



Reaching Home provides community organizations an opportunity to broaden the scope of their collective efforts to end homelessness.

Available Funding

Year 1: Funds available for use between **April 1, 2024, and March 31, 2025: \$964,923**

Year 2: Funds available for use between **April 1, 2025, and March 31, 2026: \$999,922**

The funding period covered by this Request for Proposals (RFP) is April 1, 2024 to March 31, 2026. Proposals can be for one-time funding in either Year 1 or Year 2, or for projects that continue across both years.

There is no restriction or maximum limit on the amount of funding an applicant may request. The quantity and quality of proposals received will determine the number of projects funded and the amount of funding each project receives.

The need in the community is great and demand from community organizations for funding will likely exceed the available amounts. This application form will allow the Community Advisory Board and United Way Peterborough & District to assess all proposals and determine where funds should be allocated.

General Guidance for Completing this Application

1. Please download and save the application form file to your computer before entering information. This form has been optimized for use with Adobe Reader (available free for download [here](#)) or Adobe Acrobat. Please do not submit handwritten or altered versions of this document, and contact reachinghome@uwpeterborough.ca if you require technical support prior to the due date listed in the RFP.
2. All questions are required unless otherwise specified. Indicate N/A if the question does not apply.
3. The amount of space provided for written answers indicates the average length of response that is expected for the question. Text should fit within the box provided and applicants are asked to not use the scroll function in Adobe (this has been turned off). Questions are to be answered concisely, but if additional space is required 2 additional pages have been provided at the end of the form. Please indicate the question number you are referring to if you use the additional space at the end of the form.
4. Please contact reachinghome@uwpeterborough.ca if you have any further questions after reviewing this application and budget guide. Coaching appointments are available upon request and encouraged. Questions will be responded to as soon as possible and applicants are encouraged to ask questions early in the application period. It is not guaranteed that UWP will be available to answer your questions on the day that the applications are due.



General Business Information

- Indicate if your organization is one of the following types of business:
 - **Registered Charitable Organization** - established and operated exclusively for charitable purposes; is designated by the CRA as a charitable organization, a public foundation, or a private foundation.
 - **Non-Profit Organization** - can operate for social welfare, civic improvement, pleasure, sport, recreation, or any other purpose except profit; cannot operate exclusively for charitable purposes.
 - **Private Business** - a company that is owned by one person or a small group of people, nongovernment owned companies.
- Enter the legal name used in the organization's incorporation documents.
- Enter the registered primary address of the organization.
- Enter the city or town of the registered primary address of the organization.
- Enter the Province of the registered primary address of the organization.
- Enter the Postal code of the registered primary address of the organization.
- Enter the primary phone number for the organization.
- Provide the organization's incorporation number.
- Provide the date of incorporation for the business.
- Enter the organization's business number as registered with the Canada Revenue Agency. The Business Number (BN) is a unique number the Canada Revenue Agency (CRA) assigns your business as a tax ID. It is a nine-digit number that is unique to your business and that is used when dealing with federal, provincial, or local governments.
- In administering Reaching Home, United Way Peterborough & District will make every effort to respond to community needs in federally recognized official languages. Please indicate your preferred language for communication.

Organization Details

- Describe your organization's mandate and primary activities in meeting the stated mandate.
- Indicate the number of permanent employees your organization employs, include both part time and full-time employees.
- Briefly describe any organizational changes that your organization has undergone in the past two years.

Legal Signing Officers

- Please indicate the number of signatures that are required to bind your organization into a legal agreement. This number is according to your letters patent or other incorporating documents.
- Please list the names and titles of your legal signing officers.



Amounts Owing to Government of Canada

- Please indicate if your organization owes any funds to the Government of Canada, either agency or department. Indicate the nature of the funds and the department or agency to whom the funds are owed.

Application Contact

- Application Contact refers to the person who United Way Peterborough & District should contact for clarification on this application. If your application is successful, this person will be the primary project contact for United Way Peterborough & District concerning implementation of project activities and reporting.

General Project Information

- Enter the full name of the project and, if appropriate any acronym.
- Project duration refers to the total number of months or years the project will operate.
- The start date of the project can be no earlier than April 1, 2024, and the end date can be no later than March 31, 2026. Funds must be utilized in the year they are assigned.
- Identify the location/address of any project activities that occur in a location other than the legal address of the organization.

