

# THE WAY TO TRANS FORM ATION

## COMMUNITY HOUSING TRANSFORMATION CENTRE



## A DEEP DIVE INTO OUR FUNDING PROGRAMS

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WITH THE CENTRE'S PROGRAM MANAGERS:

MARINA SLOUTSKY

CHRISSY DIAVATOPOULOS

LUC LABELLE



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Transformation Centre  
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# WELCOME

**FONDS DE  
TRANSFORMATION  
DU SECTEUR**

**WEBINAIRE:  
DÉCOUVREZ NOS  
PROGRAMMES  
DE SUBVENTION  
EN PROFONDEUR**

**Obtenez toutes les informations  
sur nos programmes de  
financement auprès de nos  
chargés de programme.**

**Mercredi 11 Décembre 2019  
12:00 - 13:00 HNE**

**INITIATIVE  
D'AIDE  
COMMUNAUTAIRE  
AUX LOCATAIRES**



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# AGENDA

1. Welcome from the Centre
2. What is the Centre?
3. What are the funds?
4. How to apply for the funds?
5. How will projects be evaluated?
6. What will reporting look like?
7. What are the next steps?
8. Question and answer



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# WELCOME

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But first, some housekeeping...



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# Community Housing Transformation Centre

## Centre de transformation du logement communautaire

### MISSION STATEMENT



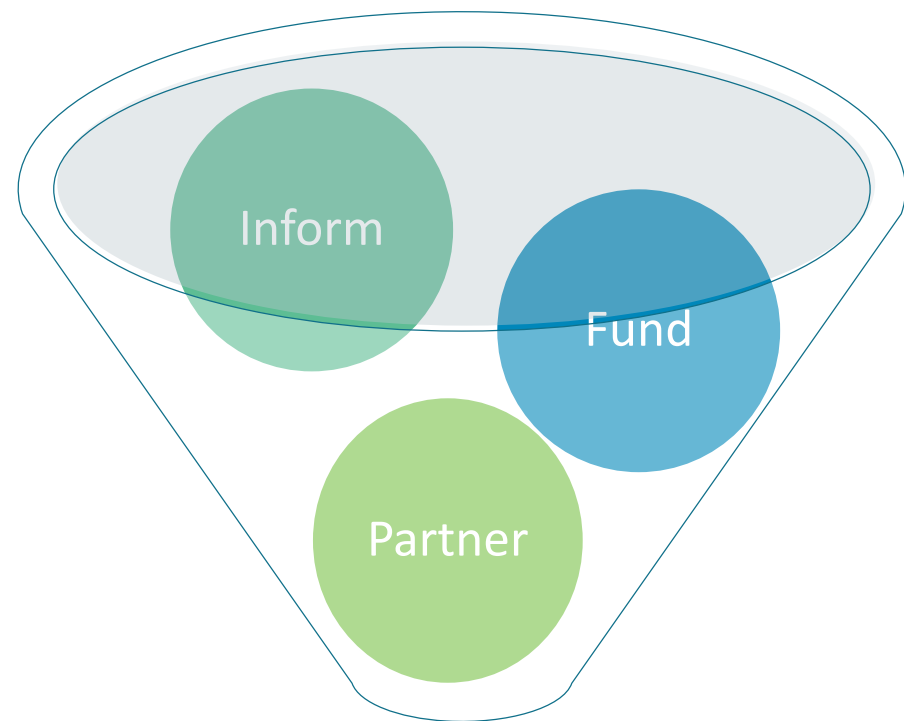
Support the long-term evolution of community housing providers by  
dispensing funds, supports and help to increase organizational capacity



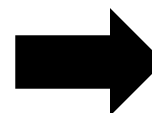
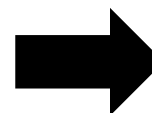
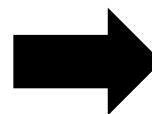
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# THE CENTRE'S OBJECTIVES



Centre Mission



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# WHAT IS TRANSFORMATIVE?

