The City of London, as the Community Entity for the Government of Canada’s Homelessness Partnering Strategy, is seeking applications for Housing First projects that would meet one or more of the priority areas of London’s Homeless Prevention System.

Deadline to submit electronic applications no later than midnight
TUESDAY, JANUARY 13, 2015

Applications are to be submitted to homelessprevention@london.ca
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Please submit the following required documents:

☐ The application form
☐ The budget template
☐ The signed declaration
☐ Letter of Commitment from partnering organizations – if applicable
☐ Letter of Confirmation – only if the application is being submitted by a group sponsored by a not-for-profit organization
☐ Submit the above documents to the City of London:

Deadline to submit electronic applications no later than midnight

TUESDAY, JANUARY 13, 2015

Applications are to be submitted to homelessprevention@london.ca

Funding Application – Information Session

DATE:    Thursday, December 11, 2014
TIME:    9:00 am – 10:00 am
PLACE:    City Hall, Committee Room # 1
          300 Dufferin Ave. London ON N6A 4L9

This is a voluntary opportunity. Applicants interested in attending will be provided with an overview of the application and invited to ask questions regarding submissions.
Section I: Housing First Homeless Prevention Funding Application

The City of London, as the Community Entity for the Government of Canada’s Homelessness Partnering Strategy (HPS), is seeking applications from:

- incorporated not-for-profit organizations, operating in the City of London;
- collaborations of groups and agencies operating in the City of London; or
- group(s)/association(s) that are sponsored by an incorporated not-for-profit organization, operating in the City of London.

Projects must fall under London’s Homeless Prevention System Implementation Plan including at least one of the areas of focus; apply a Housing First philosophy and approach; and, be action-oriented, accountable and measurable.

DEADLINE FOR APPLICATION IS NO LATER THAN MIDNIGHT TUESDAY, JANUARY 13, 2015

1.1 London’s Homeless Prevention System

The City of London’s Homeless Prevention System Implementation Plan, approved by the Homeless Partnering Strategy under its community plan requirements, is a coordinated and integrated individual and family centred housing stability or Housing First approach that is outcome focused and designed to address, reduce and prevent homelessness in London. The five key areas of focus are:

- Securing Housing
- Housing Stability
- Housing with Support
- Shelter Diversion
- Strategy, Capacity and Competency

London’s Homelessness Prevention System Implementation Plan outlines specific actions in each of the areas of focus and projects approved for funding will fit under these categories.

Applicants are encouraged to visit the website below:

1.2 The Homelessness Partnering Strategy (HPS)

The Government of Canada’s Homelessness Partnering Strategy (HPS) is a community-based program aimed at preventing and reducing homelessness. Funding for this initiative is through the Designated Communities Fund. This HPS initiative applies a Housing First approach “to move individuals who are chronically or episodically homeless from the streets or homeless shelters directly into permanent housing. Permanent housing is complemented by the provision of services to assist clients to sustain their housing and work towards recovery and reintegration into the community.” Understanding Housing First (2014) In Understanding Homelessness and The Strategy. Retrieved July 4, 2014, from http://www.esdc.gc.ca/eng/communities/homelessness/understanding.shtml

For more information visit the website below:
1.3 The Community Advisory Board and the Community Entity for the Homelessness Partnering Strategy

The Homelessness Partnering Strategy requires both a Community Advisory Board (CAB) and a Community Entity (CE) to support the implementation of the Government of Canada’s Homelessness Partnering Strategy’s goals and outcomes. The London Homeless Coalition serves as the local Community Advisory Board and its role is to provide advice and recommendations to the City of London, as the Community Entity, related to the allocation of funding. The City of London receives the funding from the Government of Canada and enters into contribution agreements between the City of London and funded organizations and oversees all contracts and financial monitoring.

