

For Official Use Only:

Project #: _____

Program: Reaching Home – Designated Communities Stream

Concept Paper Template

The funding program for which your organization is applying has specific eligibility requirements. The Concept Paper Template shows how the application should be completed. Employment and Social Development Canada (ESDC) must receive the Concept Paper Template along with supporting documents in one complete package by the closing date. Documentation received after the posted closing date will not be considered.

In order to complete this Concept Paper Template, please read both of the following thoroughly:

- Application process: It contains information on how to complete and submit the application.
- The funding program's information on the [Web Site](#)

All parts of the template must be completed except for questions in shaded sections (Questions: 7, 8, 9, 10, 11, 12). If your community is shortlisted to proceed to step 2, additional information will be requested. Success at this first stage does not guarantee selection as a new Designated Community.

Notice to Applicants:

The information collected in this template will be used to assess its merits. As part of the assessment process, the information may be shared with external consultants, review committee members within ESDC, officials in other departments, federal, provincial and/or territorial governments or Members of Parliament.

It may also be used and/or disclosed for policy analysis, research, and/or evaluation purposes. In order to conduct these activities, various sources of information under the custody and control of ESDC may be linked. However, these additional uses and/or disclosures of information will not impact your project.

In the event that the template contains personal information, such personal information will be administered in accordance with the Privacy Act and the provisions governing the protection of personal information that are set out in the Department of Employment and Social Development Act.

The template is also subject to the Access to Information Act ("ATIA"). The ATIA provides every person with a right of access to information under the control of the department, subject to a limited set of exemptions. Instructions for obtaining access to this information are outlined in the government publication entitled [Info Source](#). Info Source may also be accessed online at any Service Canada Centre.

You should not assume any commitment on the part of the Government of Canada until funding has been approved and a funding agreement has been signed by a representative of ESDC. ESDC will notify you in writing of the outcome of the review of your application. Project activities cannot begin before your project is approved and a funding agreement has been signed by both you and ESDC. Any activities that occur prior to the signing of the funding agreement by ESDC cannot be reimbursed.

Funding is limited and subject to budget considerations of Reaching Home, ESDC, and allocation of funds by Parliament. Decisions are final and there is no appeal process.

PART 1: INFORMATION ABOUT THE APPLICANT

A. Primary Contact

1. Name	2. Position Title
3. Organization	4. Mailing Address
5. Telephone	6. E-Mail Address

B. Secondary Contact

7. Name	8. Title (if applicable)
9. Organization (if applicable)	10. Mailing Address
11. Telephone	12. E-Mail Address

PART 2: PROPOSED CONCEPT

A. Population size (Census 2016) with reference to Statistics Canada geographical classification.

13. Please identify the population size of your community as per Census 2016. This should clearly identify geographical coverage of the concept using [Statistics Canada's geographical classifications](#) (for example, Census Metropolitan Area, Census Division, Census Sub-division).

Please provide your response here

B. Evidence of homelessness in the community

14. Please estimate the homeless population in your community. This may include quantitative information on:

- o the size and nature of the homeless population from previous enumeration methods (for example, Point-in-Time Count, Registry Week, Census Homeless Count 2016) or based on shelter use; and,
- o composition of the homeless population (for example, chronicity or demographic breakdown).

Please provide your response here

C: Complementary information on factors that contribute to community-level homelessness

15. Please describe the drivers that contribute to the homelessness challenges experienced by the community (for example, discharge of homeless individuals from corrections or health/mental health facilities or youth leaving care). Include a description of how these factors contribute to community-level homelessness.

Note: You may include quantitative and/or qualitative information to explain your community context. However, the factors should be linked to homelessness (for example, if the unemployment rate is referenced, an explanation of how it contributes to homelessness would be required).

Please provide your response here

PART 3: PROPOSED ORGANIZATIONS TO UNDERTAKE THE ROLE OF A COMMUNITY ENTITY

16. Please identify the organization(s) that could undertake the role of a Community Entity to deliver Reaching Home in the community. If a community's concept is shortlisted, ESDC will work with the community to identify a Community Entity.

Note: As you must have the consent of the potential Community Entity prior to proposing their name, **applicants must include letters of interest from these organizations**. If the applicant wishes to propose themselves, it must provide two supporting letters from other community homelessness stakeholders.

Please provide your response here