



## Grant Application Form (GAF)

**Application deadline is 5:00 PM MST on May 31, 2024**

Please submit applications and any questions to [grants@calgaryhomeless.com](mailto:grants@calgaryhomeless.com)

**Please complete this form in its entirety and submit by email with subject line: ICE Application**

### Applicant Information

Applicant/Agency/Organization Name <small>(as formally registered)</small>	
Applicant Address	
Project/Activity Title	
Project/Activity Address <small>(if different from Applicant Address)</small>	
Primary Contact Name & Position	
Phone #	
Email Address	
Project Contact Name & Position <small>(if different from Primary Contact)</small>	

### Project/Activity Outline

1. Please describe how your agency/organization aligns with Calgary Homeless Foundation's vision in: *"Guiding the fight against homelessness in Calgary."* (500-word limit)

WORKING COPY

1



## INNOVATION, CAPACITY BUILDING, ENHANCEMENT IN GUIDING THE FIGHT AGAINST HOMELESSNESS

2. In 2 short sentences, please give a very brief and succinct description/overview of your project/activity that you are proposing. (elevator pitch, no more than 75 words)

3. Which of the 3 goals of the ICE grants are you applying for? (Selection must match response in q.#5 below)

**Innovation**

**Capacity Building**

**Enhancement**

4. Please fully describe and summarize the purpose of the project/activity you are proposing. What need does this project meet in the community, and how will it impact the fight against homelessness? Provide any relevant data to support. (500-word limit)

5. How does this project correspond with the selected goal of the ICE Grant that was selected in q.#3 above? (only answer what is applicable) (500 word limit)

**If you selected Innovation:** Please explain how your project corresponds with the Innovation goal. Is this a new and emerging practice that requires support? Why is this innovative and what does it intend to change?



INNOVATION, CAPACITY BUILDING, ENHANCEMENT  
IN GUIDING THE FIGHT AGAINST HOMELESSNESS

**If you selected Capacity Building:** Please explain how your project corresponds with the Capacity Building goal. How will your project enhance your organization’s ability to deliver programs that serve the needs of those experiencing homelessness? Will this strengthen organizational effectiveness, program impact, and address emerging issues/trends in the long term? Will this provide long term change?

**If you selected Enhancement:** Please explain how your project corresponds with the Enhancement goal. Is this project already operational and demonstrating impact? Will this project support additional people or expand an activity? What will this change in the program?

6. Please outline the intended objectives, activities, and outcomes from this project/activity. Please refer to FAQ’s for an example.

Objective	Activities	Outcomes
<p><b>Objectives</b> are statements that describe the change that you want to achieve with your project.</p>	<p><b>Activities</b> are the steps that you will take to meet your objectives.</p>	<p><b>Outcomes</b> are the shorter and longer term changes that you expect to take place as a result of your project.</p>



INNOVATION, CAPACITY BUILDING, ENHANCEMENT  
IN GUIDING THE FIGHT AGAINST HOMELESSNESS

7. Please provide a detailed expected timeline for this project. Projects should anticipate a start date of July 2024 and be substantially complete by March 31, 2025. Reporting is due by April 30, 2025

WORKING COPY

8. Please outline your ramp up and ramp down plans for activities/projects that may involve hiring staff positions. If any of the positions may be considered in demand or otherwise challenging to hire into, please briefly discuss how you plan to navigate the hiring challenge. \*Please note that this CHF Funding is time-limited and not intended to support the positions beyond the term of the agreement. (500-word limit)

WORKING COPY

9. Please outline how you intend to evaluate/measure the outcomes of this project/activity. What will change or be different as a result of this project's activities and for whom? How will you know these changes have occurred? What data will this project collect and use? Evaluation of project outcomes is expected for grants.

Please clearly identify 3-5 outcomes and what data you will collect to indicate the extent to which these outcomes were achieved.

(500-word limit)



**Budget Outline**

Please complete the budget below for your project/activity.

Revenue Source	Revenue	Confirmed or Pending
Calgary Homeless Foundation		Pending

10. Is this application for a capital improvement project?

No

Yes

If "YES" please note: **If this grant request is approved** 3 vendor quotes must be submitted to your System Planner; with your choice of vendor (out of the 3) and written rationale for that selection in support of the capital improvement project for CHF review.

11. Will this project include the hiring of a consultant?

No

Yes

\*\*\* If "YES" please ensure to list in detail how the consultant will be paid in the proposed budget below.

Please ensure to include the consultant's hourly rate and total hours expected for the project when listing the consultant budget, where possible.



**Proposed Budget\***

Expense Description	Amount
Example: Evaluation	\$XXX,XXX
Administration	\$XX,XXX (Eligible administration = sum of non-capital expenses above * 11.11% (0.1111) = 10% of total budget)

---

**Total Amount Requested:** [Click here to enter text.](#)

---

\*Please note that this funding is to be utilized within the year of grant award