APPLICATION PACKAGE

March 2, 2020

SECTOR TRANSFORMATION FUND
- SECTORAL IMPACT PROJECTS -

Community Housing
Transformation Centre
Centre de transformation
du logement communautaire

APPLICATION PACKAGE

STF - Sectoral Impact Projects

Table of Contents

Context 3
Funding Objectives 4
Restrictions 4
Required Documentation 5
Streams of STF Grants 6
Evaluation Criteria 8
Evaluation Scoring 8
Disbursement and Reporting General Guidelines 9
Application Form - Blank Form 10
Application Form - Example 15
Progress Report 25
Final Report 30

APPLICATION PACKAGE

STF - Sectoral Impact Projects

Context

While Canada's Community Housing Sector includes about 600,000 housing units, this number has been more or less stagnant in the last 20 years. During this time, the population grew by almost %23 and the need for proper and affordable housing has continued to rise.

In order to reverse that trend and adapt to an evolving housing market reality, the Community Housing Sector advocated for what was to become the National Housing Strategy (NHS). Among other aspects, the NHS has set targets to build, repair and renew affordable housing. While this is urgently needed, it does not, in and of itself, address the entirety of the housing sector's needs. Beyond bricks and mortar, there is also a necessity to support already existing housing providers in addressing challenges. As a result, a resource centre was created — the Community Housing Transformation Centre.

While the Centre will not fund construction and renovation projects, it will provide new funding streams for those organizations willing to be the front runners in the journey towards improved capacities, long term viability and improved footprint reduction practices. It's important to note that the Community Housing Sector includes nonprofit housing, co-op housing and social housing. It does not include privately owned buildings or the for-profit sector.

Introduction

The Sector Transformation Fund, managed by the Centre, is a great lever to respond to service gaps across the country. It will reinforce successful models of development and make more accessible the tools needed to make the sector more resilient. The main goal is to enhance the organizational capacity of the sector and help it grow and flourish through the next decade.

While we are using the term tenant throughout this document for simplicity purposes, it also includes members of cooperative housing providers.

The Centre's Priority Areas

These are the top priorities set by the Centre which inform all that we do. Projects must correspond to at least one of these priority areas:

- 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

APPLICATION PACKAGE

STF - Sectoral Impact Projects

Funding Objectives

The Sector Transformation Fund (STF) provides access to financial resources for the Community Housing Sector so it can undertake transformative changes to improve sectoral resilience and develop innovative housing solutions. STF is meant to support initiatives led by non-profit, social or cooperative housing providers and sectoral service providers.

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.

This doesn't mean that the method or approaches are new altogether but, simply, that they are new for the specific provider proposing the project. Implementing a new method in your organization that has been proven by other providers is "new" and "innovative" for your organization.

STF should help achieve at least one of these funding objectives:

- 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

Restrictions

The Sector Transformation Fund will not provide funding for the following activities:

- 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; or
- Capital investment projects.

APPLICATION PACKAGE

STF - Sectoral Impact Projects

Required Documentation

Along with a completed application form, projects that are submitted must include the following documents according to the scale of the grant requested (please refer to chart below).

Please note that 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.

Project	Attachments required
Project under $25,000	As an alternative to reference letters, please provide two references we can contact if we require more information. • Name • Surname • Phone • Email • Organization • Relationship to applying organization
Project of $25,000- $49,999	✓ Latest Financial Statement ✓ Upload 1 Reference letter
Project of $50,000- $99,999	✓ Latest Financial Statement ✓ Upload 2 Reference letters
Project over $100K	✓ Latest Financial Statement ✓ Upload 3 Reference letters

The information provided in the application form should be sufficient in the evaluation of projects. However, occasionally, you may be asked to provide additional supporting documentation such as a detailed project timeline, budget or proposal.

APPLICATION PACKAGE

STF - Sectoral Impact Projects

Streams of STF Grants

There are two streams of projects supported by the Sector Transformation Fund, the Local Projects stream and the Sectoral Impact stream. Both streams are open to similar ranges of activities. The main difference is in terms of the scale of funding, organizational capacity and the broad range of expected outcomes.

STF-Local Projects

The Local Projects stream is meant to support local community housing providers, individually or as a small group. This type of grant prioritizes transformative projects that bring more or better services to their communities and increase organizational capacity of the grantee(s). They should contribute to a viable solution and strengthen the organization(s)'s mission.

STF-Sectoral Impact Projects

The Sectoral Impact stream supports either sectoral service providers, community housing providers or those who are responding to a large identified gap within the Community Housing Sector. This funding stream is aimed at transformative projects that bring more or better services to multiple communities across multiple areas. They should contribute to a viable solution and strengthen the housing sector, as a whole, in its region or by housing type.

