# 2026 Homelessness Supports Service Grant Program

# Application Guidelines

**NEW this year!** – Jotform online application portal

**What is the Homelessness Supports Service Grant Program?** The Comox Valley Regional District (CVRD) has a Homelessness Supports Service (HSS) Grant Program that provides funds to local non-governmental organizations to support innovative programs and services that assist people in the Comox Valley experiencing homelessness or help prevent homelessness across the Comox Valley. Since 2015, HSS funding has supported targeted interventions that have helped Comox Valley residents to secure housing, maintain their housing as well as initiatives that have helped people who are unhoused or at risk of becoming unhoused access essential resources.

**How much funding is available and how much can be requested?** For the 2026 HSS funding cycle, there is a total of $229,000 available.

**What is the deadline for applications?** January 18, 2027, 12:00 pm (noon)

**What can the funds for this round of HSS funding be used for?** The 2026 HSS Grant Program funding is available for initiatives that address immediate needs to support or prevent homelessness in the Comox Valley. Initiatives can be programs, projects and/or services that:

- aim to decrease the occurrence and duration of homelessness;
- support people to achieve housing stability and long-term housing retention;
- mobilize Comox Valley resources to support the immediate needs of people who are unhoused; and/or
- provide renovations to existing structures owned by non-governmental organizations to support the prevention or lessening of homelessness.

## What is NOT eligible for funding?

- feasibility studies, business planning costs or seed funding
- renovation requests for non-market rental, market rental, affordable home or market home ownership (i.e., renovation requests for emergency, transitional or supportive housing ARE eligible)
- initiatives that are for areas outside of the Comox Valley
- initiatives that are solely taking place in the Town of Comox, or on Denman Island and/or Hornby Island
- initiatives that do not have evidence of community support for the type and nature of the services or program under consideration
- applications from organizations that have not submitted required HSS funding reports for completed projects from prior years

## What is the process for applying?

- Applicants are required to submit the application form and supporting documents through the Jotform application portal by the January 18, 2027, 12:00 pm (noon) deadline. Partial applications will not be considered.
- The Jotform system will allow applicants to save work in progress; however, it is strongly recommended that applicants save responses in a separate document as a backup.
- Once the application has been submitted, the Jotform system will notify applicants that their application has been received. Please contact HSSGrantProgram@ComoxValleyRD.ca as soon as possible if you do not receive the confirmation notice from the Jotform system.
- Any technical difficulties or questions during the application period should be emailed to HSSGrantProgram@ComoxValleyRD.ca (note: this is a different email address than prior years).

## How are funding decisions made?

- The HSS Grant Program Adjudication Committee* (HSS GPAC) undertakes an adjudication process which includes a scoring matrix for assigning points to application question responses. See below for the application questions and associated scoring matrix point values.
- The HSS GPAC will then make recommendations for funding to the CVRD Board.
- The HSS GPAC may decide to recommend full, partial or no funding for any given application funding request.
- After CVRD Board approval, the approved applicants will enter into a funding agreement with the CVRD which will include reporting requirements.
- Approved applicants will be able to incur expenses for their approved initiative as of the date the CVRD Board approves the funding.

## What are the application questions and scoring matrix point values?

2026 HSS Grant Program application questions and assigned scoring matrix point values are provided below:

Section 1. Organization Information (10 points total)

1.1 Organization Mandate or Mission Statement (5 points)

1.2 Is your organization Indigenous led (i.e., more than 50% of the board and staff are Indigenous)? (5 points)

Section 2. Initiative Information (50 points total)

2.1 Initiative title (0 points)

2.2 Location of initiative (0 points)

2.3 Initiative description - 3 sentences max, like an elevator pitch (0 points)

2.4 Initiative description (detailed): Please clearly describe the proposed homelessness initiative, including the client demographics (who it will serve). Include how this initiative will serve equity-deserving groups. (5 points)

2.5a,b Initiative start and end date (0 points)
2.6 Capacity: Please describe how your organization has the ability, experience, and expertise to implement the proposed initiative. (10 points)
2.7 Community needs and priorities addressed through the initiative: Please explain how the initiative will help reduce homelessness and/or support people experiencing homelessness. Does the initiative address a gap within the community? How does this initiative address immediate needs to support or prevent homelessness? (10 points)
2.8 Will this proposed initiative have any partnerships? If so, explain how the partners will collaborate on the initiative. (10 points)
2.9 Please describe how people with lived or living experience (PWLE) will be included in the development or implementation of the proposed initiative and what the specific roles are. If your organization does not include or have specific roles for PWLE, please explain. (10 points)
2.10 Upload any evidence of community support for the proposed initiative. This may include letters of support or any other additional materials or information like de-identified survey or interview data. (5 points)

Section 3. Budget and Project Funding Details (15 points total)

3.1 Please upload a budget for the initiative below. A sample budget is available to download HERE (10 points)
3.2 Please provide information in the table below on sources of funding/contribution for this initiative. Include in-kind or cash contributions from within or from other organizations, funders or partners and indicate what has been applied to, confirmed or received at the time of submitting this application. (5 points)

Section 4. Initiative Workplan (10 points total)

4.1 Please provide a workplan for your initiative that provides general or high-level information about timing, milestones and activities. You may upload a workplan or fill out the table below. If you choose to upload a workplan, you may download and use a sample workplan template HERE or you may use your own format. Note that the table below only allows for up to 10 milestones, so if your initiative has more than 10, you must upload a workplan document. (10 points)

**Are there any requirements for letters of support?**

Applicants may submit letters of support from local agencies or community groups, but not from individuals.

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Applications and all associated documents must be submitted through the Jotform application portal by the due date and time below:

**APPLICATION DEADLINE:**

**Monday, January 18, 2026 12:00 noon**

For all HSS Grant Program questions including HSS funding, application requirements, eligibility, and how to submit applications (including any Jotform technical difficulties), contact: HSSGrantProgram@ComoxValleyRD.ca

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**Webinar**

A 2026 HSS Grant Application Webinar is available to potential applicants to attend virtually via Zoom to learn more about the application process and to ask questions. Registration is required. This webinar will also be recorded and will be viewable to those who register or request. For more information and to register, visit https://www.comoxvalleyrd.ca/hssgrant.

*The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.*