



Innovation and Research *NHS Research and Planning Fund*

APPLICANT GUIDE



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SECTION 1 – GENERAL INFORMATION

1.1 Overview of Section 1

The purpose of this section is to provide general information about Canada Mortgage and Housing Corporation's (CMHC) NHS Research and Planning Fund.

1.2 Initiative Introduction

The NHS Research and Planning Fund provides support to not-for-profit organizations (housing providers, associations, federations, etc.) and registered charities to undertake housing research, whose goal is consistent with the priority theme areas and populations of the National Housing Strategy.

The overarching objective of the program is to build collaboration, engagement and alignment with stakeholders to achieve common research goals and to support the housing community's research capacity development.

Drawing from national consultations that were launched in the summer of 2016 to solicit the views of individual Canadians, housing organizations, experts and stakeholders, information was collected that helped identify the most important housing challenges where research could help provide answers.

Relevant information can be found in the analysis of consultations entitled What We Heard: Shaping Canada's National Housing Strategy.

1.3 CMHC Background

CMHC is the Government of Canada's National Housing Agency, with a mandate to help Canadians meet their housing needs. As Canada's authority on housing, we contribute to the stability of the housing market and financial system, provide support for Canadians in housing need, and offer objective housing research and advice to Canadian governments, consumers and the housing industry. Prudent risk management, strong corporate governance and transparency are cornerstones of our operations.

CMHC is a Crown Corporation, with a Board of Directors, reporting to Parliament through the Minister of Families, Children and Social Development, and Minister responsible for Canada Mortgage and Housing Corporation, the Honourable Jean-Yves Duclos.

CMHC has approximately 2,000 employees located at its National Office in Ottawa, and at five Business Centres throughout Canada: Atlantic; Quebec; Ontario; British Columbia; and Prairies & Territories.

1.4 National Housing Strategy (NHS) Overview

Affordable housing is a cornerstone of inclusive communities. It helps to strengthen the middle class and grow the Economy. Canada's first ever National Housing Strategy is a 10-year, \$40-billion plan that will give more Canadians a place to call home and will create a new generation of housing in Canada. Through the National Housing Strategy, the federal government is re-engaging in affordable housing and bringing together the public, private and non-profit sectors to ensure more Canadians have a place to call home. The goal of this historic strategy is to make sure Canadians across the country can access housing that meets their needs and that they can afford. To achieve this goal, the strategy will first focus on the most vulnerable Canadians.

The NHS will create livable communities where families thrive, children learn and grow, and their parents have the stability and opportunities they need to succeed. It will spearhead innovative new housing research, data and demonstration projects to fill gaps in our knowledge, share the best ideas and shape the future of housing policy in Canada. It also creates new opportunities for the federal government to innovate through partnerships with the community housing sector, co-operative movement, private sector, and research community. More information on the NHS can be found at <https://www.placetocallhome.ca/pdfs/Canada-National-Housing-Strategy.pdf>

For more information on the National Housing Strategy, visit <https://www.placetocallhome.ca/>

1.5 Initiative Overview and Who Can Apply

Under the **National Housing Strategy**, this stakeholder-focused funding opportunity helps to promote interest and involvement in housing research outside of government, supports data development and cultivate and supports highly focused expertise to rapidly overcome challenges and develops solutions to improving affordable housing and communities across Canada. This Fund provides financial support in three different streams:

- A** Funding support for individual research projects;
- B** Funding support for a "program of research"*; and
- C** Funding support for planning activities with a focus on research.

The Fund has a budget allocation of \$600,000 in 2018-19 to cover all streams of activity.

CMHC is seeking applications to support planning and research activities that address NHS priority themes and populations, aim to build collaboration, engagement and alignment or supports the housing community's research capacity development.

* A sustained research enterprise that includes one or more projects or other components, and which is shaped by broad objectives for the advancement of knowledge. It might be undertaken primarily by one investigator and encompassed within a single longer-term project, or it could mobilize a team of researchers to conduct multiple projects during a specific period. In pursuit of the overall objectives, specific approaches and methods are advanced, adopted and modified as the research proceeds and as findings are made and reported.

The NHS priority theme areas are:

1 Housing for those in Greatest Need:

- Seniors
- Indigenous people
- Survivors fleeing situations of family violence
- Persons with disabilities
- Those with mental health and addiction issues
- Those experiencing homelessness
- Newcomers and refugees
- Veterans

2 Social Housing Sustainability;

3 Indigenous Housing;

4 Northern Housing;

5 Sustainable Housing and Communities;

6 Balanced Supply of Housing.

Who can apply?

