

## Appendix A: Application

### Part A: Applicant Details

Agency Applying:

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Project Lead: [person implementing & reporting]

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Position:

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Work Phone:

Cell Phone:

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Email:

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### Part B: Project Fundamentals

Project Title/Name:

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Location (town, community) of Project Activities:

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Start Date:

End Date:

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### Part C: Project Description

#### 1. Alignment with CHCBP Priorities

In 2019-2020, the Community Housing Capacity Building Program (CHCBP) will fund initiatives that support provincial priorities of preserving and sustaining existing social and community housing and endeavour to work towards expansion. Eligible projects should align with one or more of the CHCBP priorities. Organizations that commit to or have launched development of applications for additional federal funding through the National Housing Strategy will receive special consideration.

Check the boxes below for each priority that aligns with your project plan, deliverables, and expected outcomes.

- Stabilize and preserve community housing assets to ensure co-ops and non-profits continue to offer access to safe, suitable and affordable units to low-income households.
- Strengthen organizational and governance capacity and strategic planning to ensure growth and long-term operating sustainability of the community housing sector.
- Identify strategic partnership opportunities and leverage external (federal) funding to ensure the community housing sector has the resources it needs to better meet emerging challenges.





## Part D: Project Workplan

In the table below, develop a workplan that describes project deliverables and associated eligible activities, roles and responsibilities, timelines, and expected outcomes.

#	Deliverables	Activities	Roles/Responsibilities	Timelines	Outcomes
1.					
2.					
3.					
4.					
5.					
6.					
7.					

## Part E: Itemized Budget

In the table below, provide an Itemized Budget that describes both eligible and ineligible project expenses. If additional project costs are incurred by another, external organization, also include these details in the Itemized Budget. Including ineligible expenses will provide Housing Nova Scotia with information about the full scope of the project.

Description	Funding Sources	Costs	Funding Source/Partner Organization (if applicable)	Notes
Totals				
Total Amount of Grant Request				

## Part F: Application Submission

Completed Applications should be submitted in PDF format via email to [communityhousinggrants@novascotia.ca](mailto:communityhousinggrants@novascotia.ca) prior to February 21, 2020, at 4:30pm.

*\*Note, the email's subject line should read: [AGENCY NAME] CHCB APPLICATION 2019-2020.*





# Community Housing Capacity Building Program

Program Guidelines, 2019-2020

Department of Municipal Affairs and Housing

## 2. Financial Report

In the table below, report on the actual revenues and expenditures for eligible and ineligible project expenses. If additional project costs are incurred by another, external organization, also include these details. Including ineligible expenses will provide Housing Nova Scotia information about the full scope of the project.

Description	Revenues	Expenditures	Funding Source/Partner Organization (if applicable)	Notes
Totals				

### Reporting Notes

In the space below, elaborate on the successes achieved and/or challenges encountered in undertaking the CHCBP project, including any unforeseen costs and mitigations as applicable. Supporting documentation may also be attached to the Financial Report.

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### Accountability and Financial Reports – Submission

Completed Accountability and Financial Reports should be submitted in PDF format via email to [communityhousinggrants@novascotia.ca](mailto:communityhousinggrants@novascotia.ca) by the date/time identified in the contribution agreement between the community housing organization and Housing Nova Scotia.

\*Note, the email's subject line should read: [AGENCY NAME] CHCBP Accountability and Financial Reporting, 2019-2020.

Recipient will receive acknowledgement of Accountability and Financial Report submission via email.