

GNWT Small Community Homelessness Fund Criteria and Guidelines 2011/12

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INTRODUCTION

The Small Community Homelessness Fund (SCHF) was established in February 2007 by the Government of the Northwest Territories (GNWT). The goal of the fund is to provide NWT communities (excluding Yellowknife) with seed funding to undertake projects to help the homeless in their community. The SCHF does not provide ongoing core operation funding, but applications to support projects funded by the SCHF in the past are eligible if they can demonstrate contributions to increased capacity or enhanced activities.

If there are surplus Small Community Homelessness Fund's available for the 2011/12 fiscal year, after all eligible applications are approved, community applications will be re-considered on a case-by-case basis by the Committee.

CONTEXT

Homelessness is a critical issue in communities across the NWT. The issue is a complex one, as homeless people are diverse and the factors that led them to become homeless are equally diverse and, moreover, vary over time. The communities in the NWT are unique. No one sector or level of government can alone address the problem of homelessness. Joint action is the best way to reduce and prevent homelessness -- with contributions from the territorial government, community governments, aboriginal organizations, the private sector, and not-for-profit sectors. All groups must pool resources and coordinate efforts by strengthening existing partnerships and creating new ones.

For its part, the GNWT has recognized that those on the front lines, who work directly with homeless people or people at risk of homelessness, are best placed to identify effective solutions at the local level.

The Minister Responsible for Homelessness is responsible for issues and initiatives affecting homeless individuals; however, the responsibility for coordinating efforts targeted at homelessness within the GNWT lies with the Minister of Health and Social Services. Other GNWT departments, which administer social programs, work collaboratively together on issues related to homelessness and the administration of this fund.

OBJECTIVE

The Minister Responsible for Homelessness and the GNWT, through the Department of Health and Social Services, is seeking applications from small communities in the NWT for projects to provide shelter services for those persons who are homeless and do not have access to housing and/or for projects to help the homeless with their needs, other than shelter.

2011 - 2012 FUNDING CRITERIA

In Fiscal Year 2011- 2012, funding for homelessness projects in small communities will be awarded to two types of projects:

1. Emergency and/or Transitional Shelter Options

For communities with appropriate vacant housing and local capacity to work in partnership to provide adult shelter options. The fund allocation will be flexible to support a portion of building costs, minor upgrades, a portion of the operating costs for the facility, or a combination of both. Any shelter projects should provide overnight accommodation for a minimum of 8 hours a night to qualify.

Contributions approximately up to a maximum of \$40,000 will be available from the Small Community Homelessness Fund for Emergency and/or Transitional Shelter Options. Funding will be for one year terminating March 31, 2012 with an option for renewal for one additional year depending on the success and potential of the project.

2. Homelessness Support Projects

Other projects related to addressing community homelessness issues such as: provision of services like soup kitchens; community planning; fees for accommodation; transitional support for individuals; supplies to support individuals; and other projects identified by communities that address their specific needs for adults and/or youth.

Contributions approximately up to a maximum of \$10,000 will be available from the Small Community Homelessness Fund for Homelessness Support Projects. Funding will be for one year terminating March 31, 2012 with an option for renewal for one additional year depending on the success and potential of the project.

ELIGIBILITY OF APPLICANTS

Funding from the Small Community Homelessness Fund is available to:

- Community organizations
- Non-profit societies
- Community governments
- Bands
- Métis Councils
- Local Housing Organizations (LHOs)

Organizations must provide proof of good standing with Corporate Registries.

If your organization received Small Community Homelessness Funds prior to the 2011/12 funding year, the project application will require information demonstrating how the proposed project will build on the work of the previous year (e.g., new partnerships, expanded outcomes, new activities, implementation of lessons learned, etc). As this funding does not provide core project funding, demonstration of project growth is required for eligibility.

If you received Small Community Homelessness Funds in any two of the following years: 2007/08, 2008/09, 2009/10 and 2010/11, then your proposed project is not eligible for funding from this source.

HOW TO APPLY

Interested individuals or organizations must fill out an application form. Electronic application forms are available from the project Coordinator contact person (see below) by request.

The Department of Health and Social Services will provide support to applicants to develop their proposal, if requested, and will answer any questions you may have about the Small Community Homelessness Fund.

A sample proposal is available from the project contact on request.