A HOME FOR EVERYONE
UN TOIT POUR TOUTES ET TOUS

	Both Streams	LOCAL Projects only (Additional)	Sector Impact only (Additional)
Eligibility requirements	• Funding is available to community housing providers and sector service providers (non- profit, social or co-operative, land trust, housing networks/federations, etc.); • The proposal purpose, objectives and programming must fall under the funding objective, priority areas and eligible activities; • The grant must be used for the specific activity for which it is requested; • The project must be completed by 2028; • An organization presenting a second or additional application should not be in default under any of the obligations set out by any on-going or previous Funding contract with the Centre;	• 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$.	• 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 pre-set funding limit, aside from the Centre's own financial capacity and its obligation to ensure that it supports groups in all regions of the country.
Type of activities covered	• 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; • Other transformative initiatives that align with STF funding objectives.	• Enhancement of environmental sustainability (better energy management practices, shared car program for tenants and staff, carbon footprint reduction, etc.); • Consolidation, cooperation, collaboration, mutualization, merger or partnership activities that enhance economies of scale, capacity and asset sharing and leveraging; • 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.	• 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; • Enhancement of environmental sustainability (policy statement, promotional tools, large sharing program, carbon footprint reduction, etc.); • Consolidation, cooperation, collaboration, mutualization, merger or partnership activities between community housing providers or service providers to enhance economies of scale, capacity and assets sharing and leveraging; • Development of a service answering to identified gaps in services for a large area or community; • Development of tools that benefit the sector.

Evaluation Criteria

The evaluation of each application will be undertaken through a thorough process by our Program Managers and may include external experts and an allocation committee. The Centre will make a final funding decision based on its assessment of the proposal.

Evaluation Scoring

Projects under 50,000$:

- Clarity of the request: proposal has clearly elaborated on project's beginning (planning/initiation), middle (execution) and end (closure).
- Potential of transformational impact: transformational impact is described as change that is sustainable, long-term, concrete and far reaching (i.e.: has the potential to leverage resources, enhance resilience, consolidate the sector, develop innovative business models, etc.).
- Clearly identified need of the project: proposal presents a solid understanding of the Community Housing Sector in question and/or the needs of the community/organization concerned. Proposal identifies gaps in service.
- Partnerships: Partnerships sufficient to match scale and scope of the project OR organization's ability to demonstrate that they do not need partnerships given internal capacity.
- Feasibility: Budget viability, human/material resources (including those coming from partnerships) and whether the project is realistic given the organization's scale and scope.

Projects of over 50,000$:

- Clarity of the request: Proposal has clearly elaborated on project's beginning (planning/initiation), middle (execution) and end (closure).
- Potential of transformational impact: Transformational impact is described as change that is sustainable, long-term, concrete and far reaching (i.e.: has the potential to leverage resources, enhance resilience, consolidate the sector, develop innovative business models, etc.).
- Clearly identified need of the project: Proposal presents a solid understanding of the Community Housing Sector in question and/or the needs of the community/organization concerned. Proposal identifies gaps in service.
- Partnerships: Partnerships sufficient to match scale and scope of the project OR organization's ability to demonstrate that they do not need partnerships given internal capacity.
- Project scale and budget properly aligned.
- Organizational Capacity: Organizational capacity is defined as human and material resources and ability to overcome challenges.
- Capacity to innovate: Application proposes implementing an existing idea/concept in a new way or proposes innovative approaches in the organization/sector.

Additional criterial for Sectoral Impact Proposals

- Scope of impact: The proposal will impact the applicant's region/sector or will have an impact beyond the region/sector.

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$**	**Under a year**	• Phone call at 6 months or halfway mark • Final Report (end of project)	Beginning:70% End: 30%
≤ **50$k**	**Over a year**	• Phone call every 6 months • Progress report at halfway mark • Final Report (end of project)	Beginning: 70% End: 30%
>50$k	**Over a year**	• Phone call every 6 months • Progress report at the end of each project year • Final Report (end of project)	Beginning: 40% Second disbursement: 30% End: 30%
>100$k	**Over 2 years**	• Phone call every 6 months • Progress report at the end of each project year • Final Report (end of project)	Beginning: not exceeding 40% All other disbursements: to be determined according to cost and length of the project End: 20%

Application Form - Blank Form

**Please note that this form is for reference purposes only. All grant applications must be submitted on the Application Portal.*

Eligibility Quiz

The total value of your project is higher than $5,000.	☐ Yes ☐ No
Are you a Canadian community housing provider (non-profit, social or cooperative), tenant association or community organization?	☐ Yes ☐ No
The purpose, objectives or related programming fall under the funding objectives and eligible activities mentioned in the Sector Transformation Fund – Sectorial Impact Projects description.	☐ Yes ☐ No
What is the name of your project?	