1.4 The Funding Criteria

- Projects must apply a Housing First approach, fit with London’s Homeless Prevention System and be focused on addressing, reducing and preventing homelessness in the City of London.
- **All projects must take place in the City of London.**
- Funding is available for one time, single year or multi-year projects for the funding period. Funding will be allocated for each fiscal year and there will be *no carry-over* of unspent funds to the next fiscal year.
- Funding periods and available funding:
  - Total fiscal funding available April 1, 2015 is approximately:
    - April 1, 2015 - March 31, 2016 $461,800
    - April 1, 2016 - March 31, 2017 $461,800
    - April 1, 2017 - March 31, 2018 $461,800
    - April 1, 2018 - March 31, 2019 $461,800
- All funded projects will conclude no later than March 31, 2019.
- Funding is based on actual expenditures.
- Projects will be required to submit monthly and fiscal actual expenditures/budget, activity and statistics reports.

1.5 Ineligible Expenses under this project funding

- Development of community plans regarding street involved sex workers, youth, or Aboriginal Peoples (these are resourced separately);
- Any capital including: building, purchasing, renovating or repurposing new or existing facilities for affordable housing or emergency shelters;
- Core functions of an Assertive Community Treatment (ACT) team (e.g. provision of direct medical/clinical services to clients);
- Emergency shelter beds;
- Emergency housing funding (e.g. rent subsidies, housing allowances,) when the client is supported by existing provincial/territorial and municipal rent subsidies programs;
- Direct income support to individuals who are homeless, at risk or at imminent risk of homelessness;
- Medical/clinical staff;
- Clinical health and treatment services;
- Daycare;
- Alcoholic beverages;
- Services that do not directly support individuals or families who are homeless or at risk of homelessness;
- Local research;
- Advocacy and lobbying activities towards elected representatives on questions related to homelessness and public awareness activities;
- Public education (e.g. education tuition, teaching salary).
- Software development and/or the purchase of hardware for the collection and/or management of homelessness data that results in an inability to participate in the National Homelessness Information System (NHIS) initiative; and that constitutes a redundant use of funds and duplicates activities already offered through the Homeless Individuals and Families Information System (HIFIS) software. For example: purchasing alternative software that performs similar functions to the HIFIS software.

1.6 Who can apply for funding?
Applications can be submitted by:
- Organizations in good standing with the City of London;
- Incorporated, not-for-profit organizations operating in London;
- A collaboration of agencies or groups, at least one of which is an incorporated not-for-profit and operating in London; or,
- A group/association that is sponsored by an incorporated not-for-profit organization operating in London.

1.7 Expectations for agencies working together on a collaborative project
Collaborative projects/programs adopt a shared leadership and stewardship model based on strong practices of working together and integration. This model of shared ownership and shared responsibility reflects an outcome based approach that builds and adapts on research, best practices and innovation. At least one of the partners in the collaboration must be an incorporated not-for-profit operating in London. The partnering agencies agree that primary governance and accountability will be achieved through an oversight body. The agencies agree, through a memorandum of understanding, to integrate data exchange and collection, case management services and comprehensive reporting. A key to the success of the collaboration is the ability to maintain strong working relationships with the collaboration of agencies and other community support providers. Depending on the type of collaboration, funding agreements may be entered into with all agencies, or one agency.

NOTE: If the application is completed by a collaboration of agencies, each agency must provide and submit, with the application, a signed letter of commitment stating their role and financial/human/program resource contributions to the project.
1.8 For Groups/Associations sponsored by an Incorporated Not-for-Profit Organization

Groups or associations that are not incorporated and would like to submit an application must have a sponsoring incorporated not-for-profit organization operating in London. The group or association will provide written materials outlining their purpose; the names of their steering committee and membership; and a description of the interests of their group or association. The application will outline how the group/association will manage the project.

Section II: The Funding Application Process

2.1 Instructions for Applying

Review the requirements of the application and develop a concept for a project that fits within the criteria and priority areas of London’s Homeless Prevention System.