**The deadline for submitting a completed application form is
July 12, 2011 at 3:00 p.m.**

You can send your application by fax, mail, e-mail or deliver it in person. You must submit your application to the following designated contact person in the Department of Health and Social Services:

Sandra Malcolm, Coordinator
Small Community Homelessness Fund
Department of Health and Social Services
Government of the Northwest Territories
Phone: 867-920-3319 Fax: 867-920-6242
E-mail: sandra_malcolm@gov.nt.ca

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

Completed application forms received after the deadline will be reviewed only after all eligible applications are approved.

EVALUATION AND ASSESSMENT

The Small Community Homelessness Fund Committee, consisting of representatives from the Department of Health and Social Services, the Department of Education, Culture and Employment, the Department of Justice, and the NWT Housing Corporation will assess applications according to the following five criteria and make recommendations to the Deputy Heads of the four departments represented on the committee for final approval.

Proposals will be evaluated based on:

- The project's suitability, feasibility and potential effectiveness at providing services (e.g. shelter) to homeless people who are unable to access shelter.
- Demonstration that the project has been designed taking into consideration the needs of the community and has been planned with broad community input of what will work best to address the local homelessness issue.
- The number of people for whom the project will provide services.
- Quality, suitability, capacity and experience of the project team members to achieve the proposal stated objectives in relation to the design and content of the project.
- Quality of the content, design and organization of the project and the demonstration of community support and partnerships.

ELIGIBLE COSTS

Labour Related Costs: training for staff operating homeless shelters, developing training materials, and maintaining equipment, providing technical support, and coordinating volunteers. Costs can relate to a single project or a network of projects.

Direct Material Costs and Other Direct Costs: purchase of building supplies, cost of freight, building maintenance, rental of space, promotional activities such as the production of brochures and posters or the cost of advertising, the purchase of supplies, project management costs.

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 2011-2012 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 Minister of Health and Social Services prior to the time the costs are incurred.

The following are considered non-eligible costs:

- (a) costs of land purchase
- (b) provision of permanent housing for individuals
- (c) staffing costs
- (d) accounting and consulting fees in connection with financial reorganization, security issues, obtaining licenses, and prosecution of claims against the Minister
- (e) losses on investments, bad debts, and expenses for the collection thereof
- (f) losses on other agreements
- (g) federal and provincial incomes taxes, property taxes
- (h) provisions for contingencies
- (i) fines and penalties
- (j) expenses and depreciation of facilities
- (k) travel expenses
- (l) unreasonable compensation for project managers, officers and employees
- (m) hospitality and entertainment expenses unless prior approved by the Minister
- (n) donations made to third parties or individuals
- (o) dues and other memberships other than regular trade and professional associations
- (p) fees extraordinary or abnormal for professional advice in regard to administrative or accounting matters
- (q) insurance deductibles
- (r) in-kind costs
- (s) cost of preparing the funding proposal

REPORTING REQUIREMENTS

Successful applicants will be required to adhere to the GNWT standard accounting procedures and will have to provide the GNWT contact with periodic financial statements related to income and expenditures including appropriate backup in the form of invoices and receipts. In addition to these financial accounting procedures all successful applicants will be required to provide the key GNWT contact with periodic reports pertaining to the project development and to usage. The exact nature of these reports will vary from project to project pending on the goals established. All reporting requirements will be outlined in a contribution agreement that is established with successful applicants. An example of a contribution agreement can be provided for information purposes.

ENTERING INTO FUNDING AGREEMENTS

The selection process will be finalized when successful applicants have entered into contribution agreements with the Department of Health and Social Services. The contribution agreement will contain the entire agreement between the parties. There is no obligation on any parties until the contribution agreement is signed by the departmental delegate and the applicant's authorized representative.

FOR MORE INFORMATION

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

Sandra Malcolm, Coordinator
Small Community Homelessness Fund
Department of Health and Social Services
Government of the Northwest Territories
P.O. Box 1320
Yellowknife, NT X1A 2L9
Phone: 867-920-3319 Fax: 867-920-6242
Email: sandra_malcolm@gov.nt.ca

If you would like this information in another official language, please contact us at 867-920-3367.
Si vous voulez ces informations dans une autre langue officielle, téléphonez-nous au 867-920-3367.

APPLICATION CHECKLIST

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

- All questions of the application form have been completed including the list of supporting groups/organizations and how partnerships with them will be utilized.
- The budget is complete and detailed and accounts for all expenses associated with the project including other sources of funding and/or in kind contributions.
- Copy of your organization's Liability Insurance (required should a Contribution Agreement be signed).
- Copy of your organization's Corporation Registration of Good Standing.