



REACHING HOME

Funding Application for Capital Projects

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

PART I - ORGANIZATION

Section I: ORGANIZATION IDENTIFICATION		
I.1.1 Legal Name:	I.1.2 Operating Name (if different from legal name)	
I.1.3 Business Registration #:	I.1.4 Incorporation #:	I.1.5 GST #:
I.1.6 Organization Type: <input type="checkbox"/> Private <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> Charitable <input type="checkbox"/> Other (Please specify)		I.1.7 Date Established: (YYYY-MM-DD)
I.1.8 Organization Address: (Street number and name, City, Province, Postal Code)		
I.1.9 Telephone Number:	I.1.10 E-mail Address:	I.1.11 Website:
I.1.12 Mailing Address (if different from Organization address)		
I.1.13 Organization’s Mandate and Main Activities (max 250 words):		

Section 2: ORGANIZATION CONTACT

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

I.2.1 Project Contact Name:		I.2.2 Position Title:
I.2.3 Telephone Number:	I.2.4 Cell Number:	I.2.5 E-mail Address:
I.2.6 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:		
Signer #1:		
Name:		Title:
Phone #:		Email:
Signer #2:		
Name:		Title:
Phone #:		Email:
Signer #3:		
Name:		Title:
Phone #:		Email:
I.2.7 How many of the above names are required to sign a potential legal funding agreement with End Homelessness Winnipeg?		

PART 2 – PROJECT INFORMATION**Section 1: PROJECT SUMMARY**

2.1.1 Project Title/Name:	
2.1.2 Planned Project Start Date: (YYYY-MM-DD)	2.1.3 Planned Project End Date: (YYYY-MM-DD)
2.1.4 Project Funding: (All Projects must be completed, and funds spent no later than March 31, 2024)	
2.1.4.a Amount Requested from End Homelessness Winnipeg – Reaching Home: \$	2.1.4.b Total Project Cost: \$
2.1.4.c Do you have other financial contributors for the project? (Is the Total Project Cost (2.1.4.b) greater than Amount Requested from End Homelessness Winnipeg - Reaching Home (2.1.4.a)) <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, please provide details (Name of funder. Amount, period of commitment, etc). Please provide appropriate documentation (confirmation of funding, etc). (Max 150 words)	

2.1.5 Describe your proposed project (max 500 words)

Section 2: REACHING HOME PROJECT AREA OF ACTIVITY:

2.2.1 Capital Investments - Eligible Activities (Please select from below)

Only check those most relevant to your project.:

- Purchase transitional housing
- Purchase of permanent supportive housing

- New construction of transitional housing
- New construction of permanent supportive housing

- Professional fees, such as consultants, audit, technical expertise, facilitation, legal, and construction contractors
- Repurposing an existing property to create transitional housing or permanent supportive housing,
- Expanding an existing facility
- Purchase of furnishings for new units (furniture, appliances)

2.2.2 Which of the Reaching Home Community level outcomes are directly addressed by your project?

- Reducing new inflows to homelessness
- Reducing returns to homelessness
- Reducing Chronic Homelessness
- Reducing Homelessness overall, particularly for priority populations

2.2.3 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. More information can be found at <https://www.indeed.com/career-advice/career-development/difference-between-goals-and-objectives> (Max 250 words)

2.2.4 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. (Max 250 words)

2.2.5 Outputs: List the outcomes measures or metrics you will use to assess the success and impact of this project. Tangible deliverables E.g., # of new space/units to be created. Describe communal space available, etc. (Max 250 words)

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

of Transitional Housing beds/units

of Permanent Supportive Housing beds/units

Section 3: CLIENT POPULATIONS: (Only check those most relevant)

2.3.1 Primary Population

- People with disabilities
- People dealing with mental health issues
- People dealing with addictions
- People who identify as 2SLGBTQ+
- Youth exiting the child welfare system
- People exiting a corrections facility

- People exiting a medical facility/service
- Women fleeing domestic violence
- Women and children fleeing domestic violence
- Men fleeing domestic violence
- Men and children fleeing domestic violence
- Gender diverse people fleeing domestic violence

2.3.2 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 4: PARTNERSHIP INFORMATION

2.4.1 Are you formally partnering with any other organization(s) for this project?

Yes

No

2.4.2 Partner Organization Information: Identify any partnerships you have established to enhance the value and success of this project (max 150 words) Please provide details on each partner organization. The applicant can attach any formal documentation or a Memorandum of Understanding to better demonstrate the partnership(s).

