

**Grant Application Form
Building Capacity to Address Homelessness
Administered by the Comox Valley Housing Task Force**

Please complete the following application on the form provided. (Including the Applicant name in the footer of the document)

Section 1 - Applicant Information: *If the grant is being applied for in partnership with one or more organizations, please fill in Section 1 for each organization. Indicate who, and which organization is the point of contact for the program/project in the Primary Contact Person field.*

Applicant Name:

Co-Applicant(s): *If partnering organizations are applying or if an organization is sponsoring an individual.*

Primary Contact Person:

Address:

Phone number:

Email:

Charitable Status or registration number:

Mission of the Organization:

A brief history of the organization and its work in the Comox Valley related to housing and homelessness: *One paragraph*

A brief description of the projects/services the organization has supported in the last year in regards to housing and homelessness in the Comox Valley: *One paragraph*

Section 2 - Project/Program Information: *For partnering organizations please indicate the specific roles of each organization in the relevant fields.*

Project Name:

Project Description/Abstract: *Please provide a description of the proposed project in one or two paragraphs. If more than one project is proposed, please include a rationale for multiple projects and a description of each project.*

Grant Criteria: *Please put an X beside each of the criteria that apply to your project.*

X	Criteria
	Working toward more affordable housing and improving conditions for the homeless.
	Creating increased efficiencies through service coordination among organizations.
	Promoting collaboration to leverage increased funding from other sources.
	Delivering tangible results to those who are homeless and/or to those who are working with the homeless.
	Enabling improved or new services to one or more of the following target groups:
	Mentally ill and addicted, including those individuals who cannot remain substance-free
	Women who have left abusive relationships
	Families, including those who want to remain together
	Youth who have left foster care (especially those 15 years of age and up)
	Seniors, particularly lower income seniors who may live alone
	Facilitating increased community participation in pursuing homelessness and housing solutions for the Comox Valley.
	Providing resources (such as research, public education material) that will directly support the capacity of the Comox Valley community to address homelessness and housing.

Building Community Capacity: *How does the project build community capacity to address housing and homelessness in the Comox Valley?*

Objectives: *Please describe what you hope to achieve, including intended outcomes and deliverables.*

Length of Project: *Include estimated beginning and end dates.*

Performance Measurement: *How will you measure the success of the project?*

Who is the target population(s)?

Sustainability: *What is the intended long-term sustainability of the project?*

Section 3 - Community Partnerships and Collaboration

The Vision of the CVHTF is that the Comox Valley works actively in a united way to meet the full continuum of its housing needs. A vital component to realizing that vision is that the community “speak with one voice” on the issues of housing and homelessness. In order for that to happen there needs to be communication, collaboration, networking and partnerships within the community. The following questions aim to address this issue.

Partnerships: *If the proposal involves a partnership(s) please describe how the partnership will work and the value it brings to the project.*

Integration: *How does this project support, improve or complement other programs and services within the Comox Valley? Within your own organization?*

Community Support: *Describe the support you have from other service providers, community organizations etc for this project (you may include letters of support).*

All grant recipients must present the results of the project at a Community Forum.

All grant recipients must produce a final report on the activities, learnings, and results of the project.

Section 4 - Budget

What is the total grant amount you are seeking from this application? _____

Project Expenses	Amount	
Wages or Contracted Fees (please list)		
Materials and Supplies (please list)		
Equipment Purchase or Rental (please list)		
Other (Explain)		
Total Expenses		
Project Revenue	Confirmed	Potential
Applicant's Contribution		
In Kind Donations		
Other Funding Sources		
Total Revenue		
Total Expenses		
Required Funding		
Grant Amount Requested		

Section 5 - Activities: *To be completed for projects requests over \$5,000*

Project Name:		
Activity	Budget	Brief Description

Section 6 - Application Authorization

Name and Position of Authorizing Manager	Signature	Date
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