



2026 – 2027 HOMELESSNESS FUNDING GRANT GUIDELINES



Request for Information (“RFI”)

This Request for Information (“RFI”) is an invitation by the Regional Municipality of Wood Buffalo (the Municipality) to prospective applicants to submit responses to outline programs aimed at ending homelessness and to provide housing and related supportive services for individual adults/families, including those with high acuity experiencing homelessness.

This RFI funding is provided by the Government of Canada through Housing, Infrastructure and Communities Canada.

Purpose of RFI

The RFI is offered annually to agencies delivering intensive case management, housing with support, outreach, prevention, diversion and permanent supportive housing programs.

Program Consideration

To be considered for funding, programs must meet the criteria of the [Federal Directives](#) and align with Homelessness Initiatives Strategic Committee (HISC) identified funding priorities. One of the areas that HISC focuses on is directive 3.1, Housing Services – Services that lead to an individual or family transitioning into more safe, appropriate, and stable housing.

- Permanent Supportive Housing Program
- Eviction Prevention Program
- Outreach Program
- Street Outreach Program
- Diversion Program
- Housing with Supports Program
- Centralized Intake Program

In addition, the RFI is open for the following projects:

- Homeless Connect

In meeting the criteria of the Federal Directives, programs and projects must focus on creating, building and maintaining partnerships and collaborations.

Pre-Application Meetings and Support

Applicants are strongly encouraged to request a meeting if they are seeking more detailed information. During the meeting, Community Partnerships & Initiatives (CPI) staff will assist applicants understanding the grant process and how to use the Community Investment Program (CIP) Grant Portal. The discussion will also address how the proposed programs align with municipal priorities and other government plans and directives, as well as provide guidance on standards for wages, mileage, rent supplements, and other key requirements.

To schedule a pre-application meeting, you may send a request to CIP@rmwb.ca.

Application Process

Stage 1

1. Review these guidelines to ensure your organization is eligible for funding.
2. 2026-2027 grant applications will be submitted through the CIP Grant Portal. Applicants will be notified via email when the application is available in the CIP Grant Portal. Log in to your [CIP Grant Portal](#) account and complete the application.
3. Submit the application, including logic models, related budgets, and financial statements of the most recent fiscal year end.
4. The CIP Grant Portal will accept applications until 4:30 p.m. on January 16, 2026. Contact CIP@rmwb.ca if you have any questions or need clarification.

Stage 2

1. If clarification on the submitted application is required, applicants will receive an email that revisions have been requested. Please log in to the CIP Grant Portal to provide clarifications.
2. CPI Staff will review the application and supporting documents to ensure program eligibility.
3. Eligible programs will be moved to HISC for review and consideration.
4. HISC will select successful programs based on alignment with funding priorities and availability of funding. The final decisions will be presented to Council as information.
5. Applicants will be notified of HISC decisions before the presentation to Council.

Contact Information

If you have any questions or would like clarification, please contact CIP@rmwb.ca or Pulse at **780-743-7000** or toll free at **1-800-973-9663**.

Eligibility

Allocation of the funding is assessed based on:

- Applicant's ability, capacity, and knowledge in delivering programs align with evidence-based community trends and needs.
- HISC funding priorities at the time (i.e., intensive case management, housing support programs, outreach, and permanent supportive housing programs).
- The annual funding criteria, eligibility and directives.

This RFI is extended to organizations who have delivered homelessness programs defined below in the 2025-2026 fiscal operating year:

- Eviction Prevention Program
- Outreach Program
- Diversion Program
- Centralized Intake Program
- Housing with Supports Program
- Street Outreach Program
- Permanent Supportive Housing Program

The applicant must:

- Be a registered non-profit organization.
- Offer programs and/or services that meet the directives outlined in the program consideration section above.
- Provide programs and/or services that align with the Expected Deliverables outlined in the section below.
- Have submitted all required reports including outcome reports, financial statements, or uncommitted grant proceeds from any previous Community Investment Program grant.
- Offer programs/services within the regional boundary.

The Grant will not fund:

- Programs or facilities for activities of health care, education, religious activities and childcare or mandates or responsibilities under the federal or provincial jurisdictions. While homelessness is primarily a federal and provincial responsibility, this grant is intended to allocate funding received from the federal government to local organizations for eligible programs within the region.