- Attend a voluntary information session regarding the project funding application on Thursday, December 11, 2014 at 9:00 am at City Hall, 300 Dufferin Ave., Committee Room #1. Applicants are encouraged to attend. Please note that this is a voluntary session.
- Contact homelessprevention@london.ca if you would like to discuss your project idea with a member of the Homeless Prevention team. Please note that the last date to request a time to discuss your project plan is Tuesday, January 6, 2015.
- Submit applications electronically, in WORD format and the declaration/signature page scanned and emailed. Supplemental material (e.g. PDF) may also be attached.
- Email completed electronic applications no later than midnight, Tuesday, January 13, 2015 to the City of London, at: homelessprevention@london.ca

Applicants must complete and submit:

- The application form
- The budget template
- The signed Declaration
- Letter of Confirmation (if applicable)
- Supplemental information

Deadline to Submit: Midnight Tuesday, January 13, 2015 by email to: homelessprevention@london.ca.
2.2 What happens after an application is submitted?

Application Review Process

All applications will undergo a review process. The time frame for a decision on an application is approximately six weeks from the application deadline date.

**Step 1** – All applicants will receive a confirmation message acknowledging the receipt of the application from the City of London, Homeless Prevention Service Area.

**Step 2** – Internal review process of application material to ensure completeness of the application.

**Step 3** – The Homelessness Partnering Strategy (HPS) Review Team will review the applications and make recommendations. The HPS Review Team is comprised of representatives of London’s Homeless Prevention Implementation Team, the Chair or designate of the London Homeless Coalition, and assisted by the City of London, Homeless Prevention team.

The Review Team will evaluate the applications and provide recommendations for approval. The review will consider:

- the completeness of the application;
- how the application applies a Housing First philosophy and approach;
- how the project applies London’s Homeless Prevention System’s priorities, actions and desired outcomes;
- the measureable benefits to individuals and families experiencing homelessness and to the community;
- the organization’s ability to carry out the work and achieve the goals of the project including:
  i. relevant mandate, proven track record and operating practices;
  ii. appropriate structure and skill sets, including responsiveness to changing community needs, and opportunities;
  iii. the commitment to implement a Housing First Approach;
  iv. Project budget and timeline; and,
- Applicants may be invited to attend an interview. If required, interviews will be held between January 26, 2015 and February 6, 2015.

**Step 4** - The Managing Director, Neighbourhood, Children and Fire Services approves the funding allocation for the project.

**Step 5** – Decisions communicated to Applicants

- Applicants will be notified if the project is approved or not approved.

**Step 6** – Approved organization(s) will enter into a Funding Contribution Agreement with the City of London.

**Step 7** - Recommendations are reported to the London Homeless Coalition and Homeless Partnering Strategy following the completion of the fiscal allocation.
2.3 Reporting Requirements for Approved Projects

Note: Standard reporting templates will be provided.

Reporting

Monthly financial and activity reports are required to be submitted to the City of London by the 15th of each month, for the previous month’s activities. Funding is through a Funding Contribution Agreement and is based on actual expenditures and activities approved under the project. The report will provide a brief description of the activities that have taken place during that time to achieve the goal(s) and outcomes of the project, and the actual expenditures, variances and projections, along with detailed receipts verifying expenditures.

Demographic data, indicating unique clients served since the start of the project will be collected on a monthly basis, by the 15th of each month, for the previous month’s activities. We recognize that at this time not all organizations will have a database to collect this information; however, agencies will still be required to submit the required data. Measureable indicators include, and are not limited to:

Unique individuals:
- # of women
- # of men
- # of Aboriginal People
- # of recent immigrants/refugees
- # of transgendered/transsexual

Unique Individuals between the ages of:
- 0-16:
- 17-24:
- 25-65:
- 65 plus:

A final progress and statistical report is required to be submitted by April 15th for the fiscal year immediately prior. The report will include a summary of the activities and successes, challenges and highlights that have taken place during the term of the funding period, to achieve the goal(s) and outcomes of the approved activities of the project, and the actual expenditures, variances and projections. The report will include a summary of the measureable indicators above.

Additional reporting may be determined during contract development, based on the parameters of each approved project.

