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 2026 and March 31 2027: $844,369**   **Year 2:** Funds available for use between **April 1 2027 and March 31 2028: $882,309**

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 review committee 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.

1.0 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.
    - **For Profit** - a company or entity that operates for the purpose of generating profit by providing goods or services.
- 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.

1.1 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.

1.2 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.

1.3 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.

2.0 Project Contact Information

- Project Contact Information 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.

2.1 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, 2026, and the end date can be no later than March 31, 2028. 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.
- Include a 200-word summary of your project. This summary will be used during the review process and in public documents, if your project is funded. Think of this as an elevator pitch for your project.

2.2 Project Funding Details

- Please 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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2.2.1 Other Funding Sources

- Describe other funding sources related to this project to demonstrate how your project connects to the broader system.
- Examples may include previous funding sources that are ending March 31st or have ended; other funding sources that are partially supporting other aspects of this project; and/or expanding an aspect of an existing project that is not covered by another funding source.

2.3 Financial Contact for 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.

2.4 Project Description and Alignment to Community Priorities

- 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 alignment to the community priorities identified by the CAB.
  - **Creating preserving and enabling equitable access to housing stock.**
- Include details about the project such as specific activities/elements and their intended purpose.
- Note that this question is your main opportunity to tell the reviewers about your project – be clear!

2.5 Project Type

- 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 Attainment
    - Short-term rental assistance
    - Housing Set-Up
  - Prevention and shelter diversion services
  - Client Support services
    - Basic Needs services

- ▪ Clinical and treatment services
- ▪ Economic integration services
- ▪ Social and community integration services
- o Capital investments
- o Coordination of Resources and Data Quality Improvement

2.6 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.

2.7 Project Timeline

- Please list all expected activities and timelines. Provide a project implementation plan that clearly describes the project activities and includes a timeframe for implementation and delivery.

2.8 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.

2.9 Project Outcomes and Deliverables

- Please describe your proposed project's expected deliverables and outcomes.
- Be thorough this is your opportunity to show how your project will improve / impact the community.

2.10 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.
  - o At least one measurable target should be provided for each of the activity areas you selected in the Project Activities and Timelines section.

2.11 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**
  - o 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.
  - o The sustainability plan must demonstrate how the benefits of the project will be sustainable and activities maintained after RH funding ends.
  - o 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**
  - o A solid sustainability plan is required for capital projects (an exit strategy is not acceptable).
  - o 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).
  - o Applicants need to clearly demonstrate how ongoing operational costs will be managed after the purchase, construction, or renovation of the facility.
  - o **Required attachment:** Capital Projects must complete the Sustainability Checklist provided to ensure the sustainability plan addresses all the key elements of sustainability.

2.12 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:

- o Co-design and coordination
- o Shared delivery of programming
- o Providing mentorship or guidance to the lead agency
- o 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.

2.13 Coordinated Access

- Reaching Home requires that a system of coordinated access for the homelessness servicing sector be in place.
- Indicate if your organization currently participates in and utilize the Coordinated Access system.
- If your organization is currently not involved with the Coordinated Access system, you must indicate your agreement to participate in the Coordinated Access system as a condition of your Reaching Home funding.

3.0 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 related to access to disability and/or functional assessments, if not covered by a provincial government. For example, a report from a qualified professional in the field, accredited by the appropriate regulated professional association that will assist the individual in accessing broader supports, such as employment, income, and housing.

3. Telephone or cell phones expenses for Reaching Home funded staff. Late fees are ineligible.

4. 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.

5. Materials required for the delivery of the project not identified elsewhere within the Proposed Budget Form.

Please provide details in the Description/Comment column.

6. Coordination of Resources includes expenses incurred while increasing coordination of resources such as those necessary for the establishment of a system, of Coordinated Access.

7. 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 unreimbursed taxes.

8. Lines 8 through13, refer to the Reaching Home Directives for Eligible Activities.

14. Please list all other sources of support for this program.