Project Funding Details

- Project Financial Contact will be the person responsible for submitting all required financial reporting and the primary contact for UWP on any financial related matters concerning this project.
- Please describe how your proposed project will be funded. Include all anticipated sources of funding, including the funding requested in this application in the first row.
- Indicate the anticipated funding needed for the project, include all sources of funding including this proposal and any in-kinds sources that may contribute to the project. Applications that leverage multiple sources of funding and/ or strategic partnerships will be given priority; as well as applications that include additional sources of income that match or exceed the funds requested from Reaching Home.
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Financial Project Contact

- Financial Contact will be the person responsible for submitting all required financial reporting and the primary contact for UWP on any financial related matters concerning this project.

Project Description

- Briefly describe the project that you are proposing. Please note that this description may be used for internal and external UWP communications and will act as a summary for UWP records.
- Describe how the proposed project will address homelessness within our community and the objectives described in the RFP document.

Target Population

- Please provide information on the client groups served as part of your project. Although your project may serve individuals spanning across all of the populations listed, only check those most relevant to your project. Reaching Home emphasizes measurable outcomes, and your project will be evaluated in terms of service to each population you identify.
- Populations of Interest refers to specific fields of information required by The Government of Canada. Only check those most appropriate populations to this project as the project will be evaluated against those that are checked.
- The gender and age categories relate to specific fields of information required by The Government of Canada. Only check those most appropriate to this project as the project will be evaluated against those that are selected.

Project Outcomes and Deliverables

- Please describe your proposed project's expected deliverables and outcomes.

Project Activities and Timelines

- Please indicate which Reaching Home activity areas your project fits within. Note that you will be required to report on outcomes for each of the activity areas that you indicate.
- The Government of Canada has prioritized specific areas of activity. Only check those most appropriate to this project as the project will be evaluated against those that are selected. For a full description of each prioritized area of activity, please refer to the [ELIGIBLE AND INELIGIBLE ACTIVITIES](#) document.
- Check all that apply:
 - Housing Services
 - Housing Placement



- Emergency Housing Funding
- Housing Set-Up
- Prevention and diversion services
- Basic needs services
 - Clinical and treatment services
 - Economic integration services
 - Social and community integration services
- Capital investments
- Please list expected activities and timelines related to each of the activity areas you have indicated. Provide a project implementation plan that clearly describes the project activities and includes a timeframe for implementation and delivery.

Project Need and Rationale

- Explain how the need for this project was determined and how it addresses an identified gap for those experiencing or at risk of homelessness. Applicants are encouraged to reference external sources of information such as local up to date sources of data, feedback from community consultations, client evaluations, etc.

Evaluation Strategy

- Describe how you will track and report on progress and performance of your project. Please include specific, concrete, and measurable targets and indicators that directly tie to all of the activities you described above.
 - At least one measurable target should be provided for each of the activity areas you selected in the Project Activities and Timelines section.

Project Collaborations/Partnerships

- Please indicate the names and roles of any other organizations that you are actively collaborating with on this project.
- Please start by listing your organization's role in the project.
- Within your description of the roles, please describe the level of involvement that each partner will have in the project. Examples of roles of collaborating organizations may include, but are not limited to:
 - Co-design and coordination
 - Shared delivery of programming
 - Providing mentorship or guidance to the lead agency
 - Providing financial or in-kind supports to the project
- **Required attachment(s):** Each agency that is listed as a partner organization on the project must provide a Contribution Letter. Please the Contribution Letter(s) as an attachment when you submit your application via email. Contribution Letters should include a brief description of the role the partner organization is playing in the project and confirmation of their active involvement in the delivery of this project.



Contribution Letters should be on the partner organization's letterhead and signed by the Executive Director/CEO.

Coordinated Access

- Please describe how your agency currently participates in Coordinated Access. Explain your organization's experience with the Coordinated Access system. If your organization is currently not involved with the Coordinated Access system explain your future intentions and what resources will be allocated towards this.
- Please briefly describe how this project would contribute to the Coordinated Access system, including how this project will interact with other programs/services and fill gaps in current service delivery.

Sustainability Plan and/or Exit Strategy

- The project's sustainability plan or exit strategy should be outlined here. Please see below for further details, depending on which type of project you are applying funding for:
- **Service-based projects**
 - Projects providing direct services to clients are required to provide either a sustainability action plan or an exit strategy, whichever is applicable to the circumstances surrounding the project activities.
 - The sustainability plan must demonstrate how the benefits of the project will be sustainable and activities maintained after RH funding ends.
 - If an exit strategy forms part of the sustainability action plan, then the exit strategy must demonstrate that a minimum amount of disruption to clients will occur and how the benefits to the clients outweigh any potential concerns resulting from the project ending.
- **Capital projects**
 - A solid sustainability plan is required for capital projects (an exit strategy is not acceptable).
 - We encourage applications that propose to increase affordable and supportive housing stock in our community by leveraging multiple sources of funding and strategic partnerships (e.g., cross-sectoral; public-private; non-profit collectives; public-non-profit).
 - Applicants need to clearly demonstrate how ongoing operational costs will be managed after the purchase, construction, or renovation of the facility.
 - **Required attachment:** Capital Projects must complete the Sustainability Checklist provided to ensure the sustainability plan addresses all the key elements of sustainability.



