Open Call for Proposals – Priority Areas

Applicant Guide

January 2022

MAKING
THE SHIFT INC

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# Transforming Canada's Response to Youth Homelessness

Making the Shift (MtS) is a Youth Homelessness Social Innovation Lab co-led by the Canadian Observatory on Homelessness and A Way Home Canada. It is funded through Networks of Centres of Excellence (NCE). Working in collaboration with researchers, policymakers, practitioners, and advocates, the Lab conducts, funds, and mobilizes cutting-edge research and prototypes promising program models in communities across Canada to prevent and end youth homelessness.

Research Agenda

Guided by five intersecting themes, the MtS research agenda is designed to address gaps within the youth homelessness prevention evidence base and literature.

Two core themes (shifting to prevention and early intervention and sustainable exits from homelessness) ground the work, while three cross-cutting themes (Enabling health, well-being and inclusion; Enhancing Outcomes for Indigenous Youth; and Leveraging Data and technology to drive policy and practice) ensure that the research agenda is focused on identifying how to arrive at better outcomes for young people. Each theme has a set of corresponding sub themes that allow for subject-specific insights from academic and community experts, including people with lived experience of youth homelessness.

Research Theme Areas
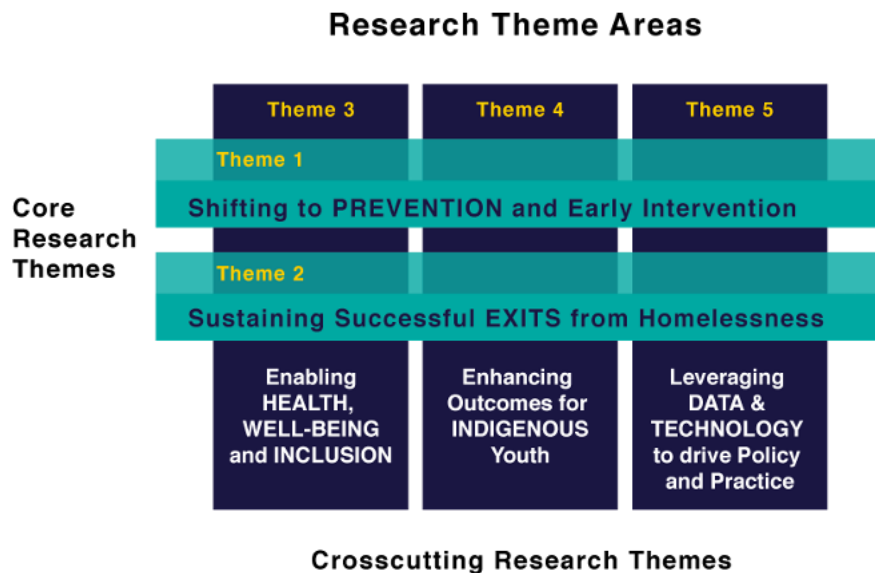
By engaging an intersecting research framework, MtS will identify what prevention programs, policies, and interventions should be pursued, who they should engage, and in which contexts they are likely to be effective, thereby providing solutions to reduce the life-long health, social, and economic effects of youth homelessness.

The Call for Proposals

Researchers, service providers, advocates, and policymakers in the homelessness sector need comprehensive research to enhance services and improve policies that contribute to homelessness prevention. To address these gaps in research and to create a space for exploration and innovation, Making the Shift (MtS) is soliciting proposals from researchers and community organizations (who are able to hold tri-council funding) for one-time grants that respond to one of the following funding streams:

A. **Youth Focused Harm Reduction**

B. **Legal and Justice Issues**

C. **Cost-Benefit Analysis**

D. **Evictions Prevention**

E. **Data & Technology: Understanding the Role of Linked Administrative Data in Preventing Youth Homelessness**

F. **Pathways into Homelessness**

G. **Open Prevention Topic**

1) Policies, Eligibility and Guidelines

Making the Shift abides by the funding rules of the Tri-Council Agencies, as such all applications to must abide by these funding rules as well. Please consult the Tri-Agency Financial Administration Guide about eligibility, eligible grant expenses, partner contributions, etc.

The applicant's host institution must be eligible to hold Tri-Council funding. Successful applicants who are not already members of the Making the Shift network will be required to sign a Network Agreement prior to receiving funds. Please contact our Senior Finance & Compliance Manager, Anna Jacob (adjacob@yorku.ca), if you would like to discuss the Network Agreement.

Who can apply for this call?

- Applicants can be individuals or institutions

- Applicants must be affiliated with an eligible Canadian institution, meaning Canadian postsecondary academic institutions. Principle Investigators must be tenure stream faculty or adjunct faculty members.

