



2025 Home Program Grant Application Preparation Sheet

Community | Partnership | Sustainability

We encourage all applicants to contact TheHomeProgram@calgary.ca to discuss project ideas and ask any questions before applying.

For frequently asked questions about the Home Program Grant, please refer to the updated Grant Guidelines on our [website](#). Please note that responses in this form cannot be saved. To avoid losing your work, use the preparation sheet available on our [website](#) to draft your responses before submitting your application.

Section A: General Information

Organization Name (legal name)	
Contact for Organization (with signing authority and who has approved submission of this proposal; name, email, phone)	
Mailing Address (for grant document and cheque)	
Street Address (if different from above)	
Project Name	
Primary Project Contact (name, email, phone)	
Registration Number (under Societies Act of Alberta or Companies Act of Alberta)	

Section B: Organization Information

Is your organization a non-profit affordable housing provider (i.e., an organization or business that develops, owns, and operates affordable and/or social housing that is rented below market average)?

Yes

No

If no, please provide the name of partner affordable housing provider(s)

The intent of the Home Program is to support affordable housing residents or Calgarians in housing need. **If the applicant is not a non-profit affordable housing provider, we require a letter of support from an affordable housing provider.**

Please attach this letter below.

Does your organization have the following in place? Please check all that apply.

(documents are only required to be submitted upon request)

Audited or Board-Certified financial statements

Proof of registration under the Societies Act of Alberta or the Companies Act of Alberta.

Proof of registration as an Indigenous organization (i.e., planning affordable housing in Calgary, signatories of Treaty 7, the Métis Nation of Alberta).

Organization mandate, mission, and vision

Proof of adequate liability insurance (at least \$2,000,000)

Resources to complete proposed project and required reporting

Section C: Project Type

Please identify if you are applying for funding for a new project or continued funding under the *Sustainability Initiative* for a project that has received Home Program funding in the past.

<input type="checkbox"/>	New Project Project that has NOT been previously funded by the Home Program.
<input type="checkbox"/>	Sustainability Initiative For previously funded projects seeking funding to scale, replicate or achieve a sustainable model.
Grant Year For 'Sustainability Initiative' applications, please select the year that your project received Home Program funding.	<input type="checkbox"/> 2022 <input type="checkbox"/> 2023 <input type="checkbox"/> 2024
Amount of Budget Remaining (only applicable for Sustainability Initiative applications)	<input type="checkbox"/> \$0 <input type="checkbox"/> less than \$10,000 <input type="checkbox"/> more than \$10,000

Section D: Priority Areas

Identify the priority area your project will address (please select one area that most applies):

<input type="checkbox"/>	Education and skill building: Increase an individual's knowledge and skills to successfully maintain and remain in a home
<input type="checkbox"/>	Financial empowerment: Strengthen an individual's financial inclusion, knowledge, behaviours, and opportunities
<input type="checkbox"/>	Community inclusion and integration: Increase participation, engagement, and involvement of individuals with the local community, services and supports
<input type="checkbox"/>	Initiatives that address barriers and root causes of housing instability for Indigenous people
<input type="checkbox"/>	Initiatives that address barriers and root causes of housing instability for Black, Racialized people and equity-deserving communities.

Section E: Project Description

Please provide a brief 1-2 sentence description of your project (max. 300 characters).

Project Need

Highlight the need this project addresses (max. 3,000 characters).

- How was this need identified?
- Why is this the right time for this project?
- What is the risk of not addressing this need?

For **Sustainability Initiatives**, please provide a rationale for continuing the project.

Project Goal

Provide a brief statement about the goal of the project (max. 3,000 characters).

- What do you aim to achieve through this project?
- What is the estimated # of participants that will be supported?
- What does project success look like?

Project Delivery

Describe **where** the project will occur, this may include online or hybrid delivery, community name and/or property name (max. 1,500 characters).

Project Timeline

Please describe the 24-month project timeline that includes the anticipated project start and end date, project activities and reporting (max. 3,000 characters).

Please note that the project must be underway in 2025 and fully completed within 24 months of the project start date, as outlined in the Agreement.

Why is your organization best suited to undertake this project?

Please outline your organization's experience and expertise to fulfill the project objectives, and your experience working with the target population (max. 3,000 characters).

Section F: Risks and Mitigation

Project Risks

Please note that the project must begin in 2025 and be fully completed within 24 months of the project's start date. Please identify any relevant risks that might impede the success of the project.

How will your organization monitor and mitigate these risks (max. 3,000 characters)?

Section G: Project Sustainment

How will you sustain this project after the Home Program funding ends (max. 1,500 characters)?

Section H: Measuring Success

Project Outcomes

What outcomes are expected to be achieved with this project? (max. 3,000 characters)?

Data Reporting

What outputs/data will the organization collect and report on to assess project impact (max. 1,500 characters)?

Section I: Impact

Impact on Housing Outcomes

How will your project positively impact housing stability and promote successful tenancies for Calgarians in housing need (max. 3,000 characters)?

Section J: Project Budget

Please note the following are NOT eligible expenses:

- ongoing or core operations of the organization
- payments directly to individuals or families (i.e. rent subsidies, utility bills, etc.)
- 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
- debt retirement
- endowment building
- projects focused on capital purchases as the principal project driver

Please contact TheHomeProgram@calgary.ca for any questions regarding eligible expenses.

Summary of Expenses	
Personnel	
Personnel	
Description of Expense	
Requested Amount	
Personnel	
Description of Expense	
Requested Amount	
Personnel	
Description of Expense	
Requested Amount	
TOTAL Personnel (\$)	
Materials and Supplies	
Materials and Supplies	
Description of Expense	
Requested Amount	
Materials and Supplies	
Description of Expense	

Requested Amount	
Materials and Supplies	
Description of Expense	
Requested Amount	
TOTAL Materials and Supplies (\$)	
Resident Engagement and Recognition	
Description of Expense	
Requested Amount	
Description of Expense	
Requested Amount	
Description of Expense	
Requested Amount	
TOTAL Resident Engagement and Recognition (\$)	
Other	
Description of Expense	
Requested Amount	
Description of Expense	
Requested Amount	
Description of Expense	
Requested Amount	
TOTAL Other (\$)	
TOTAL Expenses (\$)	

Anticipated Funding from Other Sources	
Source	
Description of Funding	
Anticipated Amount	
Source	
Description of Funding	
Anticipated Amount	
TOTAL Funding from Other Sources (\$)	

TOTAL Funds Requested (\$)

If your organization would like to receive communications from the City of Calgary Housing Solutions, please check the box and provide an email address.

Yes, I would like to receive communications from the City of Calgary Housing Solutions:

Email: Click or tap here to enter text.