

Small Community Homelessness Fund Information guidelines 2016-2017



NORTHWEST TERRITORIES
HOUSING CORPORATION

3.15.16

Small Community Homelessness Fund (SCHF) Criteria and Guidelines 2016-17

INTRODUCTION

The goal of the fund is to provide NWT communities (excluding Yellowknife) with funding for projects that assist people who are homeless in their community.

- Community organizations can apply for and receive funding with a possibility of renewal at the end of the term of the agreement.
- Organizations that have been approved for multi-year funding do not need to reapply every year but do need to report the projects outcomes annually.
- All eligible applications from small communities will be considered through a rolling submission basis by the Northwest Territories Housing Corporation (NWTHC).

CONTEXT

Homelessness is a different in communities across the NWT.

- Partnerships approaches to combine funding and resources to coordinate efforts to manage homelessness are a known way to address, reduce and prevent homelessness.
- Work with the territorial government, community governments, aboriginal organizations and governments, the private sector, and non-for-profit sectors are necessary to do this effectively.
- People working on the front lines with homeless people, or people at risk of homelessness, are the best suited to identify community solutions at the local level.

OBJECTIVE

The Minister Responsible for Homelessness, through the NWTHC, is seeking applications from communities in the NWT outside of Yellowknife that will assist in addressing homelessness in their community.

2016- 2017 FUNDING CRITERIA

In Fiscal Year 2016- 2017, funding for homelessness projects in communities can apply funding for projects that address homelessness through:

1. Community planning to reduce homelessness
2. Food programs, Community kitchens/ Food banks
3. Supplies to support individuals - Clothing or furniture banks, Rent banks & food vouchers
4. Accommodation costs and partial operation costs
5. Projects identified by communities that address their specific needs for adults and/or youth.

ELIGIBILITY OF APPLICANTS

Funding from the Small Community Homelessness Fund is available to community organizations such as:

- Non-government organizations* (NGOs)
- Community governments
- Aboriginal Governments

Partnerships of these groups will also be considered

*Non-Government Organizations must be up to date with Corporate Registries.

HOW TO APPLY

Organizations fill out an application form. Electronic application forms are available on the NWT HC website.

If requested, the NWT HC's Homelessness Coordinator will provide support to applicants in developing their project, and answer questions about the Small Community Homelessness Fund.

You can send your application by fax, mail, e-mail or deliver it in person. You must submit your application to the NWT Housing Corporation at:

Small Community Homelessness Fund
Northwest Territories Housing Corporation
Phone: 867-767- 9080 ext.85463
Fax: 867-873-9426
E-mail: NWT HC_Homelessness_Coordinator @gov.nt.ca

If you have submitted an application and have not received confirmation that it was received, please contact the Homelessness Coordinator to make sure your application has been received.

EVALUATION AND ASSESSMENT

The NWT HC will assess applications according to the following criteria:

Projects will be scored based on:

- Demonstration that the project has been designed around the needs of the community.
- Project partners have been included in planning - key community agencies best address the local homelessness issues.
- Project's suit their community needs because they are reasonable and effective at providing services or strategies to assist homeless people.
- The costs for the project in relation to services.
- Ability and knowledge from the project team members to achieve the proposal stated objectives in relation to the design and content of the project.

ELIGIBLE COSTS

Labour Related Costs:

- training for staff
- developing training materials
- providing technical support
- coordinating volunteers

Direct Material Costs and Other Direct Costs:

- purchase of food and cooking supplies, vouchers
- building maintenance, operating costs & accommodation costs
- rental of space
- promotional activities such as the production of brochures and posters or
- cost of advertising, the purchase of supplies

Administration Costs: costs related to administering the project such as the production of reports and claims, and the holding of meetings. Administration costs will not exceed 10% of the total project funding from the 2016-2017 Small Community Homelessness Fund.

NON-ELIGIBLE COSTS

Costs other than those allowed in ELIGIBLE COSTS section are ineligible unless specifically approved in writing by the President of the NWT HC prior to the time the costs are incurred.

The following are considered non-eligible costs:

- (a) provision of permanent housing for individuals;
- (b) accounting and consulting fees in connection with financial reorganization, security issues, obtaining licenses, and prosecution of claims against the Minister;
- (c) losses on investments, bad debts, and expenses for the collection thereof

- (d) losses on other agreements;
- (e) federal and provincial incomes taxes and property taxes or lease fees;
- (f) provisions for contingencies;
- (g) fines and penalties;
- (h) depreciation of facilities;
- (i) travel expenses;
- (j) unreasonable compensation for project managers, officers and employees;
- (k) hospitality and entertainment expenses unless prior approved by the Minister;
- (l) donations made to third parties or individuals;
- (m) dues and other memberships;
- (n) fees extraordinary or abnormal for professional advice in regard to administrative or accounting matters;
- (o) insurance deductibles;
- (p) in-kind costs;
- (q) cost of preparing the funding proposal;

REPORTING REQUIREMENTS

Annual reporting is required will be outlined in a contribution agreement. However, all community organizations that receive funding under this policy will be required:

- i. To adhere to accounting procedures, providing the NWTTC with the necessary financial statements.
- ii. To provide the NWTTC with updates pertaining to project development and outcome.
- iii. To submit evidence of successful performance through measures, goal achievement, and dollars spent in achieving results, as outlined in their respective contribution agreement(s). For organizations providing programming/ services to more than one community a separate budget should be submitted for each.
- iv. To provide highlights of major reviews and evaluations.
- v. The organization must return any uncommitted funds to the NWTTC within the first month of the next fiscal year or in the case of a multi-funded project the amount will be deducted from the first ongoing contribution payment(s) in the new fiscal year.
- vi. Organizations not in compliance with annual reporting requirements will not be eligible for funding in subsequent years.

ENTERING INTO FUNDING AGREEMENTS

The selection process will be finalized when successful applicants have entered into contribution agreements with the NWT Housing Corporation. The contribution agreement will contain the entire agreement between the parties. There is no obligation on any of the parties until the contribution agreement is signed by the Manager of Strategic Planning, Policy, and Communications of the NWT HC and the applicant's authorized representative.

APPLICATION CHECKLIST

Please ensure that all sections of the application are complete and that all supporting documents are attached.

- Information on all funding sources.
- All questions of the application form have been completed including the list of supporting groups/organizations and how partnerships with them will be utilized.
- Providing information on proposed actions and a complete budget with detailed accounts for all expenses associated with the project including other sources of funding and/or in kind contributions.
- Scope of work (if applicable)
- Schedule (if applicable)
- Copy of Organizations Liability Insurance, WSCC Proof of Registration and Department of Justice Registries letter

FOR MORE INFORMATION

If you have any questions about the Small Community Homelessness Fund or would like proposal development support, please contact:

Small Community Homelessness Fund
Northwest Territories Housing Corporation
P.O. Box 2100 - 5102 50 Avenue
Yellowknife, NT X1A 2P6
867-767- 9080 ext.85463 Fax: 867-873-9426
Email: NWTHC_Homelessness_Coordinator@gov.nt.ca