- Not-for-profit organizations can also apply for funding provided they meet Tri-Council requirements and submit the supporting documentation, which includes affiliation with an academic institution. As virtually all universities and most colleges in Canada have the required policies and infrastructure in place to administer Tri-Council grants and awards and are already signatories to the Network Agreement (document to be made available for the Application stage), it is often useful to work out agreements whereby partners agree to have the postsecondary institution administer the grant.

- Indigenous not-for-profit organizations wanting to administer the grant funds should apply for institutional eligibility.

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2) Funding Stream Descriptions

STREAM A

Youth Focused Harm Reduction

Harm Reduction is an essential intervention to support youth. Harm Reduction encompasses a range of health and social services to support strong positive impact on the individuals and their community. Projects should provide at least one of of the following:

a) Literature review

b) Engagement with leaders in harm reduction as well as youth with lived experiences,

c) Development of practical resources to support implementation of youth-focused harm reduction and specific components of harm reduction (motivational interviewing, etc,), as well as considerations of an approach to harm reduction within the context of Housing First for Youth.

STREAM B

Legal & Justice Issues

Legal and justice matters include not only involvement with the criminal justice system, but addressing issues such as debt, eviction, emancipation, access to children apprehended by Child Protection, problems with landlords or employers, etc. Projects should provide at least one of the following:

a) Literature review

b) A scan of supportive interventions

c) Document that outlines key legal and justice issues

d) Resources to support for lawyers, and workers supporting youth to understand the issues and provide guidelines regarding how to support youth at risk of, or who are experiencing homelessness.

STREAM C

Cost-Benefit Analysis

This stream targets projects that will analyse the data from the 2018 Without a Home research study (which captures information on health care utilization and involvement with the justice system amongst other things) as well as other data sources in order to:

a) Estimate the annual cost of keeping a young person in a state of homelessness, and

b) An analysis of the lifelong implications and costs of youth experiencing chronic homelessness (that is, for more than 6 months) in terms of use of public systems and benefits, labour force participation, etc.

STREAM D

Evictions Prevention

While evictions prevention programs are widespread, there is not a lot of research on how it works, nor its effectiveness. We seek to fund a project that provides at least one of the following:

   a) Literature review,
   b) Identifies key components and processes of evictions prevention,
   c) Provides case studies of effective evictions prevention interventions for youth and young families,
   d) As well as develops resources that help guide communities to operationalize the work.

STREAM E

Data & Technology: Understanding the Role of Linked Administrative Data in Preventing Youth Homelessness

In many European countries, linked administrative data is used to support responses to youth homelessness. Successful applicants will engage with countries such as Ireland, the Netherlands and Denmark to explore how linked administrative data is used in practical and operational terms to address homelessness, and in particular the prevention of homelessness.

STREAM F

Pathways into Homelessness

While research continues to uncover the causes of youth homelessness, less is known about the pathways into homelessness. Pathways refer to the process of becoming homeless; the specific events that undermine housing stability and /or create ruptures that lead to homelessness. It refers to the episodes and periods of homelessness, when homelessness happens, and what happens during these episodes. Understanding the pathways into homeless can help us identify points of intervention that will prevent or reduce the exposure to homelessness. Pathway mapping refers to a human-centred methodology to chart and capture a young person's journey into and potentially their exit from homelessness. Projects in this stream will map the pathways of a diverse group of youth, and explore from the perspective of young people what the potential points of intervention, and the kinds of interventions that would have been most helpful.

STREAM G

Open Prevention Topic

This stream encourages projects that investigate prevention topics beyond the targeted calls in streams A through F. The project must support the MtS Research Agenda and be youth-homelessness prevention focused.

FUNDING AMOUNT AND DURATION

The grant amount available per proposal is between $50,000 – $250,000.

Based on the funding process it, the earliest that successful projects will receive their funds is approximately mid-August 2022. Projects should anticipate a start date for September 1st 2022. Also note, as the Networks of Centres of Excellence (NCE) program is ending; MtS is unable to grant renewal of funding and/or no-cost extensions beyond a final deadline of December 31st 2024. All MtS funded project activities must be completed by December 31st 2024. Ensure that in the proposal application, the project implementation timeline does not extend beyond the date of December 31st 2024.

3) Evaluation Criteria and Review Process

All projects must:

- Adhere to the definitions of: a) Homelessness Prevention, b) Youth Homelessness, and c) Indigenous Homelessness, as articulated by the Canadian Observatory on Homelessness.

- Involve partnerships[1] between researchers, not-for-profit organizations, government and/or private sector partners. ALL funded projects must include at least one researcher who holds a faculty position at a recognized Canadian post-secondary institution and one practitioner.

- Produce knowledge clearly designed to support shifts in policy and practice.

- Assemble a proposal that is collaborative in nature, meaning that a variety of partners from differing backgrounds and areas of expertise will participate in project design and execution.

