

Homelessness Partnering Strategy

Frequently Asked Questions (FAQ)

Q: What cities are included in this Call for Proposals?

A: Page 8 of the application guide contains a map of the GVRD. The cities include: Vancouver, Burnaby, New Westminster, Richmond, Delta, Surrey, City of Langley, Township of Langley, North Vancouver, District of North Vancouver, West Vancouver, Bowen Island, Coquitlam, Port Moody, Port Coquitlam, Maple Ridge, Pitt Meadows, Belcarra, Anmore, White Rock, and Tsawwassen.

Q: My head office is outside the Metro Vancouver region, but my project activities and population are within the Metro Vancouver region, am I eligible to apply for HPS funding?

A: Yes. The Head Office location can be outside the Metro Vancouver region, so long as the project activities, associated project costs and population served are within the region.

Q: Can you explain what is meant by “matching funds?”

A: Please see the FAQ Matching Funds document on the Metro website www.metrovancouver.org/planning/homelessness for details.

Q: There is not enough room to type in my project objective, project description and other areas in the application form, what do I do?

A: As noted on the Instruction sheet on page 2 of the Application, some sections have character limits and will not let you type beyond those limits. Expanding the cell will not change this. We are looking for short, concise answers so please try to refine down your responses to fit these limits. For a list of character limits per section please see Character Limits document on the Metro website www.metrovancouver.org/planning/homelessness.

Q: My project addresses more than one community priority area, but the application form only allows me to choose one, how can I choose more than one?

A: You cannot choose more than one community priority area. The key to answering that question is to hone in on what your **MAIN** focus area is (refer to your mandate). For example: If your organizational mandate/focus is to serve those with mental health issues and you also happen to capture seniors (an underserved population as listed in the community priorities) you should choose mental health and addiction as the priority you are addressing. You will be able to capture the seniors component in the demographics section of the application form under age.

Q: Can I submit the forms in French?

A: Unfortunately, we are working with a platform that cannot support the upload of French applications. The Application Form and Budget Negotiation Notes **MUST** be submitted in English. However, you can receive all documents in French and if you require a French speaker

to answer your questions during the application process you can contact Lisa Ross at Vancity to arrange for that. 604-877-4527 or lisa_ross@vancity.com.

Q: How should I get my contributors to address their contribution letters?

A: There is a sample letter in Appendix 2 of the application guide on page 25. Please have them address their letters to GVRD.

Q: Can I pay participants an honorarium during the project?

A: As per the HPS Terms and Conditions (see page 22 of the application guide Ineligible Costs) you cannot pay direct cash payments to people who are homeless or at-risk of homelessness with HPS funds. You can provide indirect support to them. For example: paying rent to a landlord, giving a participant bus tickets to get to and from your program, etc.

Q: Are employment services eligible under HPS funding?

A: That depends. If the activities are normally provided under another Government of Canada program (e.g. Youth Employment Initiatives) then the costs are ineligible under HPS. If it duplicates activities provided under provincial training and apprenticeship programs, the project may be ineligible. Consult the provincial Industry Training Authority before you make an employment/training-related application. For more information please see FAQ on Employment Services document on the Metro website www.metrovancouver.org/planning/homelessness.

Q: Page 9 of the guide mentions that Facilities are an eligible cost, but then states that Facilities will not be included in this Call for Proposals, are Facilities eligible or not under HPS?

A: Facilities are eligible under the HPS funding envelope as a whole, which is why they are included under eligible costs. However, for the purpose of Service and Community Development Projects, we are not including them as a cost. This relates more and will be included in the Capital Projects Call for Proposals in the spring of 2012.

Q: Every time I e-mail Lisa Ross I get an automatic response thanking me for my application, but I haven't submitted anything yet, what does this mean?

A: This relates to the subject line in your e-mail. As per the instructions on page 2 of the application guide (see also page 12 and 24 of application guide and page 10 appendix A of the application form), you should only put "HPS Application" in the subject line of an e-mail to Lisa Ross when you are *actually* submitting your final application. The e-mail was set up for the automatic response filter based on this; as well your question might be missed as e-mails with that subject line go to a sub-folder. If you have questions please use anything other than "HPS Application" or "HPS Application Form" in your subject line, then you will not receive these automatic notices.

Q: Can an organization submit more than one proposal?

A: In simple terms, yes. However, the organization should consider internally what is in their best interest, more specifically their ability to write more than one high quality proposal given the firm submission deadline of **Dec 21st**.

Q: The drop-down menus do not work on application Form 2A. What should I do?

A: We sent out a revised version of the form on November 22nd, but if you are unsure if you have the proper version of Form 2A or are still having difficulties with the form, please contact Lisa Ross at lisa_ross@vancity.com and she will send you the version of the form that you need to use.

Q: It states that I need a password for Budget Negotiation Notes Form 2B.1, where can I get this?

A: Applicants **DO NOT** require a password to fill in this form. As noted in the instructions and guide, some cells are locked. If you get a message about requiring a password you are in a locked cell, one in which applicants **DO NOT** need to enter in information. The only cells you need to enter information into are the white cells (Under Section A: Revenue: 2012-2013, 2013-2014 and the details/description columns. Under Section B: Expenditures: 2012-2013, 2013-2014 and the details/description columns).