

## Community Homelessness Support Program Application Information

### **Purpose**

The purpose of the Homelessness Prevention Program (HPP) is to support the province's goal to end chronic homelessness by 2025, and to establish creative and innovative approaches to homelessness that align with The District of Thunder Bay Social Services Administration Board housing and homelessness plan.

The Community Homelessness Support Program aims to provide financial support to organizations that are supporting the homeless or preventing homelessness.

### **Eligibility**

To be eligible to receive one-time funding under this program, applicants must meet the following basic criteria:

1. Funding must be used for new, or for the enhancement of existing programs/services/benefits directly related to reducing and/or preventing homelessness within the District of Thunder Bay. Specific outcomes and measurable impacts related to homelessness must be identified.
2. Be an incorporated non-profit organization or non-incorporated collective which operates on a non-profit basis, a municipality, or a registered charity.
3. Have a clearly stated purpose and function, complete with measurables, and be fully responsible for the planning and provision of its services.
4. Be operating from a location in the District of Thunder Bay and carry out programs in the community for the benefit of the people who reside in that community.
5. Comply with all applicable statutes and legislation, including the Ontario Human Rights Code.
6. Complete the Accountable Advances Review form and include it with the application.

### **Eligible Expenses**

- Expenses directly related to the provision of services to the homeless or at-risk individuals may be eligible, including services, supplies, accommodations, transportation, food preparation or distribution, salaries and other related costs. Please note that costs for the purchase of food are not eligible, as this need is addressed through TBDSSAB's Food Security Fund.
- Funding will be provided on a one-time basis, with no expectation of on-going funding.
- If you have received this funding previously, you may not be approved for further requests.
- Funding requests cannot exceed \$50,000 per application. Partial funding may be awarded.
- Capital expenditures are not eligible for funding.
- Administration costs of up to 5% of funding proposal.

## Evaluation

The following criteria will guide the evaluation of applications:

1. Does the proposal meet the basic eligibility requirements?
2. Is there a demonstrated need in the community for the proposal, supported by objective evidence? Please attach evidence to support the proposal.
3. Is there an evaluation component to measure the impact and outcome of the proposal?
4. Does the proposal involve partnerships and co-operative efforts?
5. Has the organization met the terms and conditions of previous agreements with The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board)?
6. Has the organization previously been approved for this funding? If so, will additional requests be funded again? Have all previous reporting requirements been met as required?

Direct service and materials will take precedence over staffing and administrative expenses.

Meeting the above criteria does not guarantee approval of your submission. All funding decisions are subject to availability of funds and TBDSSAB approval.

Any funding provided must be fully expended by March 31, 2024.

Reporting requirements will be established and communicated with a funding agreement.

## Deadline for Submissions

As the funding available is limited, submissions will be reviewed when received. Once funds have been exhausted, the program will close. Any funding provided must be fully expended by March 31, 2024.

## Submission Information

Please submit completed applications and all supporting documentation to:

Attention: Samantha Vance  
The District of Thunder Bay Social Services Administration Board  
231 May Street, South  
Thunder Bay, ON P7E 1B5  
**Email:** [samantha.vance@tbdssab.ca](mailto:samantha.vance@tbdssab.ca)