Applicant Information

First Name	
Last name	
Email	
Phone	
Job Title	

Secondary contact *(executive director, senior management, board member or other)*

First Name	
Last name	
Email Address	
Phone	
Job Title	

APPLICATION PACKAGE

STF - Sectoral Impact Projects

Organization Details

Organization's Legal name	
Acronym	
Other used name	
Email	
Facebook	
LinkedIn	
Website	
Number + street	
City	
Postal Code	
Province/Territory	
What type of organization are you?	☐ Non-Profit Housing ☐ Co-op Housing ☐ Sector Service provider ☐ Community Organization ☐ Tenant Association ☐ Social Housing ☐ Non-profit organization
Organization History	
Mission Statement	
Geographic area of operation	

Number of Employees	
What type of population do you work with?	☐ Survivors fleeing domestic violence ☐ Seniors ☐ Indigenous peoples ☐ Young adults/at-risk youth ☐ People with developmental disabilities ☐ People with mental health and addiction challenges ☐ Families ☐ Single-parent households ☐ People experiencing social isolation ☐ Low-income households ☐ People experiencing homelessness ☐ LGBTQ2+ ☐ Racialized persons/communities ☐ Veterans ☐ Newcomers and refugees ☐ People with physical disabilities ☐ Other (Please specify)
Organization's total yearly budget	
What type of services do you provide? ***(other than housing and maintenance-related services)***	
Number of members (if relevant)	

Is the organization a member of any regional/provincial/national associations/networks *(e.g., Co-operative Housing Federation of BC, Réseau québécois des OSBL d'habitation, the Federation of Metro Tenants' Associations, etc.)?* yes/no

Association/Network Name	
Main funding sources	

For housing providers only:

Number of buildings	
Housing units managed by the organization	
Number of tenants living in your buildings (list average/approximate number of tenants in your building[s]).	

Project Details

Provide a brief summary of your project:

Provide a detailed description of your project.
(e.g.: What is the background/context, what has been done already? What challenges does the project try to address? etc.)

How much money are you asking for?

What other grants have you applied for or will you apply for in the future?
For each grant, please enter the name, value and status.

Grant Name	Value	Status (To be submitted awaiting approval, approved)

How will the Centre's grant be essential for the realization of this project?
(Other sources of funding, small organization, etc.)

Which of the following priority areas does your project relate to?

- ☐ Reducing the Sector's Environmental Footprint
- ☐ Answering Gaps in Service for Indigenous Communities
- ☐ Supporting Innovative and Sustainable Business Practices
- ☐ Facilitating Growth of the Community Housing Sector
- ☐ Increasing Social Inclusion and Community Engagement

How does your project relate to the following priority areas selected above?

What is the geographical scope of the project?

- ☐ National
- ☐ Provincial or Territorial
- ☐ Municipal
- ☐ Neighbourhood

Where will your project take place?

Transformational impact is described as change that is sustainable, long-term, concrete and far-reaching. Please describe how your project falls within this definition for your organization, community or sector.

Who will be your partners in this project? What will be their involvement?

What are some challenges you may face in the implementation of the project and how will you tackle them?

Application Form - Example

Eligibility Quiz

The total value of your project is higher than $5,000.	☒ Yes ☐ No
Are you a Canadian community housing provider (non-profit, social or cooperative), tenant association or community organization?	☒ Yes ☐ No
The purpose, objectives or related programming fall under the funding objectives and eligible activities mentioned in the Sector Transformation Fund – Sectorial Impact Projects description.	☒ Yes ☐ No
What is the name of your project?	Establishing a federation for Abitibi-Témiscamingue.

Applicant Information

First Name	John
Last name	BeGood
Email	JBegood@email.com
Phone	1-204-555-2678
Job Title	Executive Director

Secondary contact *(executive director, senior management, board member or other)*

First Name	Ti-Pit
Last name	LaCabane
Email Address	Ti-pit@Lacabane.com
Phone	1-204-555-2126
Job Title	Program manager

APPLICATION PACKAGE

STF - Sectoral Impact Projects

Organization Details

Organization's Legal name	Canadian Non-Profit Housing Network
Acronym	CNPHN
Other used name	The Network
Email	network@cnphn.org
Facebook	facebook.com/cnphn
LinkedIn	Linkedin.com/cnphn
Website	www.CNPHN.org
Number + street	123 Main Street
City	Winnipeg
Postal Code	R3T 1V8
Province/Territory	Manitoba

What type of organization are you?

- ☐ Non-Profit Housing
- ☐ Co-op Housing
- ☒ Sector Service provider
- ☐ Community Organization
- ☐ Tenant Association
- ☐ Social Housing
- ☐ Non-profit organization

Organization History

The Network was founded in the early 1980s by five existing provincial federations. The organization's goals were to give a strong voice to NPOs and promote their interests to governments, funding agencies and the general public.
The Network was originally focused exclusively on advocacy. Over the years it has come to offer services to associations and local organizations to promote good management and growth in the sector.
As the housing crisis becomes more acute across Canada and the federal government will implement the National Housing Strategy, the Network is determined to demonstrate the benefits of the NPO-based housing model and facilitate the provision of affordable, quality housing across the country.