Failure to provide any report will result in a delay in the release of the next payment installment, and may result in the termination of the contract.
Homelessness Electronic Information Reporting Network (HERIN)
Projects providing direct services to individual and families experiencing homelessness are required to track this information using the Homelessness Electronic Information Reporting Network (HERIN) Data Tools, developed by the Homelessness Partnering Strategy. Information is tracked on an ongoing basis and is submitted to the City of London quarterly.

We recognize that at this time not all organizations will have a database to collect this information; however, agencies will still be required to submit the required data. Measureable indicators include, and are not limited to:

- # of individuals and families placed into permanent housing through a Housing First approach
- # of individuals and families placed into more stable housing
- # of days to move Housing First individuals and families into permanent housing
- # of days to be placed
- Emergency Housing Funding
- # of Housing First individuals and families who:
  - Remained housed at 6 months
  - Remained housed at 12 months
  - Remained housed at 24 months
  - Successfully exited the Housing First program
  - Returned to homelessness
  - Had changes in income by income source
  - Had positive income transitions by type
  - Started an education program
  - Started a part-time education program
  - Started a full-time education program
  - Started employment
  - Had positive employment transitions by type
  - Started a job skills training program
  - Completed a job skills training program
  - Started volunteer work
  - Engaged in recreational, cultural programs or services, or social participation

2.4 General Information
- Organizations approved for funding must be prepared to enter into a Funding Contribution Agreement with the City of London and comply with the terms and conditions.
- The activities of the project will be subject to all specific provisions of Ontario’s Municipal Act, and all other applicable Federal, Provincial and Municipal acts and/or legislation.
Appeal Process

- In the event that there is disagreement regarding the decision of the HPS Review Team, a resolution process must be initiated within 10 business days of being notified of the decision. The resolution process is as follows:
  i. The organization will submit a request in writing (by email) to the Manager, Homeless Prevention, City of London, to meet to review the application.
  ii. A meeting will be held between the applicant organization representative and the Manager, Homeless Prevention, City of London.
  iii. If the organization is not satisfied with the outcome of this meeting, the applicant may appeal the decision, in writing, to the Managing Director, Neighbourhood, Children and Fire Services, City of London within 10 business days of the meeting with the Homeless Prevention Manager.
  iv. The decision of the Managing Director, Neighbourhood, Children and Fire Services, City of London, is final.

- The City of London, as the Community Entity for the Homeless Partnering Strategy, has the authority to make the funding allocations.

- The disclosure of information received relevant to the issue of funding or the award of contracts from the application process will be made by the appropriate officers in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990.

Section III: Instructions: Completing the Application

These instructions are intended to assist you with completing the application. Please note that the numbers in this section (e.g. 1) 2)…) correspond with the numbered sections in the application.

1) **Enter the legal name of organization and mailing address**
   If a group/association has a sponsor, enter both the group name as well as the sponsoring organization.

2) **Provide the name of the contact person and contact information**

3) **Project Title**
   The title should be 10 words or less. This title will be used to report to the HPS funder, to the community and in any public material.

4) **Funding Request**
   Enter a check mark and the requested amount for each fiscal year in which you are requesting funding. Total the amounts and indicate the total funding request.

All projects follow an April 1 to March 31 fiscal year. Projects for 2015-2016 are expected to commence no earlier than April 1, 2015 and must be concluded no later than March 31, 2016. All projects are subject to contract approval between the Government of Canada and the City of London.
5) **Description of the Project**
   Briefly describe the project; define why this project is important; who the audience is or who will benefit from this project; and, the overall benefits as they relate to a Housing First approach. Please be as brief as possible. The use of bullet points may assist you in your description.

6) **London’s Homeless Prevention System: Five Specific Areas of Focus**
   Check the area(s) of focus that apply to the project.

7) **Describe how this project will implement a Housing First approach**
   Describe how the project will implement a Housing First approach as it relates to London’s Homeless Prevention System. Please be as brief as possible. The use of bullet points may assist you in your description.

