



The Home Program: 2024 Grant Guidelines

Community | Partnership | Sustainability

These guidelines provide information on the Home Program’s 2024 grant application process. We encourage all applicants to contact TheHomeProgram@calgary.ca to discuss eligibility of projects and have questions answered prior to applying.

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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 non-profit organizations that serve affordable housing residents or Calgarians in housing need.

As a City-led program that supports affordable housing providers and residents, the Home Program directly advances the [Home is Here: The City of Calgary's Housing Strategy 2024-2030](#). 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.

What are 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 housing need in the following key program priority areas:

- **Education and Skill Building:** Increase individual's knowledge and skills to successfully maintain and remain in a home.
- **Financial Empowerment:** Strengthen individual's financial, knowledge, behaviors, and opportunities.
- **Community Inclusion and Integration:** Increase participation, engagement and involvement of individuals with the local community, services and supports.
- Initiatives that address **housing security or instability** for **Indigenous people, Black and Racialized people** and **equity-deserving populations**¹.
- Initiatives that seek to understand the **root causes of housing instability, or that seek to change systems, policies and other legislation to support housing stability** for **Indigenous people** at the systems level.

¹ Equity-deserving populations describes groups of people who do not benefit equally from public and private investments due to needs and barriers related to intersecting identity factors, demographics, and geographic location.



Who is eligible to apply for funding?

Organizations must have the following qualifications and must hold \$2,000,000 in liability insurance:

- Be a non-profit organization that serves people living in affordable housing or Calgarians who are in core housing need within the city limits of Calgary.
- OR, be a non-profit organization registered under the Societies' Act of Alberta or the Companies' Act of Alberta.
 - Note: 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 and a letter of support from the housing provider is required.)
- OR, be an Indigenous non-profit housing provider² or signatories of Treaty 7, the Métis Nation of Alberta (Calgary offices), and/or an Indigenous urban social or housing organization who are planning affordable housing in Calgary.

What are the 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 non-profit organizations serving affordable housing residents or Calgarians in housing need, including housing providers and other service organizations.
- **Partnership Initiative Grant** – grants for new projects from \$25,001 - \$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.).
 - Note that 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.

² Indigenous Non-Profit Housing Provider is defined as a non-profit, charitable organization or Indigenous government with an explicit mandate to serve, support and deliver housing and programs for Indigenous by Indigenous. Indigenous Non-Profit Housing Providers in the context of this funding can demonstrate experience in delivering Indigenous specific affordable housing in urban settings, an understanding of the culturally relevant housing and support needs of Indigenous people in the urban setting, evidence of co-creation of the project (ethical space, OCAP, FIBI) and relevant connections to Indigenous service providers, Elders, and other supports.



- **Sustainability Initiative Grant** – grants for projects that have received a Home Program grant in a past year and require limited support for projects with 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.
 - Note that there is an option to choose a Sustainability Initiative Grant on both the Community Grant application form and the Partnership Initiative application form.

How does my organization apply for funding?

- Complete the 2024 Home Program Grant Application online through our [website](#). Please note that the online application form does not save your answers automatically and must be completed and submitted in one session. Use the preparation sheet as a reference to draft your responses before submission.
- Only electronic applications will be accepted. If support is required, please email The Home Program administrator at TheHomeProgram@calgary.ca.

What are the requirements to apply to this grant?

- Applications must align to one of The Home Program's key program priority areas (listed above).
- The Home Program contribution to the project is limited to a maximum of \$25,000 for Community Grants and \$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), a letter of support from the housing provider is required.
 - Please email this to TheHomeProgram@calgary.ca with the Project Name in the subject line.
- 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 2024 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 2024?

- Projects that have received Home Program Funding in a past year can apply for another grant in 2024 for the purpose of achieving project sustainability and carrying forward work that is aligned with 2024 Home Program objectives. These projects are referred to as “Sustainability Initiatives”.
- Applicants for the Sustainability Initiative Grants must:
 - Be in good standing (i.e., reporting, financial, etc.) to be considered.
 - Provide 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) in the application.
 - Ensure that their past funded project is either completed with the final evaluation report submitted, OR 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 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.
 - Please note that applicants for the Sustainability Initiative Grants must have either completed their previously funded project and submitted the final evaluation report OR close to completion (i.e., most funding has been disbursed, most activities completed, most outcomes have been achieved) to be considered.

What is the application deadline for the Call for Funding?

- Application submissions will be accepted during a set intake period(s). For 2024, applications for the Home Program will be accepted from February 12 – March 15, 2024.
- Once all funds are awarded, the application process will close for the remainder of the calendar year.



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 the [City's Housing Strategy](#).
- The demonstrated need for the project.
- Clarity of the project plan and activities.
- The fit between the project activities and the proposed budget.
- The project timeline to be significantly underway in 2024 and fully completed within 24 months.
- Service to Indigenous, Black, Racialized People and equity-deserving populations.
 - Please note that projects led by, and/or for, Indigenous People, Black or Racialized People and equity-deserving populations will be prioritized during the evaluation process.
- The level of impact or involvement on individuals in non-market housing or in housing need (i.e. # of people served and the population served).
- 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 internal evaluation panel through 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
- Attending 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 and other grant administration requirements?

- Once an application has been approved, a signed grant agreement between the successful applicant and The City of Calgary will be required. All 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.