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**It is important to keep in mind that projects must be transformative**



The Centre defines transformational impact as change that is sustainable, long-term, concrete and far-reaching.



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# THE CENTRE'S PRIORITY AREAS

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- Reducing the sector's **environmental footprint**
- Answering to gaps in service for **Indigenous communities**
- Supporting **innovative** and **sustainable** business practices
- Increasing **social inclusion** and **community engagement**
- Facilitating **growth** of the Community Housing sector

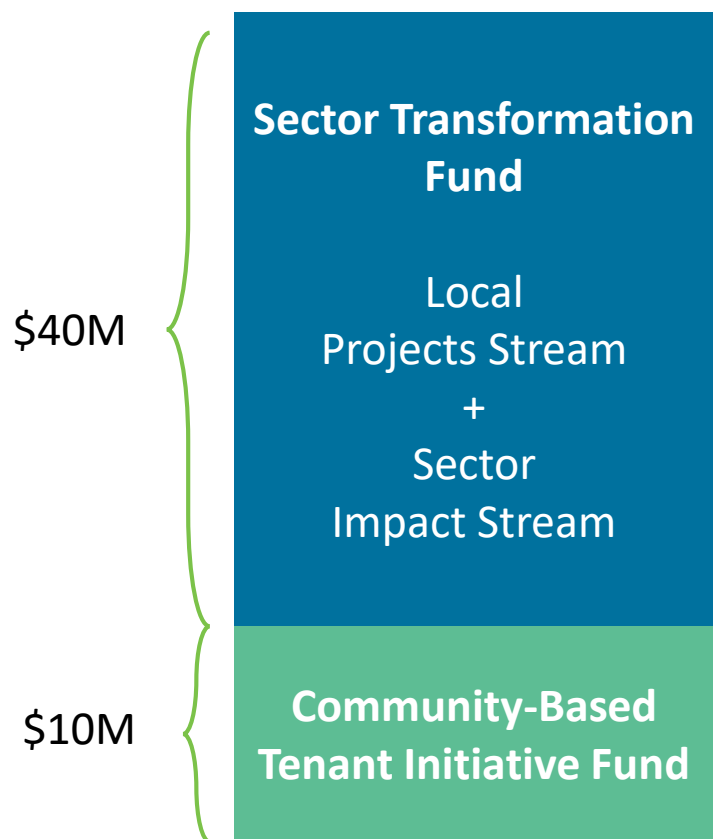


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# FUNDING



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# FUNDING

\$10M

Community-Based  
Tenant Initiative Fund

## Program Objectives



### Community-Based Tenant Initiative Fund

All proposals should help achieve at least **one** of these funding objectives:

- increase/ promote access to information
- build capacity around housing decisions and responsibilities
- increase participation in housing-related decisions and projects



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# FUNDING

\$10M

Community-Based  
Tenant Initiative Fund

## Eligibility Requirements



### Community-Based Tenant Initiative Fund

- Community organizations that work with tenants, tenant associations, community housing providers (non-profit, social housing or co-operative) or sector service providers
- The project must fall under both at least **one funding objective** and **one priority area**
- The project must be completed by 2024
- The amount requested cannot exceed \$150,000



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# FUNDING

\$10M

Community-Based  
Tenant Initiative Fund

## Types of Activities Covered



### Community-Based Tenant Initiative Fund

- Raising **public awareness** of tenant issues
- Providing information and awareness on **tenant rights and responsibilities**
- Advancing **knowledge of improved housing options**
- Improving **financial literacy**/ capacity related to housing
- Increasing **meaningful tenant participation** in and influence on housing decisions/ projects that affect them and in defining services
- Acknowledging and integrating **Indigenous knowledge**



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# FUNDING

\$10M

Community-Based  
Tenant Initiative Fund

## Examples of Projects (CBTIF)



### Community-Based Tenant Initiative Fund

- Conducting a pilot project to bring information around tenant rights from a local non-profit organization to vulnerable tenants
- Redefining selection policies for unit allocation to ensure equity amongst tenants
- Training for board members as to initiate tenant engagement and representation on the board