   Homeless Prevention System for London

   Homelessness Partnering Strategy

8) **Project Goals**
   Define the goal or goals that the project can achieve. It may only be one (1) goal and no more than three (3). Goals are high level statements about what the project is trying to accomplish. The SMART model may be of assistance in developing goals:

   **SMART:**
   i. **Specific** (a specific goal has a much greater chance of being accomplished than a general goal);
   ii. **Measureable** (concrete criteria for measuring progress toward the accomplishment of each goal);
   iii. **Achievable** (can be accomplished within the scope of the project);
   iv. **Relevant** (directly relates to the project); and,
   v. **Timely** (can be completed within the funding timeline).

9) **Project Outcomes**
   Identify and describe specific outcomes that the project can achieve in the allotted timeframe. **Outcomes** represent a realistic and attainable benefit to an individual, family or community that the project will influence.

10) **What are the tasks/activities and timelines the project will be implementing**
    Complete the Activity and Timeline table. For each outcome, list the associated **activities**. Indicate the **timeline** for the implementation of the activities. This can be listed fiscally, quarterly or monthly, depending on the project request. (Please add additional columns and lines as needed).
Sample Activity and Timeline

<table>
<thead>
<tr>
<th>Task/Activity</th>
<th>Timeline (e.g. Year 1)</th>
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11) **Community Partners**
Identify any community organizations that you will formally be working with and indicate their defined roles and contributions to the project.

12) **Collaborative Projects**
Complete this section if you are a collaboration submitting an application (and do not complete sections 11 or 13). Identify the specific agencies and their roles and contributions to the project. Signed letters of commitment outlining each agency’s contributions are required to be submitted with the application.

13) **Sponsored Groups/Associations**
Complete this section if you are submitting a sponsored application (the group is sponsored by a not-for-profit organization.) Provide the name of the group/association, the names and titles of the Steering Committee and the Terms of Reference of the group. Identify the role and contribution to the project of the sponsoring organization and include how the project will be managed. A signed letter of commitment outlining their contributions by the group is required to be submitted with the application.

**Section IV: Instructions: Funding Request – Budget Template**

- Funding is available for short-term, one (1) year or multi-year projects.
- Each fiscal year begins April 1st and ends March 31st.
- All multi-year projects must be completed by March 31, 2019.
- Complete a budget template form for each fiscal year of the project. For example:
  - If the project is for one (1) year, complete one (1) budget request form.
  - If the project is for three (3) years complete a budget request form for each year. Indicate specific expenses for each fiscal year.

1) **Name of Project and Organization**
Enter the name of the project and the organization from the funding application.

2) **Period Covered by this Request**
Enter the starting date and end date of the project, using (yyyy-mm-dd) format. Use a separate budget template form for each fiscal year in which funding is being requested.
3) **Cost Categories – Funding Request for Project**

Enter the amount of funding requested for each line (if applicable) under the Funding Request column. If categories are not being used or if additional categories are needed, please add or delete lines as required.

**Staff Costs:**
*Staff Wages* include staff wages/salary paid to an employee. Wages are to be broken down by position/role and not by person. Example: Housing Finder, Housing Support Worker.

Enter wages for each position. If there is more than one (1) position, enter total wages for the position. Example: There are two (2) part-time positions with annual wages of $15,000 each, for a total annual cost of $30,000.

i. Provide the title for each position. *Example: Housing Support Worker*

ii. For additional positions, insert lines as required

**Total Mandatory Employment Related Costs and Benefits (MERCs)** include payments that an employer is required by law to make in respect of its employees, such as EI and CPP/QPP premiums, workers’ compensation premiums, vacation pay and Employer Health Tax. *Benefits* include payments that an employer is required to make in respect of its employees by virtue of company policy or a collective agreement, such as contributions to a group pension plan or premiums towards a group insurance plan.

Enter the total MERCs and Benefits costs for all of the wages in the lines above.

