



2025/26 Housing & Homelessness
Supports Grants

Applicant Guide





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Introduction

The Housing & Homelessness Supports Grants is a trust-based philanthropy partnership between the Comox Valley Community Foundation and the Comox Valley Coalition to End Homelessness. Applications will be reviewed by the Coalition to End Homelessness and decisions will be made using a consensus decision model. Funding and administration is provided by the Comox Valley Community Foundation.

This applicant guide contains all the information that applicants will need to prepare and submit their requests to the Foundation. Support is available if you have questions. Please contact:

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How do I apply for a grant?

Eligible organizations can submit applications online through the [Grants Portal](#) on the Community Foundation website from Monday, August 18 to Thursday, September 18, 2025.

Who is eligible to apply?

Eligible organizations meet the following criteria:

1. Your organization and its programs or services directly impact the Comox Valley as defined by the [geographic boundaries of School District 71](#). Organizations located outside the Comox Valley must clearly demonstrate how funds benefit and will primarily be used within the Comox Valley.
2. Your organization is one of the following:
 - Registered charity as defined by Canada Revenue Agency,
 - First Nation, municipality, or public body performing a function of government in Canada,
 - Registered non-profit society as defined by the Societies Act of British Columbia working in partnership with a registered charity as a fiscal sponsor,
3. And, if your organization is a past Community Foundation grant recipient, you have completed final reports from all previous grants (2023 and prior). If your organization is a current grant recipient, final reports for your current (2024) grant are due by December 31, 2025.



Unsure of what type of organization you are?

Here are some databased that may help you search your organization and confirm your organization type:

- For registered charities:
 - [CRA database of qualified donees](#)
- For First Nations, municipalities, or public bodies performing a function of government
 - [List of municipal or public bodies performing a function of government in Canada registered as qualified donees](#)
- For non-profit societies in BC
 - [OrgBook BC](#)

Do I need to be a member of the Comox Valley Coalition to End Homelessness to apply?

No, you don't need to be a member organization of the Comox Valley Coalition to End Homelessness to apply.



What types of activities do we fund?

Eligible expenses include but are not limited to;

- General operating costs
- Staff wages
- Program costs
- New and existing programs and services
- Materials and supplies
- Equipment
- Small renovation costs

If you are unsure if your expenses are eligible, please contact the grants team.

What is a general operating request?

General operating requests include expenses incurred through normal operations such as rent, heating, insurance, honorariums, staffing and equipment costs. If you are unsure if your general operating costs are eligible, please contact the grants team.



Granting priority

Priority will be given to applications from equity denied groups. Equity-denied groups are those who identify barriers to equal access, opportunities and resources due to disadvantage and discrimination and actively seek social justice and reparation. This could include attitudinal, historic, social and environmental barriers based on age, ethnicity, disability, economic status, Indigeneity, gender identity and gender expression, nationality, race, sexual orientation, etc.

Looking for a different grant program?

We have other grant streams focused on other priority areas;

- 1) Community Enrichment Grants focused on food security, mental health and social inclusion (open August 18 to September 18, 2025)
- 2) Environment and conservation (by invitation only)
- 3) Social programs for adults with diverse abilities (by invitation only)

These streams follow different application processes. Please contact us to learn more.



Can I apply for more than one grant?

You can submit ONE application per calendar year on behalf of your organization inclusive of all grant streams. In addition to your one application, your organization may also serve as a fiscal sponsor for one or multiple registered nonprofit societies.

What activities are NOT eligible?

- Scholarships or bursaries funded elsewhere by the Foundation
- Activities of religious or sectarian organizations that serve only their membership and/or direct religious purposes. Activities of such organizations must demonstrate a benefit to the broader community to be eligible.
- Political activities, specifically directly or indirectly supporting or opposing a political party or candidate for public office
- The establishment of or addition to endowment funds
- The establishment of or addition to operating reserves
- Organizations or initiatives that discriminate based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.



How much funding can be requested?

There is no maximum amount of funds an organization may request. This year, \$50,000 will be available for distribution in the Housing & Homelessness Supports Grants. We encourage applicants to keep their requests relative to the total funding available.

