

Provincial Homelessness Fund

Program Description †

The Provincial Homelessness Fund (PHF) assists registered non-profit organizations by providing capital funding for the development or renovation of support services space from which onsite and outreach services are delivered. PHF funding may also be provided for the purchase of commercial appliances such as a dishwashers, stoves, or refrigerators. The PHF application should include details on how these commercial appliances would be utilized to enhance or expand an existing program such as a food bank or meal program.

All PHF funding applications must clearly and specifically describe how the development or renovation of services space and/or purchase of commercial appliances would:

- Support clients with complex service needs living in the community;
- Help prevent homelessness and promote housing stability and independence; and/or
- Enhance or expand current services space and programs for persons at risk of homelessness.

Applications from organizations which primarily utilize their facilities for social, recreational and leisure programs are not eligible for funding as these types of programs do not meet PHF funding criteria.

Services space funded under the PHF must be modest, appropriate for the support services proposed, and may or may not be located on the site of a supportive housing project. Services may be provided onsite to clients with complex service needs and/or by outreach to these clients.

Application Process

Depending upon the nature and amount of the funding requested, applications for PHF funding should include the following:

- Background information on non-profit group;
- Details on proposed project including a description of the target population and services and programs to be offered;
- Contractor's estimate of renovation cost, (Where possible Applicants should obtain three quotes for renovations required and submit quotes with application); and
- Preliminary drawing or photos of space to be renovated; and/or
- Suppliers estimates of appliances to be purchased including any costs associated with the installation of the appliances.

Final Approval †

Before final funding approval is granted, the following documents must be provided (if applicable):

- Copies of documentation associated with the purchase and title to the property, including written confirmation that the applicant has “good and marketable” title to property* (See Note)
- Current Certificate of Incorporation or Good Standing from the provincial Department of Government Services.
- Copies of commitments/agreements for capital funding from other funding partners.
- Copies of current operating agreements with government departments or other funding agencies.
- Municipal approvals.

Note* Funding up to a maximum of \$25,000 is available to non-profit groups who do not own the property they are proposing to renovate. In this event, proponents are required to sign a declaration stating that the space for which the capital funding is provided will be used to provide programs and services for persons at risk of homelessness. Applicant is also asked to provide copy of a lease agreement that is at least one year in duration from the anticipated completion of renovations.

Development and/or renovation of services space must commence within twelve (12) months from the date of final funding approval or the approval may be cancelled and redistributed.

If not approved, proponents may reapply for funding in subsequent years. Applications will not be kept on file.

Final funding approval will be determined by an internal PHF Review Committee comprised of Newfoundland & Labrador Housing’s (NLHC) Team Leader, Program Delivery and Manager, Affordable Housing, reporting to the Executive Director, Program, Policy & Research.

Funding †

The maximum amount of PHF Funding that can be received by any one organization in any five (5) year period is as follows:

Investment in Affordable Housing (IAH) Projects:	\$500,000
Non-IAH Housing Projects	\$150,000

Maximum PHF funding available per organization per fiscal year is \$200,000 for IAH Projects and \$150,000 for non-IAH Housing Projects. Priority will be given to applicants who have not previously received funding. The maximum funding for commercial appliances is \$25,000. All PHF funding will be provided in the form of a forgivable loan for the following terms:

- 15 year term for loans - over \$100,000 up to \$200,000
- 10 year term for loans - over \$25,000 up to \$100,000
- 5 year term for loans less than \$25,000

PHF Funding provided with IAH Program funding will be amortized over a term of 25 years.

A loan agreement for projects approved under this initiative (other than those approved under the IAH Program) will specify and provide terms and conditions for the forgivable loan. Where applicable, the agreement will include an executed mortgage in registerable form, in favour of NLHC, and in the amount of the loan.

Loan amounts under \$25,000 may be secured by a promissory note and loan agreement.

NLHC may approve variances to funding guidelines at the recommendation of the Executive Director, Programs, Policy & Research and/or Team Leader, Program Delivery.

Group Information

Name of Group _____

Complete Mailing Address _____

Contact Information Phone: _____ Fax: _____ Email: _____

Contact Person for Group (Name and Position) _____

Contact Information Phone: _____ Fax: _____ Email: _____

1. Please provide a brief description of your organization and its mandate.

2. Are you incorporated as a non-profit organization? Yes ___ No ___

If yes, what is your incorporation number? _____

3. Are you registered with Canada Revenue Agency as a Registered Charity?

Yes ___ No ___

If yes, what is your registration number? _____

4. What is your fiscal year-end? (If unsure, leave blank) (___/___/___).

Y M D

5. How many active volunteers and paid staff are involved in your group or organization?

Volunteers _____ Full-time staff _____ Part-time staff _____

6. Please list any groups or organizations you plan to partner with should you be successful in being awarded funding through this application.

i). _____

ii). _____

iii). _____

Services Space

- 1. Please describe the services or programs to be offered from the services space for which you are seeking PHF funding and indicate the target population to be served:**

- 2. Location of Services Space - Where will work be carried out?**

- 3. Dimensions of Services Space: _____**

- 4. Total Estimated Capital Cost of Services Space or cost of proposal: _____
(including cost of commercial appliances required and cost of installation)
(Please attach any contractor's quotes and quotes for appliances.)**

- 5. What is the anticipated start date for project. ___/___/___.**
 Y M D

- 6. What is the anticipated end date for project. ___/___/___.**
 Y M D

- 7. Please provide basic drawing of services space being developed or photos of services space being renovated.**

- 8. Do you own the site/building? ___ Yes ___ No**

If “Yes” before final funding approval is granted you may be required to provide written confirmation that you have “Good and Marketable Title” to the property.

If “No”, please sign declaration below:

I declare that any capital funding provided under the Provincial Homelessness Fund will be used for support services space that will assist those at risk of homelessness and/or promote housing stability and independence for a period of at least one year.

Signature: _____

Position: _____

Date: _____

Declaration

The statements made in this application, as well and any appendices submitted herewith, are to the best of my knowledge and belief, accurate statements of the facts. The acceptance of this application by NL Housing does not constitute an agreement by NL Housing to provide any assistance.

Signature: _____

Position: _____

Date: _____

Please note that proponents who are not approved for PHF funding in one fiscal year may reapply for funding in subsequent years. Applications will not be kept on file.

Please return to:

**Newfoundland Labrador Housing
Program Delivery (3rd Floor)
Sir Brian Dunfield Building
P. O. Box 220
2 Canada Drive
St. John’s, NL
A1C 5J2**

Effective: January 2014