



APPLICANT CHECKLIST

*Follow these steps to help you prepare to apply for the Centre's funds.
This checklist is meant as a guideline to support you in your application process.*

- Visit our Resource Inventory.** The Centre identifies knowledge sharing and partnerships within the community as a key principle. The first step for applicants applying for the Centre's funds is to review this inventory to ensure that exact service being proposed doesn't already exist. However, we will consider a proposal that is adapted to a specific community or demographic and is proposing something new for the organization itself.
- Familiarize yourself with our funds.** Read through the information on our website regarding our two funds: The Sector Transformation Fund (Local Projects or Sectoral Impact Projects) and The Community-Based Tenant Initiative Fund. You can also watch our recorded webinars. In order to access this information, visit our website, select the "Grants" tab at the top of the page, scroll down to view the webinar or browse through the funds by clicking on "Learn More" below each fund. By clicking on "Learn More", you can also download the application package.
- Identify the right type of fund for your needs and which objective(s) your project will fall under.** After having read the information regarding our funds, identify the fund you wish to apply to and make sure your proposed project fits into at least one of our general funding objectives.
- Consider the transformational aspect of your project.** The Centre defines transformational impact as change that is sustainable, long-term, concrete and far-reaching. As such, proposed projects need to include new approaches, tools and/or ways of doing things within the organization/sector. Reflect on what makes your project idea transformational and make sure to communicate that to us in your grant proposal.
- Read through our FAQ.** This section provides an array of information and will likely answer the questions you have in mind.
- Familiarize yourself with the application form.** Read through our application form and our sample grant proposal for clarification and inspiration. A blank application form and an example of a grant proposal can be found in the PDF application package mentioned above.
- Learn about the reporting requirements you will need to comply with if awarded funding.** Read through our progress and final reports to know what questions will be asked of you. Note that reporting is dependent on the length and amount requested. More information is available in the FAQ and application packages.
- Get advice from our Program Managers.** They are here to answer your questions.
- Apply online.** Go to www.centre.support and click on the "Login" tab at the top of the page and then select "Application Portal" to apply for a grant. From this point, you will have to create an account, pick the fund you want to apply for and fill out the application.