

# Appendix A: APPLICATION FORM

## Part A: Applicant Information

Legal name of the society:

Project Lead: [person implementing & reporting]

Position:

Work Phone:

Cell Phone:

Email:

## Part B: Project Information

Project Title/Name:

Location (town, community) of Project Activities:

Start Date:

## Part C: Project Description

### 1. Eligibility

Please check the box that corresponds to your situation:

We are a housing co-operative registered in Nova Scotia with existing or expired operating agreement under the Social Housing Agreement.

We are a non-profit housing provider registered in Nova Scotia with existing or expired operating agreement under the Social Housing Agreement.

We are a housing co-operative/non-profit housing provider without existing or expired operating agreement under the Social Housing Agreement. We seek to maintain/increase our supply of affordable housing.

We are a non-profit society registered in Nova Scotia (or a community group looking to form a legal non-profit society) with a mission to improve housing outcomes for underrepresented communities.

Other (Please describe) \_\_\_\_\_

### 2. Alignment with CHCBP objectives and priorities

Eligible projects should align with one or more of the program objectives and priorities.

Please check the boxes below for each priority that aligns with your project. Describe in the section below how your project will achieve each priority you have identified.

Maintain existing supply of affordable housing under the stewardship of co-ops and non-profits.  
Increase organizational and governance capacity to ensure long-term sustainability and promote sector growth.

Ensure community housing organizations are well positioned to leverage existing and new federal funding opportunities.





### 3. Project Funding Partners

This program encourages applicants to seek strategic partnerships that can allow them to maintain their affordable housing stock, improve their organizational effectiveness, efficiency, and sustainability, and support future growth and development.

In the table below, please provide details on project partners and describe their roles and responsibilities.

Partner Organization Name	Partner Lead Contact Name, Position, and Email	Partner Role/Responsibility

In the space below, describe how the partners identified above will help you deliver on your proposed project, achieve its outcomes, and advance your organization’s short-and-long-term goals. Organizations that demonstrate commitment to or have applied for other sources of funding under will be prioritized.

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**Part D: Project Work plan**

In the table below, describe project activities and deliverables, roles and responsibilities, timelines, and expected outcomes/outputs.

#	Activities	Deliverables	Roles/Responsibilities	Timelines	Outcomes/Outputs
	<p><i>*Example* Governance review</i></p>	<p><i>*Example* Governance Review Report, which will include:</i></p> <ul style="list-style-type: none"> <li><i>• Findings from interview with board members and stakeholders</i></li> <li><i>• Review of current by-laws, board role, composition, governance approach, organizational policies.</i></li> <li><i>• Recommendations</i></li> </ul>	<p><i>*Example* Consultant will conduct activities. Applicant will provide project management</i></p>	<p><i>*Example* February 2022</i></p>	<p><i>*Example* Recommendations to improve board governance and attract new members</i></p>

### Part E: Itemized Budget and Quotes

In the table below, provide a detailed budget that describe both eligible and ineligible project expenses. Include any additional project costs that are incurred by another external organization to provide Housing Nova Scotia with a better scope of the project.

**Attach quote to support itemized budget.**

Description	Funding Program	Costs (including HST)	Funding Source / Partner Organization (if applicable)	Notes
<b>Totals</b>				
<b>Total Amount of Grant Request</b>				

### Part F: Submit your application

Completed Applications should be submitted in PDF format via email to [communityhousinggrants@novascotia.ca](mailto:communityhousinggrants@novascotia.ca) on or before December 10, 2021, at 4:30 pm. The email's subject line should read: **[AGENCY NAME] CHCBP APPLICATION 2021-2022.**

## **Part G: Applicant Declaration and Signature**

I have read this application form in its entirety, including Appendices. I understand and agree to all the terms and conditions listed herein.

I certify and declare that all the information contained in this application is complete and accurate in every respect. I am aware that the discovery of any false statements made in the application may result in the rejection of this application and I agree that such action by Housing Nova Scotia (HNS) will be without penalty or liabilities for damages.