Mission Statement	To unite, support and represent associations of Canadian housing NPOs. We focus on promoting sustainable development in Canadian housing NPOs, advocating for recognition of the Right to Housing and access to affordable quality housing.
Geographic area of operation	Canada
Number of Employees	7
What type of population do you work with?	☐ Survivors fleeing domestic violence ☒ Seniors ☒ Indigenous peoples ☒ Young adults/at-risk youth ☒ People with developmental disabilities ☒ People with mental health and addiction challenges ☒ Families ☒ Single-parent households ☒ People experiencing social isolation ☒ Low-income households ☒ People experiencing homelessness ☒ LGBTQ2+ ☒ Racialized persons/communities ☒ Veterans ☒ Newcomers and refugees ☒ People with physical disabilities ☐ Other (Please specify)
Organization's total yearly budget	$1,270,890
What type of services do you provide? ***(other than housing and maintenance-related services)***	Advocacy, group-buying services, consulting, training, insurance program, annual conference
Number of members (if relevant)	20

Is the organization a member of any regional/provincial/national associations/networks ***(e.g., Co-operative Housing Federation of BC, Réseau québécois des OSBL d'habitation, the Federation of Metro Tenants' Associations, etc.)?*** **yes**/no

Association/Network Name	Habitat International Coalition, Canadian Housing and Renewal Association
Main funding sources	Membership fees ($70,000), program dividends ($350,000), non-recurring federal government funding ($500,000), provincial government support ($350,000).

For housing providers only:

Number of buildings	o
Housing units managed by the organization	o
Number of tenants living in your buildings (list average/approximate number of tenants in your building[s]).	o

Project Details

Provide a brief summary of your project:

Many organizations providing community housing in the Abitibi-Témiscamingue region have no federation of their own to represent them. This project aims to create a federation which will offer support to local agencies and promote development of affordable housing for the region. The goal of the project is to create a local federation based on input gathered from a public consultation and a series of meetings with local organizations. A local liaison agent will be hired to engage with local stakeholders and coordinate the steps for creation of this new organizational framework. Legal advice will be sought to draft a set of bylaws. The official incorporation of the new structure and the holding of a general meeting with its founding members will mark the project's successful conclusion.

Provide a detailed description of your project.
(e.g.: What is the background/context, what has been done already? What challenges does the project try to address? etc.)

Since associative services are provided by organizations based outside the Abitibi-Témiscamingue region, local agencies are deprived of adequate representation in community housing associations. Their concerns are not adequately addressed and proposed solutions do not correspond to their reality. The Abitibi-Témiscamingue region is a large territory presenting many challenges. Solutions developed for populous urban regions are unhelpful in this context.

The CNPHN has observed this problem for several years, but alternative solutions designed to compensate for the lack of a federation or other forms of local association have been unsuccessful or have produced unconvincing results. Although local organizations are affected by this problem, none of them possess the organizational capacity to establish a local association. For this reason, the CNPHN wishes to lead this project to facilitate the establishment of a federation that will then be able to operate and grow autonomously.

In addition to providing pertinent CNPHN resources, such as digital and organizational tools, the project aims to hire a liaison agent who is already familiar with the community housing sector and knows the issues of Abitibi-Témiscamingue. Their first task will be to consult with all the partners in the sector to learn what they want and need from the new federation.

In the second stage, the liaison agent will organize a series of meetings to discuss the structure and mission of the new organization. Their role will principally consist of guiding the discussions and encouraging convergence of the participants.

Once an outline of the future organization has been established, a law firm will be asked to draft a set of bylaws to serve as a basis for its incorporation. If enough stakeholders enter into the project, the liaison agent will proceed with the incorporation of the federation.

The final stage of the project will be holding a founding general meeting and selecting members of the board of directors thus holding the first meeting of the board.

How much money are you asking for? $114,000

What other grants have you applied for or will you apply for in the future?
For each grant, please enter the name, value and status.

Grant Name	Value	Status (To be submitted awaiting approval, approved)
Provincial PAOC program	$24,000	Awaiting approval
Municipal grant for Community Housing	$5,000	Approved

How will the Centre's grant be essential for the realization of this project?
(Other sources of funding, small organization, etc.)

The CNPHN has a national mandate. The revenues from its programs and membership fees are allocated to other projects and regular operating costs. The CNPHN can provide material resources and expertize to the project but it does not have the requisite resources to build a federation for an area as large as Abitibi-Témiscamingue. The Centre's funding would help remedy a lack of support felt by all stakeholders in the sector.

Which of the following priority areas does your project relate to?

- ☐ Reducing the Sector's Environmental Footprint
- ☐ Answering Gaps in Service for Indigenous Communities
- ☒ Supporting Innovative and Sustainable Business Practices
- ☒ Facilitating Growth of the Community Housing Sector
- ☒ Increasing Social Inclusion and Community Engagement

How does your project relate to the following priority areas selected above?

