proposed project** – A general description of your project E.g., We will replace the roof, flooring, paint exterior of building, upgrade security system of our current location. Summarize any specific evidence and data that clearly demonstrates the need your project is seeking to address. E.g. building condition assessments, inspections that have been done. (Max 400 words)

**Section 2: CAPACITY TO MONITOR & DELIVER PROJECT**

**2.2.1** How will this project be monitored and delivered, and budgets maintained? What is the plan for ongoing maintenance of this renovation/upgrade after the project is completed? (max 250 words)

**2.2.2** Please explain how your organization, or your partners, has the experience and expertise to carry out the proposed project activities? (max 250 words)

**Section 3: REACHING HOME PROJECT AREA OF ACTIVITY:**

**2.3.1 Capital Investments - Eligible Activities (Please select from below)**

Only check the most relevant to your project.:

- Renovation of existing transitional housing
- Renovation of existing permanent supportive housing

**2.3.2 Objectives:** What does the project plan to achieve? Objectives are what your project plans to achieve at the end of the term. Be specific, measurable, attainable, and realistic. The following website provides more information:

<https://www.indeed.com/career-advice/career-development/difference-between-goals-and-objectives>

**2.3.3 Outcomes:** *Actual impacts/benefits/changes for target population/neighbourhood during or after program*  
 Changes in behavior, attitudes, perceptions, knowledge, skills, and/or behaviors as a result of your project. Eg. Safer space, more accessible site, improved quality of life.

**2.3.4 Outputs:** List the outcomes measures or metrics you will use to assess the success and impact of this project. Tangible deliverables E.g., new roof, floors. Describe communal space available, etc.

**2.3.5 How many beds/units will be impacted as a result of this project?** For any category that is not applicable to your project, enter 0.

# of Transitional Housing beds/units	Renovated
# of Permanent Supportive Housing beds/units	Renovated

**Section 4: CLIENT POPULATIONS: (Only check those most relevant)**

**2.4.1 Primary Population**

<input type="checkbox"/> People with disabilities <input type="checkbox"/> People dealing with mental health issues <input type="checkbox"/> People dealing with addictions <input type="checkbox"/> People who identify as 2SLGBTQ+ <input type="checkbox"/> Youth exiting the child welfare system <input type="checkbox"/> People exiting a corrections facility	<input type="checkbox"/> People exiting a medical facility/service <input type="checkbox"/> Women fleeing domestic violence <input type="checkbox"/> Women and children fleeing domestic violence <input type="checkbox"/> Men fleeing domestic violence <input type="checkbox"/> Men and children fleeing domestic violence <input type="checkbox"/> Gender diverse people fleeing domestic violence
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**2.4.2 Sub Populations**

- People experiencing chronic homelessness
- Indigenous peoples
- Immigrants
- Refugees
- Veterans
- Families
- Children (0-11)

- Youth (12-14)
- Youth (15-17)
- Youth (18-24)
- Youth (25-30)
- Adults (31-64)
- Seniors (65+)
- No specific target population

**GENDER**

- Male
- Female
- Gender diverse

**Section 5: LOCATION AND SITE INFORMATION:**

**2.5.1 Location of Proposed Project**

**Street Address**

**City**

**Postal Code**

**2.5.2 What is your ownership status of this property?**

- Currently leasing or renting
  - Term of lease – please provide length of term -
  - Lease end date – please provide date
- Own
- Other, please specify

**2.5.3 Rent or Lease:** Are there incentives offered by landlord / property owner?  Yes  No

E.g. Rent Discount, tenant improvement allowance, etc.

Please describe / provide details. (Max 150 words)

**2.5.4 Identify who will/does manage the property and describe the organization's experience in property management. (Max 150 words)**

**2.5.5 Provide information on any approvals required for your project.**

a. If any of the following are not applicable to your project, please check “Not Required”.  
 For any approvals that have not yet been approved, please provide details on the current status and the anticipated approval date.

Stage	Not Required	Status	Approval Date
Rezoning	<input type="checkbox"/>		
Development Permit	<input type="checkbox"/>		
Occupancy Permit	<input type="checkbox"/>		
Building Permit	<input type="checkbox"/>		



<b>Environmental Assessment</b>			
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b. What is the current zoning designation?