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# FUNDING

\$10M

Community-Based  
Tenant Initiative Fund

## What we don't fund



### Community-Based Tenant Initiative Fund

- Construction and renovation activities
- Fees related to legal or administrative actions (legal consultation is not restricted)
- Individual assistance in accessing housing
- Activities not supporting the priority areas
- Expenses for activities carried out prior to the Centre's written approval of funding
- Activities that are not new or transformative to the organization, provider or sector
- Core programs, regular services, administrative and operating expenses
- Retainer fees for work to be completed in the future
- Fundraising activities



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# FUNDING

\$40M

## Sector Transformation Fund

Local  
Projects Stream  
+  
Sector  
Impact Stream

## Program Objectives



### Local Projects Stream



### Sector Impact Stream



- Leverage existing funding
- Lead the sector to reduce its environmental footprint
- Encourage housing initiatives for Indigenous peoples
- Develop tools and make them more accessible
- Support sectoral consolidation and other partnerships
- Reinforce organizational capacity
- Enhance sector resilience
- Identify and fill sectoral gaps in housing services
- Engage community



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# FUNDING

\$40M

## Sector Transformation Fund

Local  
Projects Stream  
+  
Sector  
Impact Stream

## Eligibility Requirements



### Local Projects Stream

- Planned activities must demonstrate that they will benefit the **local community** itself (e.g.: provider(s), neighbourhood(s); etc.)
- **Maximum** funding amount of \$150,000.



### Sector Impact Stream

- Demonstrated capacity to implement **large projects** with **far-reaching impact**;
- Planned activities must demonstrate a **benefit to the community housing sector** or benefit the communities themselves;
- There is **no maximum** amount of funding.



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# FUNDING

\$40M

## Sector Transformation Fund

Local  
Projects Stream  
+  
Sector  
Impact Stream

## Types of Activities Covered



### Local Projects Stream

- New resources, knowledge, innovations and partnerships that can be scaled and replicated for better sectorial outcomes;
- Partnerships designed to increase the potential of qualitative impact on the community housing sector;
- Exploration of new business models
- Consolidation, cooperation, collaboration, mutualization, **merger or partnership activities** that enhance economies of scale, capacity and asset sharing and leveraging;
- Other transformative initiatives that align with STF funding objectives.



### Sector Impact Stream



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# FUNDING

\$40M

## Sector Transformation Fund

Local  
Projects Stream  
+  
Sector  
Impact Stream

## Types of Activities Covered



### Local Projects Stream



### Sector Impact Stream

- Enhancement of **environmental sustainability** (better energy management practices, shared car program for tenants and staff, carbon footprint reduction, etc.);
- Development of services responding to **identified gaps in local housing** services;
- **Community engagement** activities towards housing projects;
- Relevant **training** for board members, managers or staff;
- Organizational or financial **assessment**;
- Development of management **tools**.



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# FUNDING

\$40M

## Sector Transformation Fund

Local  
Projects Stream  
+  
Sector  
Impact Stream

## Types of Activities Covered



### Local Projects Stream

- Communication **tools** that increase sectoral awareness and improve **environmental sustainability practices**;
- **New financial models** to improve sector capacity to grow;
- Pilot projects and initiatives that **build sectoral capacity**;
- Development of **monitoring tools and data collection**;
- Development of a service answering to **identified gaps in services for a large area** or community;
- Development of **tools that benefit the sector**.



### Sector Impact Stream



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# FUNDING

\$40M

## Sector Transformation Fund

Local Projects Stream  
+  
Sector Impact Stream

## What we don't fund



### Local Projects Stream



### Sector Impact Stream

- **Construction** and **renovation** activities
- Fees related to legal or administrative actions (legal consultation is not restricted)
- Individual assistance in accessing housing
- Activities not supporting the priority areas
- Expenses for activities carried out prior to the Centre's written approval of funding
- Activities that are not new or transformative to the organization, provider or sector
- Core programs, **regular services**, administrative and operating expenses
- Retainer fees for work to be completed in the future
- Fundraising activities
- Capital investment projects



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# APPLYING FOR THE FUNDS

- **Apply** on our website [www.centre.support](http://www.centre.support) by clicking on the link to *our application portal*.
- From this point, you will open an account, pick the fund you want to apply for and fill out the application. You can save the application and come back to it, as needed.