Expected Deliverables

A successful applicant will be required to:

- Improve the quality of life for residents in Wood Buffalo through providing strategic services that are of benefit to the region, as set out in a service delivery agreement.
- Ensure accountability by providing the following reports:
 - Intake, exit and enrollment reports (where applicable).
 - Six-month and year-end progress reports that identify challenges and successes of the program.
 - Monthly data, case notes, etc. to be recorded in the Housing Management Information System (HMIS) (where applicable).
 - Monthly statement of expenses with supporting receipts and/or invoices.
 - Monthly spreadsheets on the measures and outcomes.
 - Monthly data spreadsheets.

- Complete and/or upload the following in the CIP Grant Portal:
 - Certificate of Insurance within 30 calendar days of execution of grant agreement.
 - Quarterly progress reports including statistics, and a description of services provided in relation to the funds spent.
 - Six-Month and Annual Report describing the accomplished and unaccomplished goals of the Approved Purpose as well as highlighting the activities, achievements, successes and challenges of the program.
 - Financial Statements. Specific financial reporting requirements are determined by the following grant thresholds:
 - < \$100,000 – Summary of Revenue and Expenditures
 - \$100,000 - \$499,999 – Review Engagement Financial Statements
 - >\$500,000 – Audited Financial Statements
- A successful applicant for all programs will be required to report on the following:
 - Those persons housed through the program will have access to appropriate and affordable housing and will remain stably housed.
 - Those persons housed in the program will show a reduction in inappropriate use of public systems.
 - Those persons accepted into the program will demonstrate improved self-sufficiency.
 - Those persons accepted into the program will demonstrate engagement in mainstream services.
- A successful applicant for housing programs will be required to maintain the following:
 - Those persons permanently housed will show reduced incarcerations, reduced emergency room visits and reduced in-patient hospitalizations.
 - Those persons housed in the program will have a stable income source (e.g. employment income, AISH, Alberta Works, disability pension, Old Age Security, etc.).
 - Those persons housed in the program will be engaged in mainstream services (e.g. medical doctors or specialists, legal service etc.).

Approved Uses of Grant Funds

In agreement with the Municipality, recipients will follow the guidelines for eligible costs to support delivering the proposed programs.

Eligible costs are as follows:

- Subject to the terms and conditions of the agreement, the costs incurred must be eligible costs as stipulated in the agreement. Eligible costs are only subject to change with the prior written approval of the Municipality (the “eligible costs”). For greater certainty, any costs not specifically listed in the budget or listed as ineligible costs shall not be eligible costs. Costs that exceed the budgeted amount in each category of the budget require the prior written consent of the Municipality.

- Eligible costs must be incurred during the term. Costs incurred prior to or following the term are ineligible.
 - If the Municipality requests a program specific audit and/or evaluation following the expiry of the project period, the cost of the audit and/or evaluation is an eligible cost. Other expenses dated outside of the term are not eligible.
- Costs are considered eligible only if they are in the opinion of Municipality:
 - Directly related to the activities as described in Schedule A of the agreement.
 - Reasonable.
 - Correspond with budgeted and requested amounts outlined in 7Schedule B of the agreement.
- Only those costs with respect to which the recipient has incurred an obligation during the term and received goods and services by the end of the term are eligible costs.

Ineligible Expenses

List of ineligible costs:

- Entertainment expenses.
- Donations.
- Gifts.
- Gift cards.
- Fines and penalties.
- Club membership fees.
- Expenses related to affordable housing.
- Expenses related to social housing.
- Software and/or hardware development and/or the purchase that limits or eliminates the involvement of provincial and/or federal evaluations or data collections.
- The portion of the GST that is reimbursed to the recipient.
- Any costs deemed excessive or outside the scope of the budgeted categories in the opinion of the Municipality.
- Audit fees, except when the audit is specifically requested by the Municipality.
- Travel/training outside of the country.

Protection of Privacy Act (POPA)

The personal information collected on the grant application is collected under the authority of Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. It will be used to process the application and contact you if needed, during the review of the application. If you have any questions about the collection and use of personal information you may contact the Manager, Community Partnerships and Initiatives, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or (587) 919-5522.

Disclosure of Information

Information contained in the submitted application will be part of the public Homelessness Initiatives Strategic Committee (HISC) agenda and accessible through all methods that the public Council Appointed Committees and Council agendas are available.

Recipients are required to complete the programs within the term of the grant agreement. There is no guarantee of continued or additional funding beyond the term of the grant agreement. All approvals are contingent upon the Municipality receiving grant funding from the federal government.

The Municipality reserves the right to make additional calls for applications if new funding becomes available during the fiscal year.