Supporting Innovative and Sustainable Business Practices
With an Abitibi-Témiscamingue federation, it will be possible to find solutions adapted to the local reality. Local collaborative help will be available to organizations dealing with the region's challenges. Local representation will give greater weight to the demands of the regional not-for-profit housing sector. Moreover, the region will have a unified voice to express its concerns to provincial and national community housing organizations. We hope that, once established, this new federation will develop its own services which will benefit local agencies and foster their resilience

Facilitating Growth of the Community Housing Sector.
Having a federation for the Abitibi-Témiscamingue region will produce a synergy favourable to the development of the regional community housing sector. Its creation will stimulate recruitment of professionals hired to focus on the affordable housing question and immediately boost collaboration in the region. We believe that, once established, this new federation will develop its own services which will benefit local agencies and bolster their resiliency. We hope that, in the long term, this increased capability within the sector will translate into new projects. Ultimately, this federation will give local agencies a newfound collective strength.

Increasing Social Inclusion and Community Engagement:
Stakeholders in the Abitibi-Témiscamingue region are scattered throughout the area and have little sense of affiliation when dealing with provincial and federal governing bodies. This project will help to unite these organizations and their supporters to create a climate conducive to mutual support and development of new affordable housing projects. More communities will feel included in decisions made by their federation and will be able to present their own point of view.

What is the geographical scope of the project?

- ☐ National
- ☐ Provincial or Territorial
- ☒ Municipal
- ☐ Neighbourhood

Where will your project take place? Abitibi-Témiscamingue

Transformational impact is described as change that is sustainable, long-term, concrete and far-reaching. Please describe how your project falls within this definition for your organization, community or sector.

Establishing a federation will create a viable support for local groups. The immediate benefit will be a strong voice for housing NPOs in the region. Such a federation will probably take several years to attain an organizational maturity comparable to that of other federations in the province. This organization is expected to grow to offer helpful, accessible services to its members. The federation's development will be facilitated by resources already created by the other federations in the province. The organization will primarily be funded by membership fees and contributions to the sector. The federation will also support itself by developing services, an insurance program and soliciting funding agencies for special projects. We know from other regions with established federations or other types of association that this will produce numerous, significant benefits.

Who will be your partners in this project? What will be their involvement?

The RQOH will share its membership list for the region to facilitate organization of local stakeholders.

Three or four local agencies have already expressed interest in the idea of a new regional federation and offered their help. They could help the liaison agent rally the sector to maximize participation in the consultation and in the founding general meeting.

The city of Rouyn-Noranda is supportive of the project and has offered free use of a community room large enough to hold the founding general meeting.

What are some challenges you may face in the implementation of the project and how will you tackle them?

The size of the region will be a challenge and may prevent some individuals from attending some meetings. We have therefore planned to hold meetings in different areas of the region. We will hold separate meetings in three or four areas during the first phase of consultation. We think we will be able to maximize participation by broadcasting the meetings by videoconference.

The lack of interest shown by some organizations may limit early participation. Since no association or federation exists in the region, agencies are accustomed to working independently. Some organizations may not wish to take part in the creation of such a federation. Local agencies which are already interested could play a role in connecting stakeholders.

Disagreements over the function or structure of the new federation may arise from the lack of cohesion among organizations unaccustomed to collaborating and from differences between areas of the region. Having a multiple-stage plan for consultation and ensuring that participants remain engaged in the

development of the new structure can help avoid some pitfalls. The liaison agent will need to prioritize this aspect of their work. A moderator will be recruited for some meetings to ensure consultation groups remain focused on the needs and objectives of the new federation.

What type of housing provider is the project intended to benefit?

- ☐ Co-op
- ☒ Non-Profit Housing
- ☐ Social Housing
- ☐ Other
- ☐ Non-applicable

Which demographic will benefit from this project? (you may select more than one.)

- ☒ Survivors fleeing domestic violence
- ☒ Seniors
- ☒ Indigenous peoples
- ☒ Young adults/at-risk youth
- ☒ People with developmental disabilities
- ☒ People with mental health and addiction challenges
- ☒ Families
- ☒ Single-parent households
- ☒ People experiencing social isolation
- ☒ Low-income households
- ☒ People experiencing homelessness
- ☒ LGBTQ2+
- ☒ Racialized persons/communities
- ☒ Veterans
- ☒ Newcomers and refugees
- ☒ People with physical disabilities
- ☐ Other (Please specify)

How many units, buildings, tenants, organizations and staff do you foresee benefiting from your project? (Approximate. Fill out only those that apply to your project).

Units	
Buildings	
Tenants	
Organizations	40
Staff	

How would you share your project and its impact, with other communities that could benefit from your experience? What would that look like and what type of support would you need?

The liaison agent will maintain their logbook throughout the project to clearly illustrate the process from consultations through to incorporation of the new federation and what challenges were encountered along the way. We plan to publish an article on the subject on our website and make the document available to the entire community. We also plan to use this document when repeating the process in other regions of the country which lack a federation or similar structure but require one.

Project Objectives

How does your project relate to the following objectives *(you can pick as many as you want)*? While taking into consideration the fund's objectives, what gaps do you hope your project will fill and/or what needs do you hope to meet? What difference do you hope to make?

