Completing the Budget Template

Overview
The *Reaching Home Budget Template* must be completed in full for your application to be considered. All costs must follow Reaching Home Directives.

Before You Begin
- Do not edit grey cells. These are locked and auto-calculate.
- Hover over red comment markers for examples and guidance built into the template.
- Ensure your budget aligns with your staffing plan, service model, direct support needs, training plans and overall narrative.
- Save your file as: Organization Name_RH Budget 2026-28.xlsx
- If you have questions or experience technical difficulties, contact rhpo.joanne@yapc.ca.

Section 1: Employment Costs

1.1: Project Staff Wages
List each core position (Housing Access, Housing Support, Housing Loss Prevention) funded by the project. Indicate FTE (e.g., FT 1.0, PT 0.7). Administrative or management roles belong in Section 5.

Core-Funded Positions: Quick Reference

Category/Position	Description
Housing Access Staff	Help with getting people housed.
Housing Support Staff	Help clients to maintain stable housing after placement.
Housing Loss Prevention Staff	Support participants at imminent risk of homelessness.
Other: Direct Participant Support	Elders, cultural workers, peer support workers, or other roles that enhance housing access, stabilization, and prevention.
Other: Data and Documentation Support	HIFIS or Data Quality staff.

Review the *Reaching Home Application Guide* for more information.

1.2 Pay Rate
Enter the rate of pay (hourly or annually) for the position in the corresponding row.

1.3 and 1.5 Annual Gross Wages (2026-2027 and 2027-2028)
Enter total gross wages for each position per year.
- For the second fiscal year, reflect anticipated cost-of-living increases, using your organization's compensation policy or national averages (e.g., 3.1-3.2% for 2025).
- Subtotals will calculate automatically.

1.4 and 1.6 Mandatory Employment Related Costs (MERCs) and Employee Benefits
Enter the total employer costs (MERCS and Benefits) for each position, including:
- Canada Pension Plan (CPP) - 5.95%
- Employment Insurance (EI) - 2.28%
- Yukon WCB - Use your organization's set rate or learn more about it here
- Benefits – only if part of your organization's standard policy or collective agreement

Note: If you are unsure of MERC rates, input an estimated cost and it will be finalized upon application approval.

1.7: Description of MERC and Benefits Rates
Provide a short description of MERC rates used to calculate totals for 1.4 and 1.6 and any benefits included.

Section 2: Direct Participant Support Costs
Direct support costs must directly help participants obtain housing, stabilize their housing and avoid housing loss. Provide estimated amounts for each eligible category for both years. Reaching Home provides one flexible allocation, meaning organizations can shift funds between categories as long as expenses remain eligible.

To develop realistic estimates, consider number of participants expected; intensity and type of supports they will need; average cost of specific activities; frequency of supports; and past spending patterns (if a returning proponent). Descriptions are required if eligibility is unclear.

Eligible Direct Participant Support Costs

Service Category	What's Eligible	What's NOT Eligible
2.1 Housing Attainment	Damage deposits, first/last month rent, housing search support, landlord-tenant mediation (first 3 months), re-housing costs, ID replacement	Landlord incentives or bonuses to rent to people exiting homelessness
2.2 Short-Term Rental Assistance	Temporary rent coverage (max 6 months) while awaiting longer-term assistance, rapid rehousing support, holding fees (max 1 month rent)	Long-term rental assistance, rent-to-own programs, assistance when provincial/territorial programs cover same costs
2.3 Housing Set-Up	Damage deposit, first/last month rent, furniture, appliances, moving costs, insurance, household supplies, basic groceries at move-in	Costs before other funding sources exhausted (must use provincial/territorial assistance first if available)
2.4 Housing Loss Prevention	Rental assistance, landlord/family mediation, utility payments, budgeting support, legal advice for eviction prevention, emergency assistance, moving costs	Down payments, mortgage payments, repairs to private property, loans, supports for low-income people not at imminent risk
2.5 Shelter Diversion	Problem-solving for alternative accommodation, flex funds, discharge planning, emergency supports	Student housing for students not at imminent risk of homelessness
2.6 Basic Needs	Food, emergency shelter, clothing, hygiene, storage (max 3 months), traditional foods/medicines, cultural supports, disability aids, personal ID, technology access	Alcohol, tobacco, cannabis, illicit substances
2.7 Social/Community Integration	Recreation/sports, cultural programs, peer supports, family/natural supports, Elder consultation, traditional foods preparation	Direct cash transfers to participants
2.8 Other Direct Participant Costs	Specify and justify any other Reaching Home-eligible direct costs	

Refer to the Reaching Home Directives for full eligibility details.

Section 3: Coordination of Resources & Data Collection
This section captures costs your organization may incur in order to meet Coordinated Access and HIFIS requirements. These costs should be directly tied to your ability to collect, manage, and report participant information in accordance with Reaching Home expectations.