The screenshot shows the login page of the Community Housing Transformation Centre. On the left, there is a logo and the text "Community Housing Transformation Centre" and "Centre de transformation du logement communautaire". Below this, there are input fields for "Username" and "Password", followed by a blue "Sign in" button. A link "Can't access your account? | New User?" is at the bottom left. On the right, there is a language dropdown menu set to "English". The main content area has a welcome message: "Welcome to the Community Housing Transformation Centre's portal!" followed by a description: "Through the portal, applicants submit and manage requests for funding opportunities:". Below this, there is a list of three funding streams: "Sector Transformation Fund - Local Projects Stream", "Sector Transformation Fund - Sectoral Impact Stream", and "Community-Based Tenant Initiative Fund". At the bottom, there is a note: "The portal is also where you can submit your reports and manage your organization's profile information. Finally, it is your".

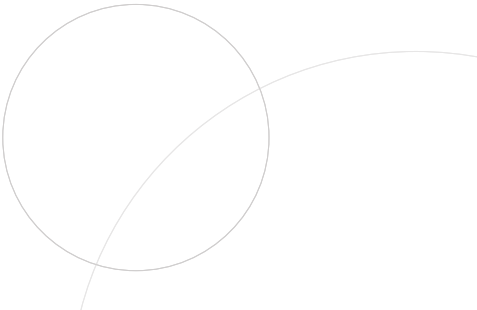
The screenshot shows the "Explore Grant Opportunities" page. At the top, there is a navigation bar with "Grantee Dashboard", "Explore Grant Opportunities" (active), and "Profile". Below the navigation bar, there is a blue button labeled "Explore Grant Opportunities". To the right of this button, there is a search section with the text "Please enter your search keyword(s)" and a search input field. Below the search field, there are radio buttons for "Individual", "Organization", and "All". A blue button labeled "Show Matching Grants" is below the radio buttons. The main content area lists two funding opportunities: "Community-Based Tenant Initiative Fund (CBTIF)" and "Sector Transformation Fund - Local Project". Each listing includes an "End Date" and a description of the fund's purpose and objectives.



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# APPLYING FOR THE FUNDS



Grantee Dashboard Explore Grant Opportunities Profile

Grant Application Center  
**Community-Based Tenant Initiative Fund (CBTIF)**

Eligibility quiz

Applicant Information

Secondary Contact

Organization Information

Project Details

Project Objectives

Project Milestones

Budget

Collaborators

Attachment

Cancel

Review/Submit

Are you a Canadian community housing provider (non-profit, social or cooperative), tenant association or community organization ?

--None--

The purpose, objectives or related programming falls under the funding objectives and eligible activities mentioned in the Community Based Tenant Initiative Fund description.

--None--

What is the name of your project ?

Save

Save & Next

Clear Changes



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# APPLYING FOR THE FUNDS

Eligibility quiz

Applicant Information

Secondary Contact

Organization details

Project Details

Project Objectives

Project Milestones

Budget

Collaborators

Attachment

Cancel

Review

How does your project relate to the following objectives ?

Click on edit to enter details for each applicable objective(s)

Show 10 entries

Search

Objective	Identified needs	Outcomes	Action
Increase/promote access to information			<a href="#">Edit</a>   <a href="#">View</a>
Build capacity around housing decisions and responsibilities	<div>-Skills building for members offered through training sessions</div> <div>-A training manual to advance skills of members</div> <div>-Training &amp; support to members offered by a Consultant</div>	<div>-Satisfaction survey results at the end training sessions and reported increase in skills taught during training</div> <div>-Increase in participation in governance activities</div> <div>-Increase in tenant participation from vulnerable communities</div>	<a href="#">Edit</a>   <a href="#">View</a>
Increase participation in housing-related decisions and projects			<a href="#">Edit</a>   <a href="#">View</a>

Showing 1 to 3 of 3 Entries

Previous

Next



# APPLYING FOR THE FUNDS

- Eligibility quiz
- Applicant Information
- Secondary Contact
- Organization details
- Project Details
- Project Objectives
- Project Milestones
- Budget
- Collaborators
- Attachment
- Cancel
- Review

Please enter the start and end date, as well as the primary activities applicable to the following 3 phases.