Objective	Identified Needs	Outcomes
	What needs do you hope to meet? What gaps will this project fill? What difference do you hope to make? ***...*** ***Include any data supporting the need for your project.***	***How will you know your project is successful? What will your milestones look like along the way?*** ***...*** ***Include how you will gather data along the way to measure your success.*** ***Outcomes will guide your reporting.***
▪ **Leverage existing funding**	▪	▪
▪ **Lead the sector to reduce its environmental footprint**	▪	▪
▪ **Encourage housing initiatives for Indigenous communities**	▪	▪
▪ **Develop tools and make them more accessible**	▪	▪
▪ **Support sectoral consolidation and other partnerships**	▪	▪
▪ **Reinforce organizational capacity**	▪	▪
▪ **Enhance sector resilience**	▪ Provide local agencies their own resource hub and give them access to nearby resources	▪ Integrate the role of service providers into the mission of the new federation. ▪ Unite more than half (20) of the region's housing NPOs to become members of the federation.
▪ **Identify and fill sectoral gaps in housing services**	▪ There is no federation or association of the region's housing NPOs. The region lacks its own services and political advocacy.	▪ Incorporation of a new federation mandated to provide services and advocacy for housing NPOs in the region.
▪ **Engage community**	▪ Bring together local stakeholders and agencies. Help them to create their own federation in which they will want to participate.	▪ Bring together at least ten of the region's groups in the consultation stages. ▪ Establish a federation with at least 20 founding members.

Project Milestones

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

Phase name	**Start date** *(please remember your project must start only after funding has been approved—we do understand that some work in the planning stage may be already underway. It can also be listed here.)*	**End date** *(please remember your project must be completed by 2024).*	**Primary activities** *(material resources, people involved [internal and external])*	**Comments**
Planning/initiation stage	February 1, 2020	April 30, 2020	**People involved**: CNPHN, local agencies, Agency board members, liaison agent. **Main activities**: - Hire a liaison agent; - Prepare consultation; - Contact local agencies and gauge their interest in participating in this initiative; - Announce consultation and invite stakeholders to participate; - Produce logbook.	13 weeks
Execution stage	May 1, 2020	February 28, 2021	**People involved**: CNPHN, local agencies, Agency board members, liaison agent, consultant/facilitator. **Main activities**: -Hold consultation meetings through different parts of the region to facilitate participation; -Design common terms of reference to guide collaboration for the federation; -Engage a law firm to produce a draft of the future federation's bylaws;	43 weeks

			-Maintain a logbook and create a project report	
Closure stage	October 1, 2020	February 28, 2021	**People involved**: Founding members, local agencies, new board of directors **Main activities**: - Hold meetings in each area to present results of consultation and proposed bylaws; -Hold a founding general meeting of the federation; -Hold a board of directors meeting with new board members; -Create a project report.	21 weeks

Budget

Provide a detailed budget for the project

Revenue		2020	Total	Comment
	Transformation Centre Grant	$114,000	$114,000	
	Other Grants	$5,000	$5,000	
	Fundraising/Donations	$0	$0	
	Internal Revenue	$0	$0	
	Other	$0	$0	
Expenses				
	Personnel – Internal Wages and Benefits	$80,000	$80,000	
	Personnel – External Professional/Consultant	$15,000	$15,000	
	Direct Costs *(travel, materials, equipment, supplies, licensing, training costs)*	$19,000	$19,000	
	Indirect Costs *(rental space, insurance, maintenance, etc.)*	$5,000	$5,000	
	Other	$0	$0	

Progress Report

Note: Grantees will have a maximum of 6 weeks to complete the progress report from its due date.

SECTION I - GENERAL INFORMATION

(questions 1 to 6 below will be generated by the system, but the applicant will be able to update the information if necessary. Same information as in the application form).

1. **Organization identification***
    - *a. Legal name*
    - *b. Acronym*
    - *c. Other name used*
2. **Name of project:**
3. **Project number:**
4. **Grant contact** *(Applicant in the original application form. If Applicant no longer at organization, a new grant contact can be entered).*
    - *a) Name*
    - *b) Surname*
    - *c) Email address*
    - *d) Phone*
    - *e) Job title*
5. **Name of person completing the report** *(System can generate same info as above. If person completing the report is different than grant contact, they can change the info).*
    - *a) Name*
    - *b) Surname*
    - *c) Email address*
    - *d) Phone*
    - *e) Job title*
    - *f) Relationship to the project*
6. **Secondary contact (Executive Director, board member, senior management or other)**
    - *a) Name*
    - *b) Surname*
    - *c) Email address*
    - *d) Phone*
    - *e) Job title*

Report covers period from: _____ to: _____.