**TOTAL STAFF COSTS:** Enter the total costs of staff wages, MERCs and Benefits for all positions.

**Project Costs:**
*Project costs* are costs directly related to the project activities, (not including wages and MERCs), such as professional fees (e.g. consultant fees), travel, materials and supplies, honorarium and participant costs (e.g. bus tickets).

**Please note:** Travel includes travel costs as per your agency’s practice and policies for staff. Travel costs must not exceed the guidelines of the Treasury Board of Canada: [http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a2-eng.php](http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a2-eng.php)

Enter costs per line.

**TOTAL PROJECT COSTS:**
Enter the total costs for professional fees, travel, materials/supplies, honorarium and participant costs.

**Sub-Total Staff and Project Costs:** Enter the total of both staff and project costs.
Administration Costs:
Administration includes costs of administration normally incurred by any organization to enable effective delivery of the project, such as rent, phone/fax, postage/courier, office supplies, internet/website, bank charges, bookkeeping, office maintenance, security system, publication purchases, equipment maintenance and membership fees that are proportional to the project. **NOTE:** Administration costs can be up to a maximum of 10% of all other expenses (staff and project costs).

**TOTAL ADMINISTRATION COSTS:** Enter the total costs of administration.

4) **Total Costs:** Add totals from Staff, Project and Administration Costs and enter the total funding requested.

5) **Confirmed Funding (other sources):** If there are alternate funding sources contributing directly to the project, record the total contribution amount and identify the source of the funding.

6) **Total Funding (all sources)**
Total the staff, project and administration costs and indicate the total funding requested. Enter amounts for Confirmed Funding (other sources) and enter the Grand Total.

**Section V: Declaration**

Read and sign the declaration. One signature is required from an individual with signing authority for the agency such as the Executive Director or designated signing authority of the Board of Directors.
Housing First Homeless Prevention Funding Application

Deadline: Tuesday, January 13, 2015
email: homelessprevention@london.ca

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<th>1) Legal Name of Organization</th>
<th>Mailing Address</th>
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<tr>
<th>2) Contact Person - Name and Position</th>
<th>London, Ontario</th>
<th>Postal Code</th>
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<tbody>
<tr>
<td>Email Address of Contact Person</td>
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HOUSING FIRST HOMELESS PREVENTION PROJECT DESCRIPTION AND INFORMATION

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<th>3) Project Title (maximum 10 words)</th>
<th>4) Funding Request Amount:</th>
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<td><strong>Total Amount Requested:</strong> $__________</td>
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5) Project Description:
Briefly describe the project; define why this project is important; who the audience is or who will benefit from this project; and, the overall benefits as they relate to a Housing First approach. (Please be as brief as possible. The use of bullet points may assist you in your description.)

6) London’s Homeless Prevention System has 5 specific areas of focus. Identify only the area(s) of focus that the project supports.

- Securing Housing
- Housing Stability
- Strategy, Capacity and Competency
- Housing with Support
- Shelter Diversion

7) Housing First: Describe how the project will implement a Housing First approach as it relates to London’s Homeless Prevention System.

8) Project Goals: Identify and describe the project’s goal(s).
9) Project Outcomes: *Identify and describe the project’s outcomes.*

10) Task/Activity Timeline: *Identify the task or activities and timelines for the project to achieve the goals and outcomes above. (add additional lines and columns (years) as needed)*

**Sample Task/Activity Timeline**

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<thead>
<tr>
<th>Task/Activity</th>
<th>Timeline (e.g. Year 1)</th>
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<th>Timeline (e.g. Year 2)</th>
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11) Community Partners: Identify any community organizations that you will be formally working with, including their role and contribution to the project.

12) Collaborative Projects: COMPLETE THIS SECTION IF YOU ARE A COLLABORATION SUBMITTING AN APPLICATION (AND DO NOT COMPLETE SECTIONS 11 OR 13). Identify the specific agencies and their roles and contributions to the project. Signed letters of commitment outlining each agency’s contributions are required to be submitted with the application.