What questions are on the application?

Before applying, you can view the application questions [here](#).





How are applications evaluated?

All eligible applications will be reviewed by a review committee created by the Coalition to End Homelessness comprised of member and non member organization representatives, people with lived/living experience and community members. The review committee will use a common rubric to support funding decisions.

Criterion 1: Organization Information (10 points)

Accuracy of Information (5 points): Ensure legal name, contact details, and business number are correct.

Mission Alignment (5 points): Evaluate the alignment of the organization's/ project's mission with the grant's objective of preventing homelessness and/or supporting those experiencing homelessness.

Criterion 2: Project Information (45 points)

Clarity of Project Details (10 points): Assess the clarity and comprehensiveness of the project description.

Partnerships (10 points): Assess the strength and relevance of potential partnerships.

Impact (10 points): How will program participants be impacted (type of service, number of community members/families supported)? How does the project improve what already exists?

Sustainability Plan (5 points): If applicable, evaluate the organization's plan for sustaining the project beyond the end date.



Criterion 3: Equity, Diversity & Inclusion (10 points)

Community Engagement and Feedback Integration (5 points): Evaluate whether the project actively engages those most impacted by poverty and discrimination, ensuring that underrepresented voices are included and their feedback is incorporated.

Inclusion and accessibility (5 points): Confirm the project's commitment to accessible services for all, regardless of race, gender, sexual orientation, disability, or socio-economic status.

Criterion 4: Project Financial Details (15 points)

Budget Accuracy (5 points): Assess the accuracy and itemization of the proposed budget.

Administrative Funding (5 points): Evaluate the reasonability of administrative or coordination funding requests.

Transparency on Funding Sources (5 points): Confirm transparency regarding other sources of funding.



Criteria 1 (10 points)	Organization Info	Max Points	Points
Accuracy of information	Ensure legal name, contact details, and business number are accurate.	5	
Mission alignment	Evaluate the alignment of the organization's/ program's mission with the objective of preventing homelessness and/or supporting those experiencing homelessness.	5	
		Subtotal	
Criterion 2 (45 points)	Project Information	Max Points	Points
Clarity of project details	Assess the clarity and comprehensiveness of the project description.	10	
Partnerships	Assess the strength and relevance of potential partnerships.	10	
Impact	How will program participants be impacted (type of service, number of community members/families supported)? How does the project improve what already exists?	10	
Sustainability plan	If applicable, evaluate the organization's plan for sustaining the project beyond the end date.	5	
		Subtotal	
Criterion 3 (10 points)	Equity, Diversity & Inclusion	Max Points	Points
Community Engagement and Feedback Integration	Does the organization demonstrate meaningful engagement with those most impacted by poverty and discrimination, including actively seeking and incorporating their	5	



	feedback into project planning and implementation?		
Inclusion and Accessibility	Is there a demonstrated commitment to ensuring accessibility and inclusivity for all community members?	5	
		Subtotal	
Criterion 4 (15 points)	Project Financial Details	Max Points	Points
Budget Accuracy	Assess the accuracy and itemization of the proposed budget.	5	
Administrative Funding	Evaluate the reasonability of administrative or coordination funding requests.	5	
Transparency of funding resources	Confirm transparency regarding other sources of funding.	5	
Subtotal			
Max Total			80



What happens after I apply?

September 18, 2025, at 5:00pm: All applications are due via the CVCF grants portal.

September: Our team reviews all applications to ensure that applications are eligible and complete. As part of this process, we may reach out with questions about your application.

October: The Coalition to End Homelessness grants review committee reviews applications and provides recommendations for consensus decision in the December Coalition meeting.

December: All applicants are notified of funding decisions regardless of status. Funded applicants will receive Conditions of Granting forms for completion. Unfunded applicants will be held on file until January 31, 2025, and continue to be eligible should new funding arise.

January 2026: Funds for approved grants are distributed.

December 31, 2026: Final reports are due via the Grants Portal.

I still have questions, who do I contact?

Should you have any further questions, please don't hesitate to contact:

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