



Community-Based Tenant Initiative Fund

Application information

We strongly encourage applicants **to contact us** before submitting a proposal. We are available to answer questions and discuss your project ideas. Contacting us prior to submission can confirm the eligibility of your project idea and will allow program managers to make suggestions that will help strengthen your proposal.



Community Housing
Transformation Centre
Centre de transformation
du logement communautaire



The community housing context

While we use the term “tenant” throughout this document for simplicity, it includes current and potential tenants, members of cooperative housing, members of Indigenous communities and unhoused individuals seeking tenancy.

While Canada’s community-housing sector includes about 600,000 housing units, this number has been more or less stagnant for 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.

To reverse that trend and adapt to an evolving housing-market reality, the community-housing sector advocated for what was to become, in 2017, the federal government’s first National Housing Strategy. 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 community-housing providers to increase their technical capacity and develop new, sustainable business models. It is also essential to include *tenants and community members in housing decisions and responsibilities. The Community Housing Transformation Centre was created to achieve those goals.





What is community housing?

The Centre's vision is to support a resilient, growing, sustainable and inclusive community-housing sector.

Non-profit, community-led housing is housing that is, and will remain, affordable over the long-term. It is owned/ managed by a non-profit entity. It is also community-led in its governance structure, allowing space for community members, tenants and/ or non-profit representation on the board of the organization.

Please note that the eligibility criteria for the Community-Based Tenant Initiative Fund includes organizations that are not housing providers (refer to Eligibility section). We also understand that the governance of Indigenous-led non-profit organizations may vary and include the band chief or council.

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 key criteria:



Reconciliation with Indigenous Peoples



Improving sector eco-responsibility



Resilience and innovative practices



Social inclusion and community engagement



Sector growth



Introduction to CBTIF

Tenant engagement is at the core of a sustainable and equitable housing sector. It is important for those in housing need to participate in decisions that affect them. Tenants and community members must be better represented and able to participate in housing policy and housing project decision-making.

The CBTIF hopes to contribute to the process of turning tenants from customers or service recipients into active participants in the housing world. We strive to create opportunities where tenants organize to develop or advocate for more and better community housing, to participate in governance and in developing housing programs and to inform new policies that take residents' needs, hopes and rights into consideration.



Funding objectives

Projects submitted under CBTIF 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

Eligibility

The Community-Based Tenant Initiative provides funding to:

- Community-housing providers (cooperative or non-profit housing)
- Non-profit organizations
- Sector service providers
- Tenant associations

Organizations must be registered corporations operating in Canada.



What do we mean by transformational?

Transformation is in our name and is central to what we do. It is also the lens through which we analyze project proposals. Transformation can be accessible to all groups, no matter the size or scope of activities. We define transformational impact as change that is **sustainable, long-term, concrete** and **far-reaching**.

Your proposed initiative should be new to your organization and/ or to the sector and result in sustained and significant change. Groups need to identify the issue/ challenge that they want to address and propose a solution. Remember, we are a project-based funder, so projects need to provide a context and elaborate an action plan with associated activities. We do not provide ongoing funding for core programs or regular operations of an organization.

Successful projects need to include new approaches, tools and/ or ways of doing things within your organization or the sector. On an organizational level, this does not necessarily mean that the methods or approaches are new altogether, but simply that they are new for the specific provider proposing the project.

Here are some questions to guide your reflection:

- Will your project have a lasting impact beyond its completion?
- Will new structures, processes or tools be developed?
- Will there be knowledge-sharing opportunities for the sector?
- Will your initiative propose solutions to housing issues or alternative models?
- Will tenants or providers increase their knowledge, capacity and/ or participation?
- What are the concrete outcomes that will result from your project?



Type of activities covered

- Creating tenant leader groups or new committees to improve tenant participation;
- Taking concrete steps to increase representation of members from underrepresented groups on the board of directors and/ or on committees of community-housing providers;
- Offering training to tenants to gain needed skills for involvement within their housing;
- Conducting tenant-led participatory action research projects to better understand neighbourhood housing trends and advocate for solutions;
- Promoting affordable housing through tenant-led initiatives;
- Organizing consultations for-and-by tenants for them to inform and contribute to housing decisions;
- Integrating Indigenous knowledge within tenancy initiatives;
- Improving financial literacy and management capacity related to housing;
- Co-creating new tenancy and housing tools and materials with tenants;
- Initiating tenant-led education and/ or training programs to save energy or implement small environmentally friendly initiatives within their housing;
- Creating and implementing an eco-responsibility tenant committee or taskforce;
- Promoting tenant engagement in the planning and design process of an eco-responsible housing (re) development project;
- Activities similar to the above.



Call us first!