**Section 6: PROJECT WORKPLAN**

2.6.1 What is the current status of your project and what has been done to date in relation to this project? Have you obtained a building condition report which identifies needed repairs and renovations? (Max 200 words)

2.6.2 Please complete the table below indicating the project phases, key activities, and duration.

Project Phases: What are the big pieces of work involved in the project? E.g. Demolition phase

Key Activities: What individual activities will be undertaken in order to achieve the milestone? E.g., a) Trash and junk are removed. B) Wall between rooms 1 & 2 is demolished. C) Staircase on north wall is removed. **(If you require additional space for table information, please add separate page to your application)**

Project Phases	Key Activities & Deliverables	Start Date	End Date

Project Phases	Key Activities & Deliverables	Start Date	End Date

2.6.3 All capital expenditures \$25,000+ require 3 quotes. Have 3 quotes been obtained? What was the process used for deciding on the selected quote? (Max 250 words)

2.6.4 Are any disruptions to tenants or clients anticipated as a result of the proposed activities?

Yes  No

If Yes, please describe you tenant relocation or disruption mitigation plan. (Max 400 words)

## **Section 7: PROPOSED BUDGET AND WAGE SUMMARY**

The Reaching Home PROPOSED BUDGET AND WAGE SUMMARY must be completed and submitted with the application form for your project to be considered. Incomplete applications will not be considered.

## **PART 3 – CAPITAL PROJECT (CONSTRUCTION OR RENOVATION) SUSTAINABILITY CHECKLIST**

This Sustainability Checklist assists applicants to ensure your sustainability plan is complete.

### **Section 1: FUNDING TO IMPLEMENT THE PROJECT**

#### **3.1.1 Are all relevant project costs identified in the application package and/or sustainability plan?**

YES  NO

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

#### **3.1.2 Do the application package and/or sustainability plan clearly show funding sources equal to the total costs of the project?**

YES  NO

The total amount (in dollars, \$) 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 mistakes
- 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

#### **3.1.3 Are all funding sources confirmed through letters of support in the application package?**

YES  NO

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 dollars that will be provided, and the time when funding will be provided (preferably with detailed day-month-year to day-month-year time frames).

If not, you may consider the following:

- Review your official letters of support 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

### **Section 2: PROJECT IMPACTS**

#### **3.2.1 Do the application documents and/or sustainability plan clearly indicate the impacts of the project on staff and service requirements (i.e., will there be a need for additional staff or services after the project is completed)?**

YES  NO

Your sustainability plan must indicate how activities will be sustainable for five years after the end of the project.

**3.2.2 Do the application and/or sustainability plan clearly indicate the scope and activities of your project?**

YES

NO

Your application and/or sustainability plan should clearly indicate if the project is 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

**Section 3: PARTNERSHIPS**

**3.3.1 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?**

YES

NO

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

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

- Landowners 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

For the successful development and implementation of a capital project, the Canadian Mortgage and Housing Corporation (CMHC) also recommends that organizations acquire knowledge in the following key areas: property development, housing management, financial management, raising government and private funds. It may be necessary to identify the pertinent skills and experience gaps within your organization so you will be able to determine the professional services needed to implement and complete your project.

**Section 4: OPERATIONAL COSTS AT THE END OF THE PROJECT**

**3.4.1 Do the application documents and/or sustainability plan clearly indicate funding sources for additional staff or service requirements?**

YES

NO

The Reaching Home funding application and/or sustainability plan should identify all relevant funding sources for the operation of the facility and any related new services for five (5) years after the project's 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

**3.4.2 Does the sustainability plan clearly show that the annual operational budget will be balanced for five years after the project ends? (i.e., annual expenditures must be lower than the annual income)**

YES

NO

The total annual amount (in dollars, \$) coming from your funding sources should at least be equal to the total operational costs 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, donations, other grants, other income.

Annual expenditures could include:

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

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

In completing this application, you acknowledge that End Homelessness Winnipeg may consult with other funders in the review of this application and may require confirmation of other sources of funding and partnerships.

## **PART 4 – 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 on Page 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 declare that the organization is actively incorporated for duration of this project.
- 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 \(4th Supp.\)](#) 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.

<b>ORGANIZATION SIGNATURES:</b>	
<b>Name (please print)</b>	<b>Position</b>
<b>Signature</b>	<b>Date (yyyy-mm-dd)</b>

<b>Name (please print)</b>	<b>Position</b>
<b>Signature</b>	<b>Date (yyyy-mm-dd)</b>

<b>Name (please print)</b>	<b>Position</b>
<b>Signature</b>	<b>Date (yyyy-mm-dd)</b>

For your application to be considered complete, ensure the following documents are included in the emailed submission:

- ❖ FUNDING APPLICATION complete with all required signatures. If electronic signatures are not available, a scanned PDF file of the PART 4 - DECLARATION with all signatures present.
- ❖ PROPOSED CAPITAL PROJECT BUDGET FORM (signatures required)
- ❖ PROPOSED CAPITAL OPERATING BUDGET FORM (signatures required)
- ❖ THREE QUOTES FOR CONTRACTS VALUED AT 25,000 OR MORE (Required)
- ❖ STAFF WAGE SUMMARY DOCUMENT\_(if applicable)

Applications must be submitted via email in the original fillable PDF (application) and Excel (budget) forms. Where necessary the scanned signature page will be accepted. Scanned copies of the fillable PDF application or Budgets (or any other format) will NOT be accepted.

Applications and budgets must be saved to your computer before filling out/entering information.