Click on edit to enter details for each phase. Each phase must be filled out.

Show 10 entries

Search

Phase Name	Start date	End Date	Primary activities	Comments	Action
Closure stage					Edit   View
Execution stage					Edit   View
Planning / initiation stage					Edit   View

Showing 1 to 3 of 3 Entries

Previous

Next



# APPLYING FOR THE FUNDS: ATTACHMENT TAB

## Required Documentation

- Along with a completed application form, projects that are submitted must include some documents according to the scale of the grant requested

Project	Attachments required
Project under \$25,000	<div>✓</div> <div>As an alternative to reference letters, please provide two references we can contact if we require more information.</div> <div><div>○</div>Name</div> <div><div>○</div>Surname</div> <div><div>○</div>Phone</div> <div><div>○</div>Email</div> <div><div>○</div>Organization</div> <div><div>○</div>Relationship to applying organization</div>

### Quality references/ reference letters should:

-support your proposal and elaborate on your organization’s capacity to carry out the project

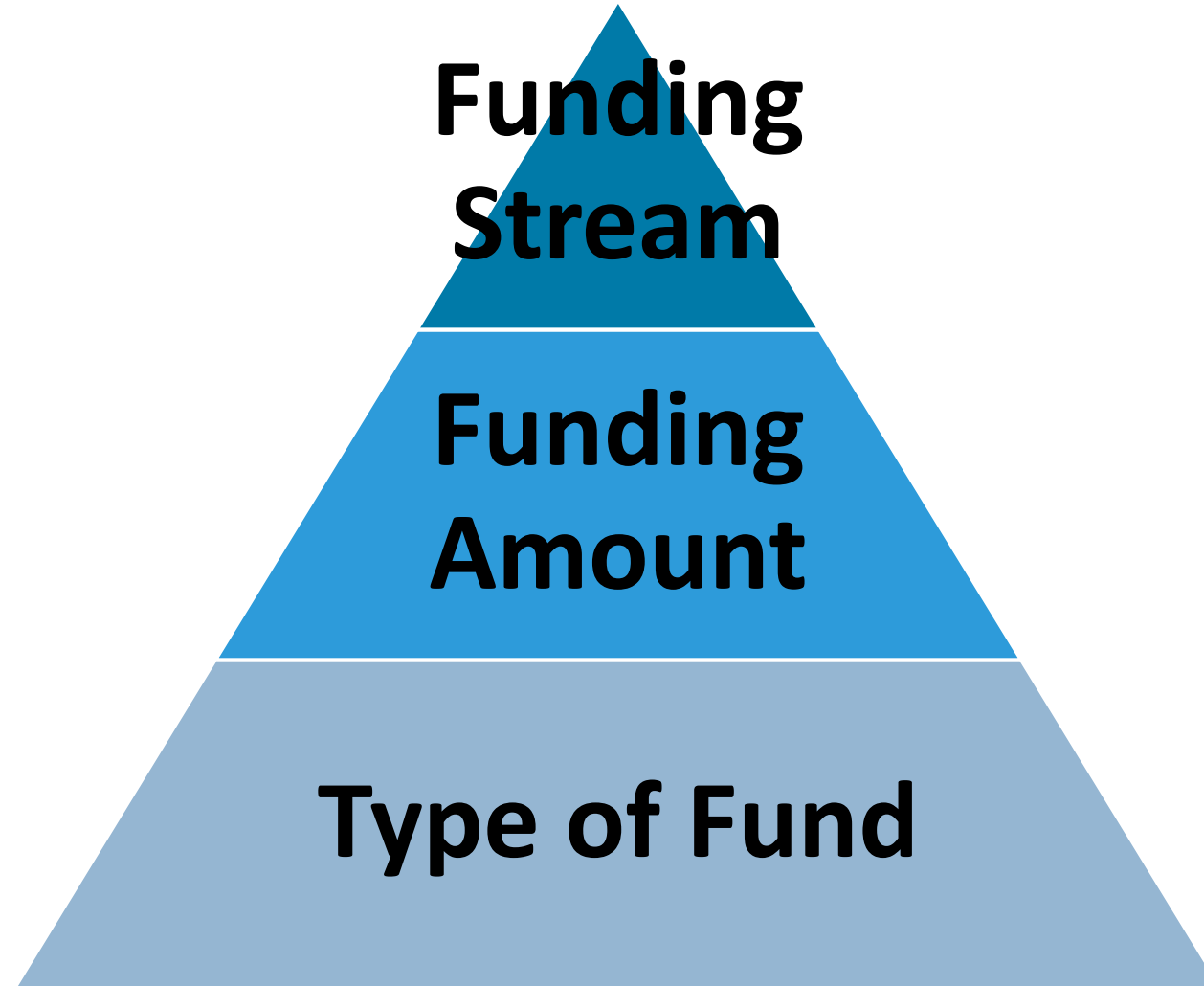
AND

-come from contacts linked to related experiences and/ or your partners on this project