I hereby acknowledge that any work carried out prior to receiving written confirmation of approval from HNS is not eligible for funding.

I understand that this application does not obligate HNS to approve program funding.

I certify that I have the authority to sign this application on behalf of the co-operative/non-profit board of directors.

### **On behalf of the Board:**

Name (Please print): \_\_\_\_\_

Signature:

Date: \_\_\_\_\_

## Application Reference Information

### Project Costs

Applicants are required to list all project/initiative costs in the budget section of the application form. The budget must provide a clear itemized breakdown of expenditures to help Housing Nova Scotia assess the funding request.

Applicants must use the itemized budget in the Application (Appendix A, Part E). Organizations must include information on both eligible and ineligible costs. Information on ineligible costs is being collected by Housing Nova Scotia to assess what partnerships and other funding sources support project implementation and obtain a complete picture of the project being undertaken.

### Eligible Costs

Applicants are encouraged to seek other funding sources in support of their project. Budgets should fully disclose all other funding sources that are being leveraged as part of the project proposal.

Costs incurred prior to the signing of a commitment agreement will be ineligible.

Eligible costs include those associated with carrying out eligible program activities as outlined in section 5.



### Ineligible Costs

The following expenditures and activities are not eligible for funding under the CHCBP:

- Budget deficits
- Capital loans and capital expenditures
- Costs covered by other government funding
- Interest expenses incurred on operating loans
- Legal challenges, costs, and settlements
- Mortgage financing/loan guarantees
- Operational funding to enhance existing government-funded programs or provide bridge funding that does not contribute to the objectives of the CHCBP Program
- Professional organization fees paid on behalf of staff for membership in professional organizations
- Property tax expenses
- Public relations and fund-raising expenses
- Travel, accommodation, and meals expenditures for the proponent



## Appendix B: Funding Terms and Conditions

The following terms and conditions apply to all projects funded under the CHCBP:

### I. Contribution Agreements and Final Reporting

To receive funding through the CHCBP, recipients must commit via their contribution agreement with Housing Nova Scotia to maintaining their existing number of affordable units for the fiscal year by signing the Statutory Declaration in the template attached.

### II. Communications Protocol

The Communications Protocol applies to all communications activities related to projects funded under the CHCBP. Communications activities undertaken by proponents related to the activities funded under the CHCBP must be pre-approved by Housing Nova Scotia to ensure the Province meets its obligation with CMHC under the National Housing Strategy and that any public information about funded projects and their benefits is consistent. Proponents will provide at least 15 business days' notice to Housing Nova Scotia. If the communications activity is an event, it will take place at a mutually agreed date and location.

Communications activities can be generally defined as, but not limited to, the following:

- Public or media events and/or ceremonies
- News releases
- Reports
- Web and social media products or postings
- Blogs
- News conferences
- Media interviews
- Public notices
- Physical and digital signs
- Publications
- Success stories and vignettes
- Photos, videos, multi-media content
- Advertising

Joint communications or communications activities that relate to the project and are collaboratively developed and approved by CMHC, Housing Nova Scotia and, where applicable, the proponent, should not occur without prior knowledge and agreement of all parties. Each of the parties may request joint communications with at least 15 business days' notice.

### III. Media Relations

Proponent will share information within one (1) business day with Housing Nova Scotia should significant media inquiries be received, or emerging media or stakeholder issues arise to a project funded under CHCBP.

## Declaration

I, \_\_\_\_\_ declare that \_\_\_\_\_  
will continue to operate \_\_\_\_\_ existing affordable units at rates  
below market rent for my area for the 2021-2022 fiscal year.

Signed:

Your Signature:

Declared at: \_\_\_\_\_

*Address where Declaration was Signed*

On this date: \_\_\_\_\_

Witness: \_\_\_\_\_

Witness Signature:

Witness contact information:

This signed and witnessed Declaration must be submitted by proponents in PDF format to Housing  
Nova Scotia via email: [communityhousinggrants@novascotia.ca](mailto:communityhousinggrants@novascotia.ca)