2.4.3 Detail what service and supports will be provided to residents of the proposed project and how they will be delivered. What partnerships have been established to enhance the continuum of services provided? (max 150 words)

Section 5: ORGANIZATIONAL CAPACITY, EXPERIENCE & ENGAGEMENT

2.5.1 Explain how this project fulfills your organization's mandate and mission. Will this project have an impact on your organization's current activities or services? (max 250 words)

2.5.2 Describe how your organization has the experience and expertise to implement this project and achieve the project outcomes (include past results, evaluations, etc) If applicable, please include any experience with End Homelessness Winnipeg – Reaching Home and the results of that project. (Max 250 words)

2.5.3 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)

2.5.4 How have/will individuals with lived or living experience of homelessness been/be involved in the development and implementation of this project? (Max 150 words)

2.5.5 Identify who will/does manage the property? Describe the organization's experience in property management. (Max 150 words)

2.5.6 Has the public been consulted or are there plans to consult the public with regards to this project?

YES

NO

If YES, describe the level and means of public consultation (town-hall meetings, focus groups, advertising notices and level of response, one-on-one or small group meetings with concerned citizens, groups, or neighbours to the project, etc.). (max 150 words)

2.5.7 Describe the level of public support and/or any concerns raised with regard to construction, development or operation of this project. Describe the nature (verbal, letters, media, etc.) of any concerns and any action taken to assess or address them. (max 150 words)

Section 6: LOCATION AND SITE INFORMATION:

(Only check those most relevant)

2.6.1 Have you identified and/or secured a location for your project?

- No (answer Question 2.6.2, then go to Section 7)
- More than one (1) specific potential location has been identified (answer Question 2.6.2, then go to Section 7)
- A specific location has been identified (go to Question 2.6.3 and continue)
- A specific location has been identified AND secured (lease or purchase) (go to Question 2.6.3 and continue)

2.6.2 What is your plan for securing a confirmed location? Will this affect the completion of project? Project must be complete, and funds expended by March 31, 2024. (Max 200 words)

2.6.3 Location of Proposed Project

Street Address

City

Postal Code

2.6.4 What is your ownership status with this property?

- Currently leasing or renting
 - Term of lease:
 - Lease end Date:
- Own (go to Question 2.6.7)
- Agreement to purchase (go to Question 2.6.7)
- Other, please specify:

2.6.5 Is there a lien or mortgage on the property? If a lien, please provide further details on the lien. How might this impact the proposed project or operations? (Max 200 words)

2.6.6 Additional details about the location

Physical dimensions of the property:

- a. Size of site in square feet (to the nearest 10 square feet):

- b. Gross area of building in square feet (to the nearest 10 square feet):

- c. Number of stories:

- d. Age of building:

- e. Describe any aspects of the building that make it more accessible (e.g. elevators, wheelchair ramps, etc)

2.6.7 Provide information on any approvals required for your project.

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

Permit/Approval	Not Required	Status	Approval Date (YYYY-MM-DD)
Rezoning	<input type="checkbox"/>		
Development Permit	<input type="checkbox"/>		
Occupancy Permit	<input type="checkbox"/>		
Building Permit	<input type="checkbox"/>		
Environmental Assessment	<input type="checkbox"/>		

2.6.7 b. What is the current zoning designation?

2.6.7 c. What makes this location suitable and/or desirable? (e.g. nearby amenities and supports such as public transportation, schools, retail, etc) (Max 150 words)

Section 7: PROJECT WORKPLAN

2.7.1 What is the current status of your project and what has been done to date in relation to this project?
(Max 200 words)

2.7.2 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.

Project Phases	Key Activities & Deliverables	Start Date (YYYY-MM-DD)	End Date (YYYY-MM-DD)

2.7.3 Please use this additional space to clarify or expand on any of the identified phases in table of previous question. (Max 250 words)

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

Yes

No

If Yes, please describe your tenant relocation or disruption mitigation plan. (Max 250 words)

Section 8: PROPOSED BUDGETS 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.

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 as identified in the application above.

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

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 the 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.

Signatures are located on the next page, and should contain the required number of signatures identified under 1.2.6 and 1.2.7 of Part 1, Section 2 of Application.

ORGANIZATION SIGNATURES:	
Name (please print)	Position
Signature	Date (yyyy-mm-dd)

Name (please print)	Position
Signature	Date (yyyy-mm-dd)

Name (please print)	Position
Signature	Date (yyyy-mm-dd)

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 PART 4 - DECLARATION with all signatures present.
- ❖ SUSTAINABILITY PLAN CHECKLIST
- ❖ PROPOSED CAPITAL BUDGET FORM - Signatures Required
- ❖ PROPOSED 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.