

# Community Housing Growth Fund

Application information



Fall 2022



Community Housing  
Transformation Centre  
Centre de transformation  
du logement communautaire



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# Context

In May 2021, the Nova Scotia Affordable Housing Commission made 17 recommendations to increase the supply of and access to affordable housing in Nova Scotia, including that Nova Scotia make a “Quick Start” investment to create a Community Housing Growth Fund (CHGF) in consultation with the community housing sector. Therefore, Housing Nova Scotia (HNS) has approval to commit up to Two Million Five Hundred Thousand Dollars (\$2,500,000) to the CHGF, which will be used to support projects and initiatives that strengthen the community housing sector in Nova Scotia.

The Community Housing Growth Fund offers new financial resources to support Nova Scotia’s non-profit and co-operative housing. It’s an acknowledgement of the vital role they play in creating healthy, vibrant and affordable communities. The fund provides money, new tools and expertise, empowering community housing providers to increase the supply of affordable housing options.

> > > > **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.**

# Introduction

The Community Housing Transformation Centre (the Centre) is a national non-profit organization specialized in providing support and funding allocation to the community housing sector across Canada. The Canada Mortgage and Housing Corporation (CMHC) relies on the Centre to allocate 50 million dollars out of the National Housing Strategy to enhance the resilience and growth of the community housing sector from coast to coast to coast. As a result, the Centre developed specialized expertise, strengthened by tailor-made IT and administrative tools that provide highly efficient and secure grant allocation and management. This partnership means that provincial funds will flow much faster to eligible co-operative and non-profit housing organizations.

Not to mention, the Centre has a solid and constructive relationship with the Nova Scotia housing sector. Over the last three years, the Centre engaged in dialogue and funding activity with the Nova Scotia Government and community housing organizations from every region in the province. This record includes allocating \$803,840 to community housing groups and contributing to the recent Nova Scotia Affordable Housing Commission.

The Centre will also contribute another \$550,000 to the Community Housing Growth Fund to support capacity building in the sector and the operational needs of the non-profit housing association once it is formed.

# Priority Areas

## Housing Nova Scotia

- ✓ Diversity, equity, and inclusion, including First Voice and underrepresented groups
- ✓ Addressing systemic barriers to housing
- ✓ Advancing capacity building opportunities within the sector
- ✓ Leveraging regional, government and cross-sectoral resources and supports
- ✓ Providing navigation and support services to people in housing need.

# Funding Objectives & Streams



| <b>Capacity Building</b><br>(Grants up to \$50,000)   | <b>Planning &amp; Pre-Development</b><br>(Grants up to \$50,000)  | <b>Research &amp; Innovation</b><br>(Grants up to \$10,000)   |
|---|---|---|
| <b>Housing Nova Scotia</b>  |   |   |
| <ul style="list-style-type: none"> <li>✓ Support the identification of organizational and/or sectoral gaps in capacity and address these gaps through targeted activities and the development of resources</li> <li>✓ Help Community Housing sector organizations strengthen the skills and competencies needed to undertake activities that lead to organizational transformation and growth.</li> <li>✓ Address systemic barriers to housing.</li> <li>✓ Focus on operating models that create a strong sustainable foundation for growth.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Help cover costs of pre-development activities related to the construction of new affordable housing supply, especially for small-scale Community Housing providers.</li> <li>✓ Address barriers NS Community Housing providers face in accessing capital and accessing federal funding (e.g., CMHC seed funding, Green Municipal Fund, Sustainable Affordable Housing Fund).</li> </ul> | <ul style="list-style-type: none"> <li>✓ Support to undertake activities that will promote innovation, education and knowledge-transfer in the Community Housing sector.</li> </ul> |

# Conditions

- Will not fund activities executed prior to project approval.
- The HNS logo will be featured on all project related materials, including and not limited to website, promotional materials etc.
- Organizations may apply for funding from more than one stream as long as they are not in default with the Centre concerning a previous application.

# Required Documentation

The information provided in the completed 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.

Along with a completed application form, projects that are submitted must include the following documents:



| Capacity Building   | Planning & Pre-Development  | Research & Innovation  |
|---|---|--|
| <ul style="list-style-type: none"> <li>✓ Financial Statements</li> <li>✓ Two letters of support</li> <li>✓ Void check</li> <li>✓ Letters Patent or other incorporation documents</li> </ul> | <ul style="list-style-type: none"> <li>✓ Financial Statements</li> <li>✓ Two letters of support</li> <li>✓ Void check</li> <li>✓ Letters Patent or other incorporation documents</li> </ul> | <ul style="list-style-type: none"> <li>✓ Letters Patent or other incorporation documents</li> <li>✓ Void cheque</li> <li>✓ One letter of recommendation or two reference names:               <ul style="list-style-type: none"> <li>• First name</li> <li>• Last name</li> <li>• Phone</li> <li>• Email Address</li> <li>• Name of the organization</li> <li>• Relationship with the organization.</li> </ul> </li> </ul> |

Please note that letters of support should:

- support your proposal and elaborate on your organization’s capacity to carry out the project, and;
- come from contacts to related experiences and/or your partners on this project.