Declaration and Signatures

- The signatories must correspond to those individuals identified in the legal signing authority section. If you can provide electronic signatures within the fillable application form, please do so. If you are unable to do so, print this last page have it signed by all the required signatories and attach a scanned copy with your electronic application.

Additional Information

- Two additional pages have been added to allow for elaboration on questions within the application. Indicate the question number you are answering in this space.



Budget Guide

- 1. Staff Wages** are for positions within your organization that are specific to this project. These expenses include salaries, MERCS and benefits specific to the project and must be accompanied with a completed STAFF SUMMARY DOCUMENT. If your project is approved UWP may request supporting documents (WCB rate, benefit costs). For approved projects the STAFF SUMMARY DOCUMENT will be used as a reporting template.
- 2. Professional Fees** relate to expenses such as Elder honoraria, child minding and external consultants. Contracts valued at \$25,000 or more require a competitive process soliciting a minimum of three quotes. UWP reserves the right to request a competitive process for contracts under \$25,000. Fees related to the purchase, pre-development, construction or renovation of facilities are to be included in Capital Investments.
- 3. Staff travel** includes mileage and street parking to attend meetings and training, and when accompanying participants to meetings or appointments. Reaching Home will reimburse agency mileage rates however the rate per kilometer can not be higher than the Government of Canada's per kilometer allowance.

Travel logs and parking receipts are required to support expenses.
- 4. Rent, mortgage** expenses are eligible for the space occupied to deliver the project such as individual workspace. This can include shared space (shared meeting rooms, etc.) but expenses claimed must be proportionate to use by this project. Please provide a rationale for the budgeted expenses in the Detail Description/Comment column. UWP may ask for documentation to confirm organizational expenses such as rental agreement, or mortgage payments.
- 5. Repairs and maintenance** include repairs, maintenance such as costs related to operating building, pest control, snow removal, lawn maintenance. Expenses claimed must be proportionate to use by this project. Please provide a rationale for the budgeted expenses in the Description/Comment column.
- 6. Utilities** include hydro, heat, water proportional to the project. Paid utility expenses will be based on actual utility billing. Please provide a rationale for the budgeted expenses in the Description/Comment column. Billing periods that cross over the first and last month of the project will be prorated. Late fees are ineligible.
- 7. Furniture** (\$1,000 or less, excluding taxes) necessary and exclusive to the deliver of project activities.
- 8. Capital Assets** (\$1,000 or more, excluding taxes) necessary and exclusive to the deliver of project activities. (Furniture, appliances, equipment)



9. Equipment rental or purchase (under \$1,000) required for the delivery of the project such as photo copier or printer.
 10. Computer software and licenses directly related to delivering project activities including those that support the use of a client tracking system.
 11. Printing and advertising expenses specific to this project such as flyers, brochures or posting of staff positions to be filled.
 12. Telephone or cell phones expenses for staff. Late fees are ineligible.
 13. Internet fees. If specific to this project the total amount can be claimed. If incorporated into general organizational internet expenses a rationale for the prorated calculation must be provided.
 14. IT maintenance specific to the implementation of this project. If incorporated into general organizational internet expenses a rationale for the prorated calculation must be provided.
 15. Staff professional development: courses required of staff identified under Line #1 to ensure the success of the project. These must not be part of the required training required by your organization's policies.
- Out of province conferences - per diems need to be approved prior to incurring costs and will not include meals provided by the event. Every attempt should be made to obtain early bird registration rates. Conference budget to be submitted to UWP's Staff Support, in advance, for approval. Conference attendance costs claimed for organization staff identified under Administration will not exceed 50% of the incurred expense.
16. Duplicating, postage and courier fees required for the successful delivery of the project such as those incurred to submit agreements, reports and financial expenditure reports to UWP.
 17. Materials required for the delivery of the project not identified elsewhere within the Proposed Budget Form.
- Please provide details in the Description/Comment column.
18. Harm reduction this can include provision and storage of harm reduction supplies such as needles and any other similar expenses.
 19. Coordination of Resources includes expenses incurred while increasing coordination of resources such as those necessary for the establishment of a system, of Coordinated Access.



20. Capital Investments - Cost of purchasing land and/or building(s), including refundable deposits; Construction or renovations to facilities: costs of labour and materials, general contractors, professional fees for project management, site supervision and inspections. Pre-development costs: property zoning and assessment fees, environmental assessments, architectural drawings and advice, engineering drawings and advice, building permits, licenses, and taxes.