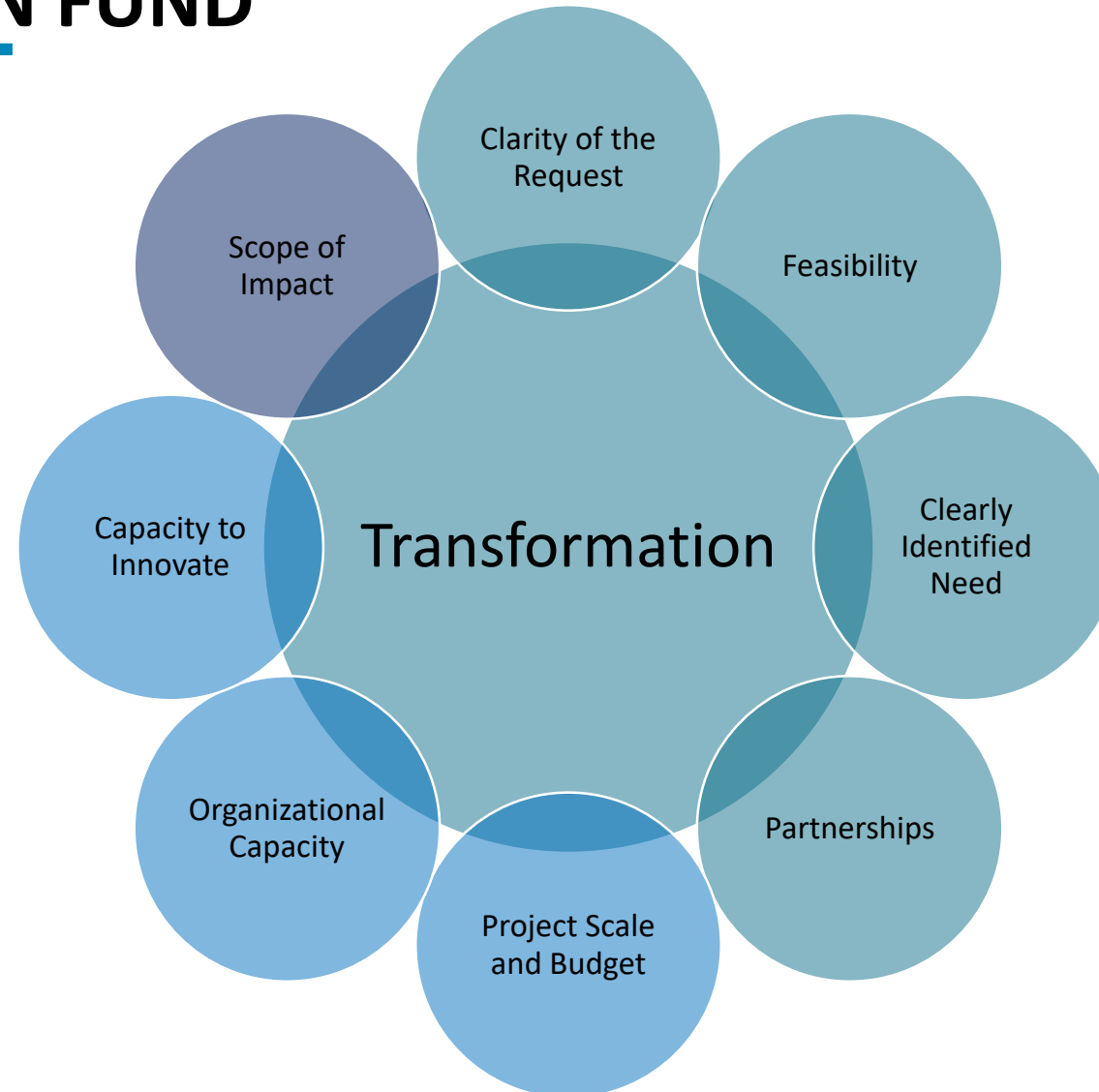


## EVALUATION

