The Home Program
2023 Grant Guidelines

These guidelines provide information on the Home Program's 2023 Grant application process.

We recommend that all applicants contact The Home Program to discuss eligibility of projects and have questions answered prior to applying. Please email TheHomeProgram@calgary.ca

What is The Home Program?
The Home Program aims to **increase housing stability and successful tenancies** for non-market housing residents through grant support to organizations that serve affordable housing residents and Calgarians in need of affordable housing. This program contributes to the City's Corporate Affordable Housing Strategy objective to "Improve the Housing System". Through dedicated resources including grant funding, the Home Program will support individuals to thrive in the right housing at the right time within the non-market housing system.

Home Program resources will:
- Catalyze innovative projects;
- Support promising initiatives to achieve sustainability or be scaled up, and;
- Leverage collaborations and partnerships to reduce systemic barriers.

The Home Program Grant Priority Areas:
The Home Program provides one-time grant funding to seed or pilot projects that show potential to **directly increase housing stability and successful tenancies** for affordable housing residents or people in core housing need in the following key program priority areas:

(1) **Education and skill building**: Increase individual's knowledge and skills to successfully maintain and remain in a home.

(2) **Financial Empowerment**: Strengthen individual's financial inclusion, knowledge, behaviors, and opportunities.

(3) **Community inclusion and integration**: Increase participation, engagement and involvement of individuals with the local community, services and supports.
(4) Initiatives that seek to understand the **root causes of housing instability for Indigenous people** at the systems level
(5) Initiatives that seek to **change systems, policies, and other legislation that maintains housing stability for Indigenous people at a system level** (i.e., smudging, ceremony, etc.)
(6) **Barriers and root causes of housing instability for Black, Racialized people and equity-seeking communities**.

Types of Home Program Grants:

- **Community Grant –** grants for new projects up to $25,000
  Stand-alone grants to projects that stimulate innovative, lasting, positive changes in the housing system. Grants are directed to organizations serving affordable housing residents or Calgarians in core housing need, including non-profit housing providers and service organizations.

- **Partnership Initiative Grant –** grants for new projects from $25,000 - $200,000

Larger investment which leverages collaborations and partnerships to reduce systemic barriers across the non-market housing system. If multiple organizations are involved in delivery of the project, one non-profit should be identified to lead the project (including grant disbursement, reporting, etc.).

- **Sustainability Initiative Grant –** grants for projects that have received a Home Program grant in a past year and require limited, continued support for projects that have the potential to be scaled-up, replicated, or achieve a sustainable model. Past projects funded through a "Community Grant" or "Partnership Initiative Grant" are eligible for a Sustainability Initiative Grant. There is an option to choose a Sustainability Initiative Grant on both the Community Grant application form and the Partnership Incitive application form.

How does my organization apply for funding?
- Complete the 2023 Home Program Call for Funding Application and budget document available at [The Home Program (calgary.ca)](calgary.ca)
- The online application form is not savable, so you can prepare your text for the application in advance, and then transfer it to the online form.
  Note: Only electronic applications will be accepted. If support is required, please email The Home Program administrator at TheHomeProgram@calgary.ca

What are the requirements apply to this grant?
- Applications must align to one of The Home Program's key program priority areas (listed above). New for 2023, projects led by, and/or for, Indigenous People, Black or Racialized People and equity-deserving groups will be prioritized during the evaluation process.
- The Home Program contribution to the project is limited to a maximum of $25,000 for Community Grants $200,000 for Partnership grants. Sustainability Initiative grants follow the grant limits for the previous grant category awarded.
- If the applicant is not a housing provider (i.e. the applicant is an organization that serves affordable housing residents but does not provide housing), please confirm support of a partner housing provider. A letter of support from the housing provider is required.
- Funded project deliverables must be completed within 24 months from the time the funds are awarded, however, during the application process, projects that can be significantly underway, and or completed in 2023 will be prioritized.
- Organizations may submit more than one project application for consideration.

My project previously received a Home Program grant. Can the same project receive funding in 2023?
- The Home Program provides seed money to help start a new project or initiative.
- Projects that have received Home Program Funding in a past year can apply for another grant in 2023 for the purpose of achieving project sustainability and carrying forward work that is aligned with 2023 Home Program objectives. These projects are referred to as "Sustainability Initiatives".
- Grantees must be in good standing (i.e., reporting, financial, etc.) to be considered.
- The application form for Sustainability Initiatives is the same as for new projects. Sections of the application ask for a summary of the outcomes of your project to date, the grant year and amount, as well as the amount of budget remaining (if applicable).
- If the past funded project is not completed, it must be close to completion (i.e., most funding has been disbursed, most activities completed, most outcomes have been achieved) to be considered.