Preference will be given to projects that:

- Provide capacity building or training opportunities for students and community members

- Engage and include people with lived experience of youth homelessness

- Engage and include Indigenous Persons

- Respond to community partners' priorities

- Build capacity of community partners

- Engender collaboration with other Making the Shift network members

- Include cash or in-kind contributions from applicants and/or partners

The Review and Selection Process

Qualified applications will be subjected to peer-review. Applicants may be asked to respond to clarifying questions prior to the peer review process. The review committee reserves the right to ask applicants submitting similar proposals to collaborate on a single proposal.

1. Peer reviewers will evaluate proposals according to the following criteria:
   - Alignment with the Making the Shift research agenda and strategic priorities
   - Feasibility and strength of methodology

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[1] Partnerships can be pre-existing or in development.

- Contribution to the literature and ability to address gap(s) in the homelessness prevention evidence base

- The extent to which the proposal demonstrates innovation and novelty

- The quality of partnerships, networking, and community involvement

- The experience and skill level of the research team to carry out a multi-year project

- Engagement with people with lived and living experience

- Potential to translate research into practice, policy, advocacy tools, training, and resources

- Budget justification and strength of cash and in-kind contributions

- Demonstrated commitment to equity, diversity, inclusion

- Emphasis placed on centring Indigenous knowledge

2. MtS staff will rank proposals according to the score received during the peer review process and present them, along with a summary of reviewer comments, to the Research Management Committee (RMC) for consideration. The RMC may seek guidance from the MtS Indigenous and/or Persons with Lived with Experience advisory committees.

3. The RMC will rate proposals according to a predefined scale.

4. Proposals selected by the RMC will be presented to the MtS Board of Directors (BoD) for funding.

5. MtS BoD will review the recommended proposals and decide by majority vote which proposals will be funded.

6. MtS staff will notify all applicants of the BoD's decision and provide further instructions to successful applicants.

4) Reporting Requirements

Successful applicants are required to submit a yearly project status report (due annually by March 31) and a progress report (due annually by August 31). Additionally, projects will submit a final project report within 60 days of project completion.

5) Funding Availability and Eligible Expenses

- Making the Shift financial contributions for specific research projects are subject to availability of funds. Should Making the Shift funding levels not be available or become decreased due to unforeseen circumstances, Making the Shift and partner(s) reserve the right to reduce, defer or suspend financial contributions to grants received as a result of this funding opportunity.

- **Budget justification**: All proposals must have a clear budget justification explaining the request for funding, including the amount requested, what the funds are to be used for and the length of the project. The Budget Template provides details to help guide you through the budget process.

- **Outside funding for project proposals:** If you are requesting funding for a project that is already funded (for instance, through a Tri-council grant) or you have applied for but not yet

received funding, this must be declared. Moreover, if the project is currently funded in any way, the overlap must be explained, and it must be clear how the proposed plan of research does not duplicate the other work but instead expands or augments it. The budget justification must also make this clear.

Eligible Expenses

- Please refer to the list of Tri-Council (part 2, Use of Grant Funds) and NCE eligible and non-eligible expenses.

- For the Full Proposal stage, applicants must use the MtS Budget Template (attached). Please note that budget justification will be strongly emphasized in evaluating the proposals in this round. Please review the "guide" tab of the budget template for clear instructions. Applicants should review the updated Use of Grant Funds section of the Tri-Agency (CIHR, NSERC and SSHRC) Financial Administration Guide, as well as the and the NCE Use of Grants Funds for a complete listing and description of allowable costs and activities.

- MtS funds may be used to cover the following expenses:
    - Salaries for students (e.g. internships and research assistants).
    - Salaries for non-students (e.g., Postdocs, community-based researchers, project coordinators).
    - Project-related travel.
    - Professional and technical services, including consultancy fees, if justified.
    - Stipends and honoraria for research participants.
    - Equipment (if essential to the project and purchased specifically for the purpose of the grant).
    - Gifts for Indigenous elders and community participants.
    - Data analysis.
    - Knowledge Mobilization activities (e.g. conference fees, material printing, etc.).
    - Administrative expenses (e.g. any material not provided by the home institution such as stationery, computers, printers, long distance charges, and administrative staff, etc.).

- The following expenses may not be covered by this grant:
    - Remuneration of grant recipients and/or partners.
    - The delivery of services as part of a research demonstration project.
    - Salaries of researchers and other staff that are already covered by the applicant's institution (non-incremental).
    - Overhead costs (i.e. office space, telephone lines, administrative support, and other support services that are typically provided as in-kind contribution by the project home institution).
    - Compensation costs for Co-Investigators and Collaborators' time are not eligible. This includes offsets for organizational expenses such as a portion of manager or ED salaries.

o Administrative expenses in excess of 15% of the total award. In IOW, if project award is $100,000, then admin costs are limited to $15,000 (see definition of admin costs above).