21. Housing Start-up - provides for the purchase and delivery of a bed or other required furniture, initial household items (towels, kitchen supplies, toiletries, cleaning supplies, small household electronic/appliances and window coverings). When supporting a family, housing start-up will be based on a case-by-case basis. Organizations must contact the assigned Staff Support to determine a suitable level of support before expenses are incurred.

Housing start-up is available once per year unless the service provider demonstrates an exceptional need.

22. Basic needs provides for household items including but not limited to towels, kitchen supplies, toiletries, cleaning supplies, small household electronic/appliances and window coverings)

23. Damage deposits – If sharing accommodation with another adult a portion of the damage deposit will be eligible. The damage deposit must be reused to secure the next apartment if the participant moves, one-time pet deposits are eligible and must be reused for future moves.

24. Housing repair - addresses damage to units by clients. During tenancy this is limited to once per year. If this occurs when a client is vacating the unit, the damage deposit should first be applied to repair costs. When damages occur during tenancy or when a client is being rehoused, organizations will be required to provide documentation of the damage and a strategy on how to mitigate any future damage.

25. Rehousing costs include moving, storage, clean up/junking, minor repairs. Prior to incurring costs when housing a family, or dealing with exceptional circumstances, organizations should consult with their assigned Program officer. Service providers will be required to provide a plan outlining how this will be addressed on a go forward basis.

26. Emergency Housing Fund (EHF): Reaching Home states when “the individual or family is supported by the provincial or municipal welfare and rent supplement programs” they are ineligible for EHF support. This form of rent “top-up” is intended to be short-term while clients wait to access federal or provincial programs.

27. Time-limited rental assistance is intended to provide time-limited rental assistance as part of an approved rapid rehousing project and should not be for any length longer than 6 months. This provides short-term housing assistance while the individual or



family connects with appropriate service providers and secures appropriate housing. This will require your organization to work with the individual or family to develop a longer-term plan. While this Time-limited assistance could include a hotel or motel the level of assistance cannot exceed that currently available through provincial sources.

28. Emergency assistance, (Short-term financial assistance) to prevent eviction, is intended to cover arrears in rent and utilities which threaten the security of housing for individuals and families. Organizations will need to demonstrate that the individual or family is at “imminent risk” of housing loss/eviction. Payment can only be made for arrears accrued within the current fiscal year and are limited to once a year unless extenuating circumstances can be proven.

29. Client travel allows organizations to cover the transportation costs of clients to attend project activities and associated programs. This now includes access to Indigenous cultural healing and ceremonies such as those covered under Line #31, which may occur outside of Peterborough.

Eligible costs under Reaching Home include transportation to a client’s home community. Before incurring any costs in this area please consult with your Program Officer as this will be reviewed on a case-by-case basis.

30. Cultural activities include food and offerings at celebrations, workshops and cultural activities, traditional medicine (not offered through provincial programming).

31. Life skills development include activities, workshops, and access to resources to develop skills of daily living and increase independence.

32. Other: Identify here any Client Specific Costs not identified in Lines #22-32, providing details in the Description/Comment column.

33. Administrative staff wages, MERCS and benefits for organizational staff working indirectly to support the project (Executive Director, Bookkeeper, etc.) and must be accompanied with the STAFF SUMMARY DOCUMENT.

34. Insurance should be proportional to the project within the context of your organization. Please provide a rationale for the budgeted expenses in the Description/Comment column.

35. Staff training is intended to support the basic training needs of project staff identified in Line #1 per your organization’s policies, such as health and safety, First Aid/CPR. Organizations will be required to provide UWP with copies of those policies and evidence that other sources of funding have been exhausted first.

36. Professional Fees/contracts relate to costs specific to this project and may include expenses such as payroll processing, financial audit, janitorial, garbage/recycle collection and alarm monitoring. If not confined to this specific project all such costs



must be calculated as a percentage of overall organization expenses and the calculation provided in the Description/Comment column.

37. Bank fees: unless exclusive to this specific project these must be calculated as a percentage of your organization's overall operation budget and the calculation provided in the Description/Comment column.

38. Other Sources of Support: Please identify all other sources of support for the proposed project. This includes both cash and in-kind support. In the Description/Comment column please identify if the support is cash or in-kind and identify to what expense line above the contribution will support. UWP may request additional information to confirm budget items such as anticipated costs, other contributions, position descriptions, lease agreements, utilities, etc.

39. The signatories to the budget should at a minimum contain the signatures of one person identified under Section B (Legal Signing Officer/s and the person identified under Section C Financial Project Contact) in the Funding Application.