We'd love to help you plan your application. For the best chance of success, contact a program manager **before** you begin writing: info@centre.support or call 1-833-360-3967

Ineligible activities

The Community-Based Tenant Initiative Fund does not provide funding for the following:

- Recreational, social, supportive or health-related activities;
- Construction and renovation activities;
- Fees related to legal or administrative actions are generally not covered, but required legal consultation may be permissible (consult your program manager);
- Individual assistance in accessing housing;
- Activities not supporting the Centre's 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 or ongoing service, administration or operating expenses;
- Retainer fees for work to be completed in the future;
- Fundraising activities.



Required documentation

Along with a completed application form, projects submitted must include the following documents, depending on the scale of the grant requested (please refer to chart below). Please note that quality reference letters should:

- **support your proposal and elaborate on your organization's capacity to carry out the project and**
- **come from contacts with related experience and/ or your partners on this project**

The information provided in the application form should be complete enough to permit the proper evaluation of a project. However, you may be asked to provide additional supporting documentation.

Application attachments required



All applications:

- Letters patent or other incorporation documents of your organization
- Void cheque

Grant application of \$25,000 or less:

As an alternative to reference letters, please provide two references we can contact if we require more information. These references must include first name, last name, phone, email, organization, relationship to applying organization.

Grant application of \$50,000 or less:

- Latest financial statement
- One letter of reference

Grant application of \$100,000 or less:

- Latest financial statement
- Two letters of reference

Grant application of more than \$100,000:

- Latest financial statement
- Three letters of reference



Additional requirements

- 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 activities for which it was requested;
- Multi-year projects are permitted. However, projects must be completed by March 2024;
- 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;

There are two funding brackets: (1) projects of up to \$50,000 and (2) projects over \$50,000. CBTIF projects cannot exceed \$150,000.



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I Evaluation

The evaluation of each application will be undertaken in a thorough process by our program managers and may include a feedback process from our project reviewers and our Allocation Committee. The Centre will make a final funding decision based on its assessment of the proposal, using the following criteria:

Applications \$50,000 and under:

Clarity of the request: the proposal has clearly elaborated the project's beginning (planning/ initiation), middle (execution) and end (closure).

Tenant/ resident engagement: Tenants/ residents will be provided with capacity-building opportunities to develop their skills, in addition to participating in the realization, co-creation and implementation of the project.

Social inclusion: defined as making meaningful participation accessible to everyone and thus acknowledging and tackling barriers that impede participation.

Clearly identified need of the project: the proposal presents a solid understanding of the community-housing sector in question and/ or the needs of the community/ organization concerned. The proposal identifies gaps in service.

Feasibility: Budget viability, human/ material resources (including those coming from partnerships) and whether the project is realistic given the organization's scale and scope.

Applications over \$50,000:

Clarity of the request: the proposal has clearly elaborated the project's beginning (planning/ initiation), middle (execution) and end (closure).

Tenant/ resident engagement: Tenants/ residents will be provided with capacity-building opportunities to develop their skills, in addition to participating in the realization, co-creation and implementation of the project.

Social inclusion: defined as making meaningful participation accessible to everyone and thus acknowledging and tackling barriers that impede participation.

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: the proposal presents a solid understanding of the community-housing sector in question and/ or the needs of the community/ organization concerned. The proposal identifies gaps in service.

Partnerships: Partnerships sufficient to match the scale and scope of the project, or clear demonstration that the organization's internal capacity is up to the task.

Project scale and budget are properly aligned.



What happens after your grant is awarded?

The following provides a guideline for the reporting requirements and disbursement schedule according to the funding category 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. The Centre will adapt the disbursement and reporting schedule to meet changing needs.

Funding	Timeframe	Reporting	Disbursement
\$50,000 or less	1 year or less	<ul style="list-style-type: none"> Phone call at halfway mark Final report (6 weeks after end of project) 	Beginning: 70% End: 30%
\$50,000 or less	More than one year	<ul style="list-style-type: none"> Phone call every 6 months Progress report at halfway mark or end of each project year, minus 1 month Final report (6 weeks after end of project) 	Beginning: 60% 2nd disbursement: 20% End: 20%
More than \$50,000	2 years or less	<ul style="list-style-type: none"> Phone call every 6 months Progress report at halfway mark, minus 1 month Final report (6 weeks after end of project) 	Beginning: 40% 2nd disbursement: 40% End: 20%
More than \$50,000	More than 2 years	<ul style="list-style-type: none"> Phone call every 6 months Progress report at the end of each project year, minus 1 month Final report (6 weeks after end of project) 	Beginning: Max 40% All other disbursement: set according to cost and length of project End: 10%

* Final disbursement set for 8 weeks after the end of project (upon review of the final report).

[Download the sample contract here](#)



For more information:

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