3.1 HIFIS Technical Support & Equipment
Include equipment and technical support your organization needs to use HIFIS, such as:
- Computers or laptops for staff who complete HIFIS documentation
- Tablets or mobile devices for field-based data entry
- Technical support beyond what is provided by the Safe at Home Coordinated Access Team

3.2 Secure Workspace Setup
Include costs to establish or maintain private, confidential, and secure workspace(s) for completing HIFIS entries and documentation. Examples include:
- Office partitions or improvements ensuring privacy
- Lockable storage for sensitive files

Note: General office equipment goes in Section 5 under Administrative Costs.

Section 4: Staff Training and Development
This section covers staff training and development costs beyond mandatory YAPC sessions and HIFIS/Coordinated Access training offered by Safe at Home Society, which are provided at no cost.

4.1 Coordinated Access & Data Training
Include costs for training and capacity building to support your organization's participation in a coordinated, data-driven homelessness response. Eligible costs may include:
- Staff training on Coordinated Access and HIFIS systems (beyond mandatory YAPC and Safe at Home Training/Support)
- Professional development that strengthens data quality, documentation, or system participation
- Travel costs to attend training sessions

4.2 Other Training Costs: Not Related to Coordinated Access and Data
Examples include:
- Training registration fees
- Certification programs (e.g., Mental Health First Aid, trauma-informed practice)
- Professional development workshops or conferences
- Training materials and resources

For 4.1 and 4.2 input brief titles of the training you are proposing. Include costs by funding year. 4.2 Training costs will automatically be included with the project admin budget. If unsure of placement, use the most appropriate category and explain in the description cell.

Section 5: Administrative Costs
Includes all costs necessary to operate the project that are not direct services. These expenses may not exceed 15% of the total project budget. The template automatically calculates the maximum amount.

Other Training costs (Section 4.2) will auto-populate into this section and count toward your administrative budget.

If you are unsure where a cost belongs, place it in the category that seems most appropriate and include a clear explanation in the description cell. YAPC may request clarification.

5.1 Admin Staff Wages and MERCs
Include prorated wages and mandatory employment costs for IN-HOUSE staff who support the project but do not provide direct services, such as:
- Executive Director (project oversight)
- Finance or bookkeeping staff
- Human Resources staff
- Office Manager or Administrative Coordinator
- Associated MERCs (CPP, EI, WCB) for these roles

5.2 Professional Fees
Include fees for external professional services for project administration, such as:
- Accounting or bookkeeping services
- Audit fees (if applicable)
- Legal services
- Consultant fees for administrative or planning support
- IT support services

5.3 Overhead Costs
Include prorated operational expenses necessary to run the project, such as:
- Office rent
- Utilities (heat, electricity, water)
- Insurance
- Office cleaning and maintenance
- Security systems
- General office supplies and stationary

5.4 Administrative Travel
Include travel required for coordination, meetings, or training not related to direct participant support. Eligible expenses may include:
- Mileage reimbursement (Yukon rate: $0.76/km)
- Vehicle insurance (if using personal vehicles)
- Accommodation for administrative travel
- Meals during travel (per diem rates)
- Airfare (if required for Yukon-wide service delivery coordination)
- Travel for conferences or training related project administration

Note: Travel directly related to participant support (e.g., transporting clients, home visits) should be included under Direct Participant Support Costs (Section 2) when eligible.

5.5 Capital Assets
Include equipment and assets necessary for project administration, such as:
- Office furniture (desks, chairs, filing cabinets)
- Large office equipment (photocopier, printer, fax)
- General office technology (computers for admin staff if not already provided)

5.6 Other Activity-Related Costs

Include any additional necessary administrative expenses not captured elsewhere. Examples may include:

- Banking fees
- Liability insurance
- Staff recruitment costs
- Background checks for new hires
- Organizational memberships relevant to project operations
- Communications costs

Note: A brief description must be provided for each item listed in this category.

Section 6: Funding Totals and Admin Allowance Calculations

This section auto-calculates your total funding request and maximum allowable administrative costs (15% of total project budget). **Do not enter any information here**.

Section 7: Other Sources of Funding & Resources

This section captures all confirmed or potential sources of funding and in-kind resources that will support your project.

Cash Funding: Government grants, foundation funding, corporate sponsorships, community donations, or other monetary contributions from partners and community supporters.

In-Kind Contributions: Non-monetary resources such as volunteer time, donated office or meeting space, professional services (legal, accounting, consulting), equipment, supplies, transportation, or use of facilities.

7.1 Other Sources of Funding

Name the organization, program, or donor providing the contribution.

7.2 Type (Cash or In-Kind)

Select whether this is a cash contribution or in-kind resource.

7.3 Description of Contribution

For cash: note the funding program or purpose. For in-kind: describe the specific resource and provider.

7.4 Actual Amount/Estimated Value

Enter the dollar amount. For in-kind, calculate fair market value (e.g., volunteer hours at applicable hourly rate; donated space at local market rental rate).

7.5 Confirmed or Pending

Indicate whether the contribution is Confirmed (secured) or Pending (anticipated).