6) Equity, Diversity, and Inclusion (EDI)

Making the Shift is committed to the principles of equity, diversity and inclusion (EDI). We believe that the participation of all qualified individuals, inclusive of members of under-represented groups, is essential to mobilize Canada's best research, development and entrepreneurial expertise to create excellent, innovative and impactful results.

MtS applications will be evaluated, among other things, based on their process of identifying, recruiting and selecting research team personnel based on equity, diversity and inclusion best practices as one means to enhance excellence in research, training and outreach.

Please see the following resources: CIHR's Gender Equity Framework, NSERC's Framework on EDI, and Guide for Applicants: Considering equity, diversity and inclusion in your application.

7) How to Apply

You can submit your application by completing a series of form fields and uploading a completed Budget Template to the Submission Portal.

You may wish to write the proposal portion of the application in a word processing software before starting the submission process.

Portal Instructions

1. If you are applying for the first time, please complete the registration form

   Important note: please check your junk mail for the confirmation email.

   o Watch the tutorial for how to create an account

   o Watch the tutorial to learn how to upload application

2. Login to the Submission Portal

3. Click on the **"My Applications"** tab in the top navigation bar and select the application you would like to apply for. The application will save automatically every 3 minutes.

4. Fill in all the fields of the application. Be sure to read the instructions and answer the questions.

5. Review the content of the application in the "**Review**" section

6. To submit, click the submit button to generate a PDF of the application. By generating a PDF your application is automatically submitted. You will also receive a confirmation email.

*Note: If there is a mistake in the PDF you can go back and edit the field of the application and regenerate a new PDF of the application. **Only the most recently generated pdf will be used for review**.*

The application package includes <u>three</u> components:

1. <u>Project Information</u>

- Name of the project
- Amount of funds being requested
- Name and contact information of the Principal Investigator
- Name of the Principal Investigator's institution
- Declaration of additional or external funding
- Confirmation that the institution is eligible to hold Tri-Council funding
- Funding stream
- Alignment with MtS Research Agenda

2. <u>Proposal</u>

a. **Project description** Proposals *should be written for an informed, non-expert audience and include the following:*

- **Abstract** (up to 150 words)
- **Research questions** (up to 100 words)
- **Objectives** (up to 200 words): What do you expect to accomplish within the timeframe of the project and how do you plan to do it?
- **Methodology** (up to 500 words): How are you going to execute the project and accomplish the objectives. If you plan to do research involving human subjects, please outline how you plan to address ethics approval and the overall engagement process and identify the steps you will take to mitigate any disruption in operations due to COVID-19.
- **Detailed description of project** (up to 1000 words): What areas of focus does your research address, and why is it important? How does this project address the specific objectives and/or sub-objectives of the project? How does it correspond with the MtS research agenda (i.e. what is the link to youth homelessness prevention)? How will you engage community members in project? How will the experiences of persons with lived experience be included in your research?
- **Community engagement and partnerships** (up 300 words): How will you engage community members in the proposed project (e.g., the process, roles, and/or compensation)? How will the experiences of persons with lived experience be incorporated into your research? How are you ensuring your project complies with the principles of equity, diversity, and inclusion?
- **Anticipated outcomes and impact** (up to 300 words): Who will benefit from your research? What are the anticipated outcomes (e.g., how is this project filling a gap within the existing evidence base or supporting community and policy decision-making)? What is your plan for translating research findings into resources, tools, training, presentations etc. that can assist policy makers, practitioners, advocates, and other researchers in their efforts to advance prevention approaches to youth homelessness?
- **Project team** (up to 300 words): How are the roles, experiences, and skills of team members (including community partners) well position the team to execute the project?

How are you engaging existing or new partnerships, including people with lived experiences?

b. **References:** A list of academic and grey literature (up to 20 sources) that will inform the project.

c. **List of all co-Investigators and collaborators:** Name, institution, email, and their role in the project (e.g., Co-investigator and Community Partner)

3.   Budget

- Download the application Budget Template

- Read the budget guidelines listed on tab 1 ("**Guide**") of the template
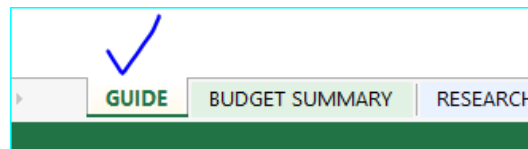
- MtS follows the updated Tri-Council Use of Grant Funds and the NCE Use of Grant Funds policies. Links to both are provided on the Guide tab.

- Save the template as a MS Excel document (.xls) according to the following naming convention [PILastName_First5WordsOfTitle]_Budget_MtSDataCall_[YYYYMMDD]

- Upload the document to the Submission Portal.

Do you have questions? Contact the Making the Shift funding team at, mtsfunding@yorku.ca, for questions regarding your proposal or the submission process.