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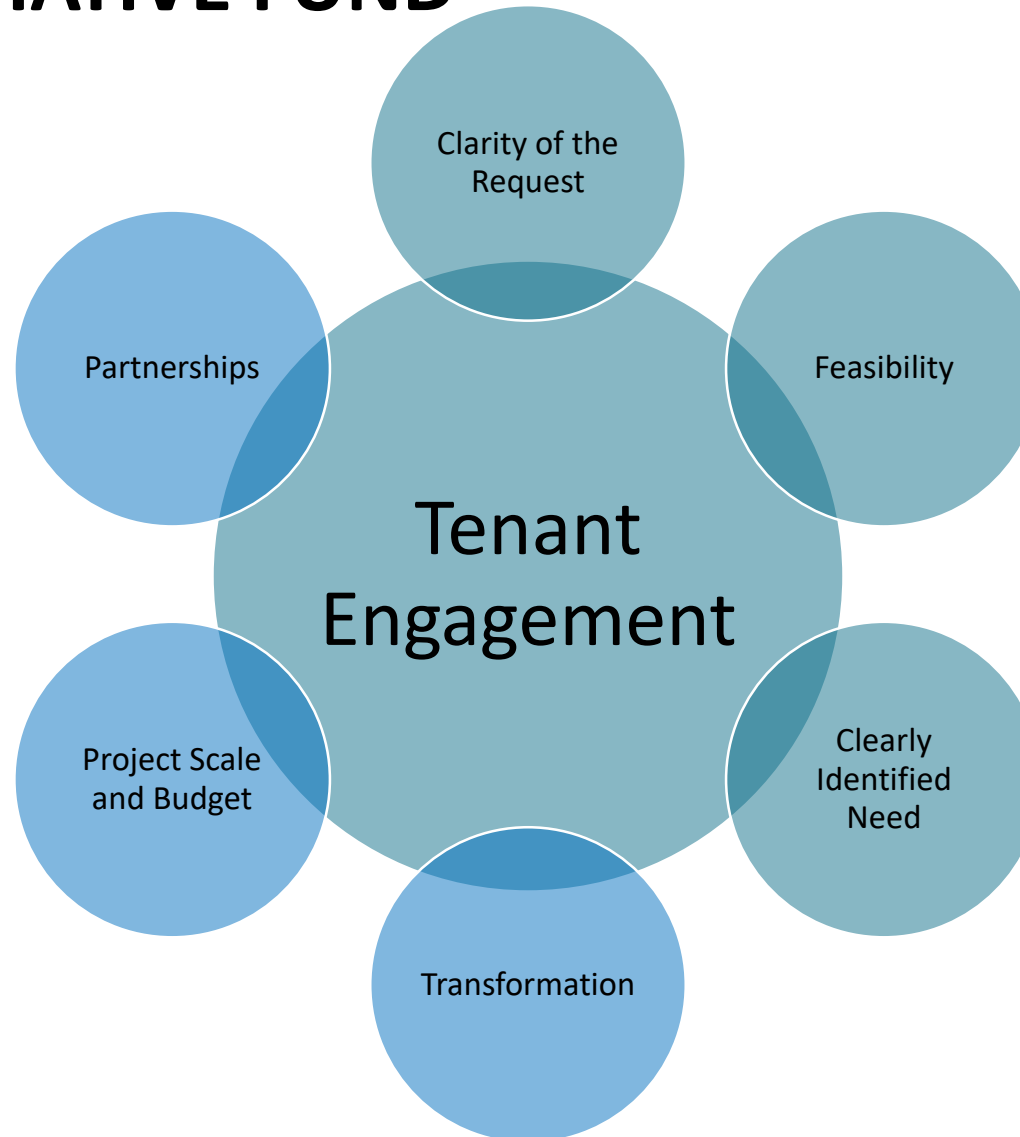