13) Sponsored Group/Association: COMPLETE THIS SECTION IF THIS IS AN APPLICATION FROM A GROUP/ASSOCIATION SPONSORED BY A NOT-FOR-PROFIT ORGANIZATION. This section is to be completed for applications being submitted by organizations or groups that are not incorporated and being sponsored by an organization. Identify the group/association, the names and titles of the Steering Committee, and the Terms of Reference. Identify the role and contribution to the project by the sponsoring organization, and include how the project will be managed. A signed letter of commitment outlining the relationship to the sponsoring organization is required to be submitted with the application.
### Housing First Homeless Prevention Funding Request – Budget Template

<table>
<thead>
<tr>
<th>Name of Project:</th>
<th>Organization:</th>
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<tbody>
<tr>
<td>Period Covered by this request (YYYY/MM/DD):</td>
<td>Note: Complete a separate funding request - budget template for each fiscal year of funding.</td>
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<td>From:</td>
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<td>To:</td>
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<thead>
<tr>
<th>Cost Categories (complete relevant rows, add or delete rows if needed)</th>
<th>Funding Request for Fiscal Year</th>
<th>Confirmed Funding (other sources)</th>
<th>Total Funding (all sources)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff Costs</strong></td>
<td></td>
<td></td>
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<tr>
<td>Staff Wages: Position A</td>
<td></td>
<td></td>
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<tr>
<td>Position Title:</td>
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<tr>
<td>Staff Wages: Position B</td>
<td></td>
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<tr>
<td>Position Title:</td>
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<tr>
<td>Staff Wages: Position C</td>
<td></td>
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<tr>
<td>Position Title:</td>
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<tr>
<td>Total Mandatory Employment Related Costs and Benefits for all positions above</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL STAFF COSTS</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

| **Project Costs**                                                      |                                 |                                   |                             |
| Professional Fees                                                      |                                 |                                   |                             |
| Travel                                                                 |                                 |                                   |                             |
| Materials/Supplies                                                     |                                 |                                   |                             |
| Honorarium                                                             |                                 |                                   |                             |
| Participants Costs                                                     |                                 |                                   |                             |
| **TOTAL PROJECT COSTS**                                                | $0                              | $0                                | $0                          |

| **SUB-TOTAL STAFF AND PROJECT COSTS**                                  | $0                              | $0                                | $0                          |

| **Administration Costs**                                               |                                 |                                   |                             |
| Administration (up to 10% of costs)                                    | $0                              |                                   |                             |
| **TOTAL COSTS**                                                        | $0                              | $0                                | $0                          |

| **TOTAL FUNDING (other sources)**                                       |                                 |                                   | $0                          |

| **GRAND TOTAL COSTS**                                                  | $0                              | $0                                | $0                          |

Please identify the source of the confirmed funding from other sources (e.g. name of the foundation, government agency).
DECLARATION: In signing this application, I /We certify that:

I/We have read and agree to all the terms and conditions outlined in this application form.

I/We understand that monthly financial, activity and statistical information is due to the City of London by the 15th of the month for the previous month.

I/We understand that fiscal financial, activity and statistical information is due to the City of London by April 15th for the previous year.

I/We understand that any materials or reports produced through this funding will be submitted to the City of London.

I/We represent the group named in the application and to the best of my/our knowledge, the information provided is true.

I/We will carry out the activities when/as described in the application.

I/We agree that a funding contribution agreement will be entered into with the City of London.

I/We understand that at the time of contract, documentation will be required including, and not limited to, a Certificate of Insurance and if applicable to your organization, a Clearance Certificate from WSIB.

I/We agree that the City of London is not responsible for carrying out the activity and assumes no responsibility for such.

Applicant Signature (individual with signing authority for the incorporated not-for-profit organization such as an Executive Director OR a member of the Board of Directors).

Executive Director Name: _________________________________

Executive Director Signature: _______________________________

Date: __________________

And/or (if required)

Board of Directors Name and Position: _________________________

Board of Directors Signature: ________________________________

Date: ___________________