A condition of accepting funding is that the Municipality has the authority to examine recipients' records at any time to ensure funds are being used in the manner originally agreed upon. Any funds not used as described in the agreement may have to be returned. HISC reserves the right to allocate Homelessness funds in such a manner as deemed to be in the best interest of the Municipality.

Contact Information

For questions or clarification, please contact the Community Investment Program:

Email: CIP@rmwb.ca

Phone: Pulse at 780-743-7000 or toll-free at 1-800-973-9663

Website: rmwb.ca/CIP

By Mail:

Community Investment Program

Community Services

Regional Municipality of Wood Buffalo

9909 Franklin Avenue

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Key Dates

Date	Key Action
December 1, 2025	CPI staff available for pre-application meetings
December 8, 2025	RFI application opens
Upon request	CIP Grant Portal sessions with CIP (contact CIP@rmwb.ca)
January 16, 2026	The deadline for submitting your application is January 16, 2026, by 4:30 p.m.
December 8, 2025	Application clarification and revisions
To Be Determined	HISC application approval meeting
Provided one week after HISC decision meeting	Decision letter(s) and agreement(s) provided
Within 30 days of CPH receiving the signed grant agreement	Grant distribution
Within 30 days of execution of the grant agreement	Certificate of Insurance submitted by applicant
July 31, 2026, October 31, 2026, January 31, 2027, and April 30, 2027	Recipient submits Quarterly Progress Reports within 15 days of the end of the quarter
October 31, 2026	Recipient submits 6-month report(s)
April 30, 2027	Recipient submits final report(s)
120 days following the fiscal year end of the organization	Recipient submits Financial Statements

Definitions

Applicant	An organization incorporated as a non-profit, charitable, or registered as a society under the Alberta Societies Act and is in good standing under its relevant legislation.
Centralized Intake Program	This program is a frontline program for all individuals seeking housing. This program conducts triage for assessing needs and placing individuals into housing programs or outreach as required.
Certificate of Insurance	For details on the level of insurance required, please get in touch with CIP.
Council	Mayor and Councilors of the Regional Municipality of Wood Buffalo.
Permanent Supportive Housing Program (PSH)	The PSH program houses chronically homeless individuals with severe barriers and provides 24/7 wrap-around services.
Diversion Program	The Diversion Program assists individuals that are either homeless or at risk of homelessness. Referrals to this program come through the local emergency shelter.
Eviction Prevention Program	Assists individuals or families, who are facing eviction by identifying barriers and establishing an action plan to maintain tenancy.
Grant	Transfer of monies from the Municipality to an Applicant for a project or purpose according to the requirements of the Program.
Program Grant	The different Grant options available under the Program.
Homeless Connect	An event for service providers, businesses and volunteers to provide information on community resources, provide services, and distribute supplies to individuals experiencing homelessness or those at risk of homelessness.
Homelessness Initiative Strategic Committee (HISC)	The Council Committee is an action-focused group that stewards and advocates for homelessness while allocating the Homelessness Grants in such a manner as deemed to be in the best interest of the Municipality, which is composed of Council-appointed members at large and supported by members of administration who provide information and guidance as needed.
Housing with Supports Program	Have a participant-centered approach that deems housing a basic right in society and removes all pre-conditions to being housed (such as addiction or - mental health status). Programs provide intensive case management for matters relating to medical needs, landlord liaison assistance, life skills training, etc.
Municipality	The Regional Municipality of Wood Buffalo.

Outreach Program	Assists individuals and families who do not meet the requirements for the Housing with Supports programs or are very low on the waitlist with lower needs. The outreach worker will assist participants with finding secure and sustainable housing, finding employment, connecting with community resources and helping participants navigate through the systems.
Street Outreach Program	A mobile program designed to meet the needs of individuals experiencing absolute homelessness who do not use community services. Basic needs and connections are provided where individuals frequent. People are connected to housing opportunities through this Coordinated Access Point.
Recipient	applicant that has been approved to receive a Grant and has signed an Agreement with the Municipality.
Regional Boundary	The physical area of the Municipality that includes any lands comprising of First Nation Reserve located within the Municipality's geographical boundaries.
Societies Act	A society may be incorporated under this Act to promote any benevolent, philanthropic, patriotic, religious, charitable, artistic, literary, educational, social, professional, recreational, sporting or any other useful object, but not for the purpose of carrying on any trade or business.
Term	The effective date and duration of the agreement.

For more information, visit rmwb.ca/CIP.