# EVALUATION: SECTOR TRANSFORMATION FUND



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# EVALUATION: COMMUNITY-BASED TENANT INITIATIVE FUND





# EVALUATION







# REPORTING

## Disbursement and Reporting General Guidelines

The following provides a guideline on the reporting requirements and disbursement schedule according to the funding bracket and timeframe of the project. Please note that these are rough guidelines and slight adjustments may occur depending on the unique conditions and needs of each project.

We understand that milestones will shift and grow as projects do also. The Centre will adapt the disbursement and reporting schedule in order match changing needs.

FUNDING	TIMEFRAME	REPORTING	DISBURSEMENT
≤ 50k\$	Under a year	<ul style="list-style-type: none"><li>• Phone call at 6 months or halfway mark</li><li>• Final Report (end of project)</li></ul>	Beginning: 70% End: 30%
≤ \$50k	Over a year	<ul style="list-style-type: none"><li>• Phone call every 6 months</li><li>• Progress report at halfway mark</li><li>• Final Report (end of project)</li></ul>	Beginning: 70% End: 30%
>\$50k Or	Over a year	<ul style="list-style-type: none"><li>• Phone call every 6 months</li><li>• Progress report at the end of each project year</li><li>• Final Report (end of project)</li></ul>	Beginning: 40% Second disbursement: 30% End: 30%
>\$100k Or	Over 2 years	<ul style="list-style-type: none"><li>• Phone call every 6 months</li><li>• Progress report at the end of each project year</li><li>• Final Report (end of project)</li></ul>	Beginning: not exceeding 40% All other disbursements: to be determined according to cost and length of the project End: 20%





# REPORTING

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## MAIN CATEGORIES OF QUESTIONS IN PROGRESS & FINAL REPORT

### **BOTH FOR PROGRESS AND FINAL REPORT**

- The project
- Objectives, identified needs and outcomes
- Timeline and activities
- Financial summary

### **ONLY IN FINAL REPORT**

- Community Involvement and partnerships
- Documents and media coverage
- Lessons learned and long-term impact
- Knowledge transfer



## NEXT STEPS

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### Useful documents

- Checklist
- Application form PDF
- Reports PDF
- Q&A
- Sample application forms





## NEXT STEPS

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# centre.support



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WHEN

# 13

## December 2019

TIME REMAINING

0:04  
MONTH DAYS

Before you can officially:

- **Submit grant applications**
- **Browse initial collection of services**

But in the meantime, don't hesitate to:

- **Reach out for information**
- **Tell us about your services**

[centre.support](https://centre.support)



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# CONTACT US!

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[info@centre.support](mailto:info@centre.support)



[www.centre.support](http://www.centre.support)



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# QUESTION AND ANSWER



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