# Eligibility



|                      | Capacity Building   | Planning & Pre-Development   | Research & Innovation  |
|----------------------|---|--|--|
| Eligibility Criteria | <ul style="list-style-type: none"> <li>✓ Non-profit housing providers</li> <li>✓ Co-operative Housing</li> <li>✓ Non-profit organizations</li> <li>✓ Community/regional groups, coalitions etc.</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Non-profit housing providers</li> <li>✓ Co-operative Housing</li> <li>✓ Non-profit organizations</li> <li>✓ Community/regional groups coalitions etc.</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Non-profit housing providers</li> <li>✓ Co-operative Housing</li> <li>✓ Non-profit organizations</li> <li>✓ Community/regional groups, coalitions etc.</li> <li>✓ Academics in partnership with NPO (the NPO must apply).</li> </ul>  |
| Eligible activities  | <p>Examples of eligible activities include but are not limited to:</p> <ul style="list-style-type: none"> <li>✓ Building Condition assessments</li> <li>✓ Asset management plans</li> <li>✓ Portfolio reviews</li> <li>✓ Strategic planning and organizational reviews</li> <li>✓ Mergers, consolidation and acquisition planning</li> <li>✓ Project and property management support</li> </ul> | <p>Examples of eligible activities include but are not limited to:</p> <ul style="list-style-type: none"> <li>✓ Business plans</li> <li>✓ Preliminary designs</li> <li>✓ Development permits</li> <li>✓ Initial analysis and risk assessment</li> <li>✓ Professional services</li> </ul> | <p>Examples of eligible activities include but are not limited to:</p> <ul style="list-style-type: none"> <li>✓ Researching housing need in communities and among underrepresented groups.</li> <li>✓ Researching innovative construction methods and materials to improve sustainability and affordability.</li> <li>✓ Gather data to support long-term strategies for Community Housing sector stabilization, transformation and growth.</li> <li>✓ Building capacity to develop innovative, evidence-based approaches to increasing affordable housing supply.</li> </ul> |

# Project Evaluation

## Evaluation criteria

The evaluation of each application will be undertaken through a thorough process by a Program Manager. The Community Housing Growth Fund Selection Committee will make the final decision on all eligible project proposals.

## Evaluation scoring

### **Clarity of the request:**

- The proposal has clearly elaborated on project's beginning (planning/initiation), middle (execution) and end (closure).

### **Potential of transformational impact:**

- The project has potential for transformative change, defined as sustainable, long-term, concrete and far reaching.

### **Clearly identified need of the project:**

- The proposal presents a clear understanding of the needs of the community/organization.
- The proposal identifies gaps in the sector.

### **Partnerships:**

- The partnerships are sufficient for the scale and scope of the project, or the organization's ability to demonstrate that they do not need partnerships given internal capacity.

### **Feasibility and organizational capacity:**

- The project scale and budget properly aligned.
- The organization has the 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.

### **Potential of organizational/community housing sector impact:**

- The proposal clearly outlines the project's capacity to have positive impact either organizationally or within the community housing sector.

# Disbursement and Reporting Guidelines



|                    | Capacity Building   | Planning & Pre-Development  | Research & Innovation  |
|--------------------|---|---|--|
| Evaluation Process | <ul style="list-style-type: none"> <li>✓ Program manager – Project evaluation and recommendations</li> <li>✓ Director of Operations – validation</li> <li>✓ NS Selection Committee – Final approval</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Program manager – Project evaluation and recommendations</li> <li>✓ Director of Operations – validation</li> <li>✓ NS Selection Committee – Final approval</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Program manager – Project evaluation and recommendations</li> <li>✓ Director of Operations – validation</li> <li>✓ NS Selection Committee – Final approval</li> </ul>   |
| Disbursement       | <ul style="list-style-type: none"> <li>✓ 70% at project start</li> <li>✓ 30% once Final Report is approved</li> </ul>   | <ul style="list-style-type: none"> <li>✓ 70% at project start</li> <li>✓ 30% once Final Report is approved</li> </ul>   | <ul style="list-style-type: none"> <li>✓ 80% at project start</li> <li>✓ 20% once Final Report is approved</li> </ul>  |
| Reporting schedule | <ul style="list-style-type: none"> <li>✓ \$50,000 or less (under one year)                             <ul style="list-style-type: none"> <li>• Phone call at six months or halfway mark</li> <li>• Written Final Report</li> </ul> </li> <li>✓ \$50,000 or less (over one year)                             <ul style="list-style-type: none"> <li>• Phone call every six months</li> <li>• Written Progress Report at halfway mark</li> <li>• Written Final Report</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>✓ \$50,000 or less (under one year)                             <ul style="list-style-type: none"> <li>• Phone call at six months or halfway mark</li> <li>• Written Final Report</li> </ul> </li> <li>✓ \$50,000 or less (over one year)                             <ul style="list-style-type: none"> <li>• Phone call every six months</li> <li>• Written Progress Report at halfway mark</li> <li>• Written Final Report</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>✓ \$10,000 or less                             <ul style="list-style-type: none"> <li>• Written Final Report</li> </ul> </li> </ul> <p>** If the project is more than six months a phone call at the halfway mark will be required.</p> |



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