7. **Total grant amount for this reporting period:** *(Information generated by the system)*
    - a. Total amount awarded for the project:
    - b. Amount received up to now:

SECTION II - THE PROJECT

8. **In your original application, you described your project as** *[summary pulled from GMS]*
   a. Please give us a general update on how the project is going. *(text box)*
   b. If applicable, describe any substantial changes made to the original proposal. What were the reasons for these changes? What effects have modifications had? *(text box)*

SECTION III – OBJECTIVES, IDENTIFIED NEEDS AND OUTCOMES

9. **In your application form, you mentioned that your project will address the following program objective(s), identified needs and proposed outcomes. Please enter any changes or updates you've made to these categories and let us know what milestones you are reaching.** *(Table below pulled from GMS)*

Objective	Identified needs	Progress check-in	Outcomes	Progress check-in
	What needs did you hope to meet? What gaps was this project going to fill? What difference did you hope to make?	**Has your understanding of the identified needs changed? If so, please explain.**	***How will you know your project is successful? What will your milestones look like along the way?*** ***…*** ***Include how you will gather data along the way to measure your success.***	**Have you made any changes to the outcomes for the project? If so, please explain.** **Where are you in terms of your milestones for this project?**
▪ *Filled in*	▪ *Filled in*	▪	▪ *Filled in*	▪
▪	▪	▪	▪	▪

SECTION IV: TIMELINE AND ACTIVITIES

10. **In your application form, you provided the following details regarding the timeline** ***(phases of project, phase start and phase end)*** **and the primary activities. Please complete this chart** *(Table below pulled from GMS)*

Phase name	Phase start *(date)*	Phase end *(date)*	Primary activities *(material resources, people involved [internal and external]) (text box)*	Comments *(text box)*
Planning/ initiation stage	*Filled in*			
Execution stage				
Closure stage				

11. **What phase of the project are you in (planning, execution, closure)?** *(pull down menu)*
12. **Have there been any significant changes to your timeline? If so, please explain.** *(text box)*

13. Please provide a brief update on the activities carried out since the beginning of the project. *(text box)*

14. Have you faced any significant challenges in the implementation of your project thus far? If so, please explain. How have you dealt with these challenges?

SECTION V: FINANCIAL SUMMARY

Please fill out the financial summary spreadsheet

Revenue	Budget for the project as per grant application *(Info generated by the system)*	Actual	Comments
Transformation Centre grant			
Other grants			
Fundraising/ donations			
Internal revenue			
Other			
TOTAL REVENUE	-$	-$	

Expenditure *(these categories should match with the info on the application form)*	Description	Budget as per grant application *(info generated by the system)*	Actual	Centre's funds	Comments
i. Personnel					
1. Internal wages and benefits					
2. External professional/consultant					
ii. Direct costs (travel, material/ equipment, supplies/ licensing, training, etc.)					
iii. Indirect costs (rental space, insurance, maintenance, etc.)					
iv. Other					
TOTAL EXPENDITURE		- $	- $	- $	

SECTION VI: OTHER

15. Is there anything else you would like to share about your project thus far? *(text box)*

SECTION VII: DISBURSEMENT *(generated by GMS)*

Total amount awarded:

Amount disbursed up to now:

Next upcoming disbursement:

SECTION VIII: SIGNATURE

I, the undersigned, _____, state that the information contained in this report as an honest and complete representation of the project progress *name of the project* *(generated by GMS automatically).*

I affirm that I have the authority to sign this document on behalf of the organization *name of the organization* *(generated by GMS automatically).*

_____ _____

Signature Name

_____ _____

Title Date

APPLICATION PACKAGE

STF - Sectoral Impact Projects

Final Report

Note: Grantees will have a maximum of 3 months to complete the final report from its due date

SECTION I - GENERAL INFORMATION

(questions 1 to 6 below will be generated by the system, but the applicant will be able to update the information if necessary)

1. **Organization identification***
    a. *Legal name*
    b. *Acronym*
    c. *Other name used*
2. **Name of Project:**
3. **Project Number:**
4. **Grant Contact** *(Applicant in the original application form. If Applicant no longer at organization, a new grant contact can be entered)*
    a) Name
    b) Surname
    c) Email address
    d) Phone
    e) Job title
5. **Name of person completing the report** *(System can generate same info as above. If person completing the report is different than grant contact, they can change the info).*
    a) Name
    b) Surname
    c) Email address
    d) Phone
    e) Job title
    f) Relationship to the Project
6. **Secondary contact (Executive Director, board member, senior management or other)**
    a) Name
    b) Surname
    c) Email address
    d) Phone
    e) Job title

    Report covers period from: _____ to: _____.
7. **Total grant amount for this reporting period:** *(Information generated by the system)*
    a. Total amount awarded for the project:
    b. Amount received up to now:

SECTION II - THE PROJECT

8. **In your original application, you described your project as [summary pulled from GMS]**
    a. Please give us a brief summary of how your project went (overall impression, main achievements, etc.). *(text box)*

b. If applicable, describe any substantial changes made to the original proposal or since the last report. What were the reasons for these changes? What effects have modifications had? *(text box)*

9. **In your original application, you stated that X units, buildings, tenants, organizations and staff would benefit from your project. [pulled from GMS] Please provide some updated figures** (*Approximate. Fill out only those that apply to your project).*

   a. Units *(number box)*
   b. Buildings (number box)
   c. Tenants *(number box)*
   d. Organizations *(number box)*
   e. Staff *(number box)*

