



Housing NWT Policy: Small Community Homelessness Fund



1. Statement of Policy

Background

Homelessness is different in communities across the NWT. The goal of the Small Community Homelessness Fund is to provide flexible support for community partners who are developing community projects around homelessness, that address their specific needs for adults and/or youth. Housing NWT encourages communities to think outside the box when applying for this funding as it can be used for a wide variety of projects or initiatives.

This funding stream was established in February 2007 with the goal to provide communities, outside of Yellowknife, with funding for projects that address shelter and support needs for individuals who are experiencing homelessness.

Examples of community projects that have been supported since 2007 include:

- Community planning to reduce homelessness.
- Food programs, community kitchens/food banks.
- Supplies to support individuals experiencing homelessness (e.g.: clothing or furniture banks, rent supplements & vouchers).
- Partial project and initiative administration costs.

2. Principles

The GNWT adheres to the following principles in implementing this Policy:

- 2.1 Housing NWT strives for continuous improvement, including building and maintaining effective partnerships and collaboration with community partners.
- 2.2 Housing NWT's programs and services supports individuals and families that are the most in need of its services.
- 2.3 Housing NWT values innovation, creativity, flexibility, and adaptability in its work and the work of its partners.

3. Scope

The Small Community Homelessness Fund is intended to support efforts towards addressing homelessness in Northwest Territories communities, excluding Yellowknife. This policy and guidelines will apply to community partners outside of, or operating outside of, Yellowknife. Funding agreements may last for up to three years, with the possibility of renewal. Proposals will be evaluated based on the criteria detailed in the guidelines below.



4. Definitions

The following definitions apply in this policy:

Small community: for the purposes of this policy, all communities in the Northwest Territories outside Yellowknife are considered to be small communities.

Community project: a specific community infrastructure investment activity.

Community partner: includes non-government organizations, community governments, indigenous governments.

Community service: work performed by individuals and/or organizations for the purposes of community benefit and enrichment.

Community need: a community service or infrastructure that is unavailable or unable to satisfy current demand.

5. Authority and Accountability

This Policy is issued under the authority of Housing NWT. The authority to make exceptions and approve revisions to this Policy rests with Housing NWT. Authority and accountability are further defined as follows:

(a) Minister Responsible for Housing NWT (Minister)

The Minister Responsible for Housing NWT is responsible for the implementation of this Policy.

(b) President & CEO of Housing NWT

The President & CEO of Housing NWT is accountable to the Minister for the administration of this Policy.

The Director of Policy and Planning or Manager of Homelessness may approve applications for the Small Community Homelessness Fund under the Guidelines.

See “Small Community Homelessness Fund” guidelines for specifics.



GUIDELINES

Small Community Homelessness Fund Eligibility

1. Projects and initiatives that are located outside of Yellowknife will be considered for the Small Community Homelessness Fund.
2. Community partners that are in Yellowknife but are administering a project or initiative with a community partner outside of Yellowknife will be considered.
3. Community partners that are located and operate in communities other than Yellowknife, will be considered for this funding.
4. The Small Community Homelessness Fund is available to community partners such as: non-government organizations, Community governments and Indigenous Governments. Applications that list one of these community partners as a project or initiative partner will also be considered.

Small Community Homelessness Funding Agreements

5. Community partners can apply for and receive up to \$30,000 annual funding for up to three years, with a possible renewal at the end of the three-year period.
6. Community partners that have been approved for multi-year funding do not need to reapply every year but must report the projects outcomes annually.
7. All eligible applications from NWT communities will be considered through a rolling submission basis by Housing NWT.
8. Funding will be provided to the selected community partner through a contribution agreement with Housing NWT. 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 President of Housing NWT and the applicant's authorized representative.

Application Requirements and Criteria for the Small Community Homelessness Fund

9. Community partners are required to fill out an application form for the Small Community Homelessness Fund.
10. Applicants are required to provide:
 - a. Complete all questions of the application, including a list of supporting groups/organizations and how partnerships support the project or initiative.
 - b. Provide information on proposed actions and a complete budget with detailed accounts for all expenses associated with the project. A complete budget includes a detailed list of other sources of funding and/or in-kind contributions.
 - c. Scope of work (if applicable)



- d. Schedule (if applicable)
- e. Copy of Organizations Liability Insurance.

11. Applications will be assessed based on the following criteria:

- a. Their demonstration that the project has been designed to support a known community need.
- b. Key community partners have been included in the planning.
- c. The community project is achievable and effective for providing services and supports for individuals experiencing homelessness.
- d. The cost for the community project is appropriate in relation to the community service to be provided.
- e. The knowledge and ability of the project team members to achieve the proposed stated objectives of the community project is appropriate.

Eligible Costs That Can Be Considered for the Small Community Homelessness Fund

12. The following costs are eligible for consideration under the Small Community Homelessness Fund:

a. Labor Related Costs:

- i. Training for staff
- ii. Developing training materials
- iii. Providing technical support
- iv. Coordinating volunteers
- v. Wages and benefits for program or initiative staff

b. Direct Material Costs and Other Direct Costs:

- i. Purchase of food, cooking supplies, and vouchers
- ii. Building maintenance, operation costs and accommodation costs
- iii. Rental of space
- iv. Promotional activities such as the production of brochures and posters or cost of advertising, and the purchase of supplies.

c. Administration Costs:

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

13. The following costs are **NOT** eligible for consideration under the Small Community Homelessness Fund:

- a. Costs not listed in 12 a-c of the Small Community Homelessness Fund Guideline unless specifically approved in writing by the President of Housing NWT prior to the time the costs are incurred.
- b. Provision of permanent housing for individuals
- c. Accounting and consulting fees in connection with financial reorganization, costs associated with ensuring the program site and clients has sufficient security to ensure the wellbeing of staff and clients, obtaining licenses, and prosecution of claims against the Minister or the agency.
- d. Losses on investments, bad debts, and expenses for the collection thereof



- e. Losses on other agreements
- f. Federal and provincial income taxes and property taxes or lease fees
- g. Provisions for contingencies
- h. Fines and penalties
- i. Depreciation of facilities
- j. Travel expenses
- k. Any form of compensation for project managers, officers, and/or employees not described in section 12.a. of this policy.
- l. Hospitality and entertainment expenses
- m. Donations made to third parties or individuals using funding allocated to the proponent by Housing NWT.
- n. Membership dues
- o. Fees extraordinary or abnormal for professional advice regarding administrative or accounting matters
- p. Insurance deductibles
- q. Cost of preparing the funding proposal

Reporting Requirements for the Small Community Homelessness Fund

- 14. All community organizations that receive funding under this policy must abide the following:
 - a. Adhere to accounting procedures, providing Housing NWT with the necessary financial statements.
 - b. Provide the Housing NWT with updates pertaining 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.
 - c. Provide highlights of major project or initiative reviews and advise of shifts in the project or initiatives goal/aim.
 - d. The organization must return any uncommitted funds to the Housing NWT 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.
 - e. Organizations not in compliance with annual reporting requirements will not be eligible for funding in subsequent years.

Withdrawal from the Small Community Homelessness Fund

- 15. A community organization may withdraw from the Small Community Homelessness Fund at any time by giving written notice to Housing NWT.
- 16. All remaining funds are to be returned to the Manager of Homelessness Strategy & Implementation of Housing NWT.