What is the difference between a New Project and a Sustainability initiative?
- **New Projects** are those that that have not been previously funded by the Home Program. If your project is adding a *significant* enhancement or new addition to an existing Home Program funded project, it can be considered a "new project".
- **Sustainability Initiatives** are projects that received Home Program funding in the past (either completed projects or currently significantly underway) and need a limited amount of continued support for the purpose of furthering/achieving project sustainability.

    Applicants for Sustainability Initiative Grants must have either:
    - ➢ Completed their previously funded project and submitted the final evaluation report to The Home Program, OR
    - ➢ For applicants who's previously funded projects are still underway, the project goals and fund distribution must be significantly completed and have a clear completion plan to finish the project. This information should be included in the grant application.

What is the application deadline for the Call for Funding?
- Application submissions will be accepted during a set intake period(s). Please check the [Home Program webpage on the City of Calgary website](#) for details.
- Once all funds are awarded, the application process will close for the remainder of the calendar year.

Who is eligible to apply for funding?
Organizations must have the following qualifications:
- Non-profit organizations that serve people living in affordable housing or Calgarians who are in core housing need within the city limits of Calgary. If the applicant is not a housing provider, the project must have the support of a housing provider partner (include partner name on application form).
- Non-profit organizations that are registered under the Societies' Act of Alberta or the Companies' Act of Alberta
- Must hold $2,000,000 in liability insurance

What are the assessment criteria for applications?
Applications for funding will be assessed on:
- The project's alignment with The Home Program's key program priorities and City of Calgary affordable housing goals
- Service to Indigenous, Black, Racialized People and equity-seeking communities
- Clarity of the project plan and activities
- The project timeline to be significantly underway in 2023 and fully completed within 24 months.
- The fit between the project activities and the proposed budget
- The demonstrated need for the project
- The level of impact or involvement on individuals in non-market housing or in core housing need. Number of people served, and the population served will be considered in the application evaluation.
- The organization's demonstrated capacity to complete the project (i.e., as relevant to the project, such as appropriate staff, volunteers, partnerships, operations, etc.)
- *For Partnership Initiative Grant applicants only* (grants over $25,000) – potential for systems transformation in improving the affordable housing system and strength of project partners

- *For Sustainability Initiative Grant applicants only* – preference will be given to applicants who have completed their previously funded project and submitted their final project report. For previously funded projects that are not yet completed, the application should satisfactorily demonstrate that the previously funded project is significantly close to completion.

Who reviews and approves funding applications?
- Home Program applications for grant funding will be reviewed by an evaluation committee with members from City of Calgary staff though a competitive review process. Final funding recommendations will be approved by designated City signing authorities.

What should be included in the application budget?
- All direct and indirect costs should be included, as well as additional revenue sources and in-kind contributions
- Administration support for the project (cannot exceed 20% of the overall budget)
- The total amount being requested from The Home Program

What are examples of eligible expenses?
Costs associated with the development, delivery, or evaluation of new programs or significant expansion or new components of existing programs, including:
- Salaries related to project implementation
- Rental of space
- Project materials
- Meeting costs
- Office expenses
- Volunteer engagement and recognition
- Capital purchases may be considered if they are a key component to support programming

What are examples of expenses that are not eligible?
- Ongoing or core operations
- Payments or compensation direct to individuals or families
- Academic research
- Conferences
- Religious activities or proselytizing
- Fundraising events/activities or fundraiser's salaries
- Expenses incurred prior to approval of Home Program funding
- Debt, emergency funding
- Land, building or vehicle purchases
- Projects that are focused on capital purchases as the principal project driver (example: technology purchase with limited complementary programming)
- Debt retirement and endowment building

What are the reporting requirements and other grant administration?
- Once an application has been approved, a signed grant agreement between the successful applicant and The City of Calgary will be required and required documentation must be received by The City of Calgary prior to fund disbursement.

- Grant recipients will be required to submit an evaluation report within 30 days of the project end date. A template will be provided to funding recipients that includes a financial report of how the funds were distributed, list of partners, outcome and/or output measurements, representative spotlight stories, and lessons learned. Where applicable, a focus on outputs and storytelling will be accepted.
- Less formal update reporting during project implementation may be voluntarily provided by the grantee throughout the project term, such as a project update to support The Home Program's year end reporting requirements.
- Grant recipients may be asked to include a participant satisfaction survey (where applicable).
- Should a grant recipient not be able to complete a project, or there are unspent funds at the completion of the project, the funds must be returned to The City.