SECTION III – OBJECTIVES, IDENTIFIED NEEDS AND OUTCOMES

10. **In your application form, you mentioned that your project will address the following program objective(s), identified needs and proposed outcomes. If you completed a mid-term report, these were updated, as needed. Please enter any further changes or updates you've made to these categories. Let us know how you have achieved your proposed outcomes.** *(Table below pulled from GMS)*

Objective	Identified needs	Progress check in	Final check-in	Outcomes	Progress check-In	Final check-in
	What needs did you hope to meet? What gaps was this project going to fill? What difference did you hope to make?	***What needs did you hope to meet? What gaps was this project going to fill? What difference did you hope to make?***	**Has your understanding of the identified needs changed? If so, please explain and provide any relevant data.**	***How will you know your project is successful? What will your milestones look like along the way? … Include how you will gather data along the way to measure your success.***	**Have you made any changes to the outcomes for the project? If so, please explain. Where are you in terms of your milestones for this project?**	***Have you achieved your proposed outcomes? Provide any relevant data.***
▪ *Filled in*	▪ *Filled in*	▪ *Filled in*	▪	▪ *Filled in*	▪ *Filled in*	▪
▪	▪	▪	▪	▪	▪	▪

SECTION IV: TIMELINE AND ACTIVITIES

11. In your application form, you provided the following details regarding the timeline ***(phases of project, phase start and phase end)*** and the primary activities. Please complete this chart *(Table below pulled from GMS)*

Phase name	Phase start (date)	Phase End *(date)*	Primary Activities (*material resources, people involved [internal and external]*) *(text box)*	Comments *(text box)*
Planning/ initiation stage	*Filled in*			
Execution stage				
Closure stage				

12. **Please provide a brief update on the activities carried out since the beginning of the project or since the last report.** *(text box)*
13. **Did you face any setbacks that delayed any part of your timeline? If so, how did you deal setbacks? Did they have an impact on the overall outcome of the project?** *(text box)*

SECTION V: COMMUNITY INVOLVEMENT AND PARTNERSHIPS

14. **Please explain how you involved your target population in the project. How did you address barriers to participation?** *(text box)*
15. **If you worked with partners to meet the project's objectives, how did the partnerships go? Were there any changes to the partnerships (ex: new partnerships developed; partners no longer involved)?** *(text box)*

SECTION VI: DOCUMENTS AND MEDIA COVERAGE

16. **Please share any supporting documents developed throughout this project or since the last reporting period (ex: pictures taken, brochures, flyers, training materials, publications).** *(text box + Upload Zone)*
17. **Has the project received any media coverage throughout the project or since the last reporting period? Have you promoted your project on social media using Centre's logo? If so, please attach any new articles or URL address.** *(text box)*

SECTION VII: LESSONS LEARNED AND LONG-TERM IMPACT

18. **Please describe lessons learned throughout this project that you would like to share.**
19. **According to your outcomes (above), tell us about the success of your project.** *What has changed as a result of this project? What are the noticeable effects? How do you foresee the sustainability of the project's impact?*
20. **What effects has the project had on the participants? On the community? On the partnering organizations?**
21. **Were there any unanticipated results of the project that you did not plan for?**
22. **If possible, please share a testimonial or success story that illustrates what you consider the most significant change that resulted from your project.**

23. On a scale of 1 to 10, where 1 means "not at all" and 10 means " totally agree with ", would you say that the grant provided by the Centre helped you increase your capacity to fulfill your organization's mission? *(choices on a scale from 1 to 10)*

SECTION VIII: KNOWLEDGE TRANSFER

24. In your original application, you stated you would share your project and its impact with other communities that could benefit from your experience in the following way: *(pulled from GMS)*. You stated that you would require *(pulled from GMS)* support.

    Has this changed? If yes, how?

SECTION IX: FINANCIAL SUMMARY

Please fill out the financial summary spreadsheet

Revenue	Budget for the project as per grant application *(Info generated by the system)*	Actual	Comments
Transformation Centre grant			
Other grants			
Fundraising/ donations			
Internal revenue			
Other			
TOTAL REVENUE	-$	-$	

Expenditure *(these categories should match with the info on the application form)*	Description	Budget as per grant application *(info generated by the system)*	Actual	Centre's funds	Comments
i. Personnel					
1. Internal wages and benefits					
2. External professional/consultant					
ii. Direct costs (travel, material/ equipment, supplies/ licensing, training, etc.)					
iii. Indirect costs (rental space, insurance, maintenance, etc.)					
iv. Other					
TOTAL EXPENDITURE		- $	- $	- $	

SECTION X: DISBURSEMENT *(generated by GMS)*

Total amount awarded:

Amount disbursed up to now:

Next upcoming disbursement:

SECTION XI: SIGNATURE

I, the undersigned, _____, state that the information contained in this report as an honest and complete representation of the project progress *name of the project* (generated by GMS automatically).

I affirm that I have the authority to sign this document on behalf of the organization *name of the organization* (generated by GMS automatically).

_____ _____

Signature Name

_____ _____

Title Date