*(Disponible en français)* <http://www.homelessnessccbtraining.ca/RFO>

*Either this document or the “A – Agency Info – Small Capital Process Feb. 2015” are a required part of the application package.*

***Completing the forms:***

* ***Agencies that applied to the City’s November 2014 Homelessness Services Request for Offers (RFO) are not required to complete the detailed form called “A – Agency Info – Small Capital Process Feb. 2015”. Instead, they should complete this briefer form called “A.1 Application Summary”.***
* ***Agencies that did not apply to the November 2014 RFO must complete the detailed form “A – Agency Information – Small Capital Process, Feb. 2015***
* *See the instructions in the document titled“1. HPS Small Capital Process, February 2015”, section “**3(a) Steps to compile and submit the Application and the Agency Documents, compile and submit the Application and Agency Documents”, and at the end of this form, see the “Documentation Checklist for Submissions”.*
* *Before finalizing this document,* ***delete*** *the content in blue italics*

***Submitting the forms:***

* *See the instructions in the document called “1. HPS Small Capital Process, February 2015” section “**3(b) Submitting the Application and Agency Documents”.*

APPLICATION SUMMARY

*This form must be completed in full, as the cover page of the proposal.*

## Applicant Information

### 1. Contact Information

Table 1 - Contact Information

|  |  |
| --- | --- |
| Applicant agency’s legal name: | |
| **Executive Director or Equivalent** | **Project Contact (if different)** |
| Name: | Name: |
| Title: | Title: |
| Telephone: | Telephone: |
| E-mail: | E-mail: |

### 2. Proposed Project(s)

*In the table below, summarize the project(s) included in the agency’s application:*

***a) Assign a number*** *to each project, with the agency’s highest priority project shown at the top of the list.)*

***b) Identify the Priority Type*** *for each project. (see 1(d) of “1. HPS Small Capital Process, February 2015”)*

* ***c) Assign a theme to each project****. (e.g. “Electronic equipment” or “Program Supplies”. These numbers and project titles should align with those used on form “B – Project Description, February 2015”*

*d) Show the amount being requested*

Table 2 - Proposed Project(s)

|  |  |  |  |
| --- | --- | --- | --- |
| **2 a) Project #** | **b) Priority Type** *(e.g. Priority Type 1 – Security, safety & health* | **c) Project theme** *(e.g. “Electronic equipment” or “program supplies””* | **d) Funding requested**  **$** |
| **1** |  |  | *$* |
| **2** |  |  | *$* |
| **3** | *(Add rows if necessary)* |  | *$* |

## Documentation checklist for submission

*Ensure that all supporting documentation is clearly labeled as to which project number it relates to, and the pages are clearly numbered. Add rows if necessary.*

### 3. Application documents (see PART THREE of the document “1. HPS Small Capital Process, Feb. 2015” for submission instructions):

*Complete the following table, listing all the documentation being provided*

Table 3 - Application Documents

| **Submit both:** | |  |
| --- | --- | --- |
| **Paper** | **Email format** | **Item**  *(add descriptive information as required)* |
| 1 original | In Word | Either A.1 Application Summary  **or** A - Agency Info - Small Capital Process, Feb. |
| 1 original | In Word | Form B Purchases – Small capital process 2014-15 |
| n/a | PDF | *(Other, as appropriate, e.g. photos or quotes for start-up capital expenses)* |

***Signature page follows***

## Signatures, confirmations and acknowledgements

**27. We, the undersigned, hereby certify that** all information provided in this funding application is accurate in all respects, to the best of our knowledge. We further certify that there is not a conflict of interest between the non-profit corporation identified in the application, or its employees or Board members and the City of Ottawa with respect to this project(s). We have authority to bind the corporation.

We understand that:

1. Any decision made by the City to provide funding to this non-profit corporation will not be binding on the City until a legally enforceable Agreement has been negotiated and executed by the City and two authorized signing officers of our corporation.
2. Any funding Agreement resulting from allocations made under this process will contain a clause stating that the City may terminate or suspend the Agreement at any time, without cause, upon not less than 60 days written notice to the non-profit corporation of its intention to do so.
3. Personal information on this application form is collected under the authority of section 107 of the *Municipal Act, 2001* S.O. 2001, C. 25 in accordance with the City of Ottawa Grants and Contributions Policy. The City of Ottawa will use this information to determine eligibility for HPS & CHPI funding. Questions regarding the collection of this information may be addressed to: [catherine.latham@ottawa.ca](mailto:catherine.latham@ottawa.ca)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | |
| Signature of Signing Officer |  | Name and Title of Signatory  (please print or type) | |
| I have authority to bind the corporation. | Date: | |  |
|  |  |  | |
| Signature of Signing Officer |  | Name and Title of Signatory  (please print or type) | |
| I have authority to bind the corporation. | Date: | |  |