CMHC is seeking applications from organizations such as not-for-profits, housing providers, associations, federations, and charities. Note that partners in research and planning projects are not limited to these organizations; applicants are encouraged to engage with collaborators across all sectors.

1.6 Application Intake Process (AIP)

A call out for applications will launch June, 2018. The NHS Research and Planning Fund application forms and the intake portal for submitting the application (including all supporting documentation) can be accessed at cmhc-nhs.ca

By submitting an application, applicants agree to be bound by the terms of this application, and the terms of the application that they submit.

SECTION 2 – APPLICATION AND SUBMISSION INSTRUCTIONS

2.1 Overview of Section 2

The purpose of Section 2 is to inform the applicant about CMHC's procedures and rules pertaining to the application process.

This application guide provides information, for the benefit of applicants prior to submission of their applications, to assist the applicant in ensuring that their application response is complete and includes all the mandatory requirements (as indicated below).

Non-compliance with a mandatory requirement will eliminate the application from further consideration.

2.2 Submission Instructions and Deadline (Mandatory)

2.2.1 *Language of Application*

Applications may be submitted electronically in English or French.

2.2.2 *Delivery Instructions and Deadline*

The NHS Research and Planning Fund application forms and the intake portal for submitting the application (including all supporting documentation) can be accessed at cmhc-nhs.ca

The deadline to apply is **11:59 p.m. Eastern Time on September 17, 2018**. The time of delivery for the purposes of this section is deemed to be the time recorded by the CMHC system receiving the application, and not the time the application was sent by the applicant.

Submission of supplementary documentation (e.g. Curriculum Vitae, Partnership Letters (financial contribution) etc.) must be submitted along with the application through the same application intake portal.

Upon receipt of applications, an automated confirmation will be issued from CMHC to the sender's e-mail address. It is strongly recommended that applicants follow up with the contact identified in Section 2.2.4 if they have not received a confirmation within 30 minutes of submission.

2.2.3 *Application Opening, Verification Period, and Deadlines*

Submissions intake will be set annually with a deadline. Applications arriving late will be automatically rejected, and the sender will be so notified by e-mail.

In the event that access to the platform for submitting cannot be done, in remote regions for example, it will be possible to send proposed demonstration project applications, including all supporting documentation by mail or courier. However, in such cases, the responsibility will be on the applicant to allow sufficient time from the mail drop-off or courier pick-up to ensure the application is **received** by CMHC in advance of the closing date and time, as outlined in Section 2.2.2 above.

The provision to send applications in the mail is considered exceptional and is permitted only in situations where it is not possible to use the web portal platform, such as a case involving remote regions, and therefore applicants **must** consult with CMHC before submitting an application by mail.

Timely and correct submissions of applications in the exact specified delivery platform is the sole responsibility of the applicant. All risks and consequences of a failure to submit an application to CMHC are borne by the applicant. CMHC will not assume those risks or responsibilities under any circumstances.

All confirmations of decisions by CMHC regarding received applications will be provided to applicants in writing.

2.2.4 *Enquiries*

All questions must be sent by e-mail or facsimile to the following contact person:

CMHC Housing Needs Research Manager

Innovation-Research@cmhc-schl.gc.ca

1-800-668-2642 (8 a.m. to 7 p.m. ET)

CMHC cannot guarantee a response to enquiries received less than seven (7) business days prior to the application deadline.

2.2.5 Applicant Contact

The applicant identified in Section 1 of the NHS Research and Planning Fund application form, including name and contact information shall be the primary contact for CMHC during the evaluation period. During application evaluations, CMHC reserves the right to contact any individual applicant in order to obtain clarification of its submission. Any such communication is limited to clarification purposes only, and applicants will not be allowed to revise their application during this process.

2.2.6 Offering Period (Mandatory)

The terms of the application shall remain valid for a period not to exceed one hundred and twenty (120) days following the application closing date.

2.2.7 Changes to Application

It is strongly suggested that the applicant take time to review their application prior to submission to minimize the need to make changes. If changes to an application that has been submitted through the portal are required, applicants must make arrangements with a CMHC representative through the inquiry channel indicated in Section 2.2.5. Changes must be received as an addendum to, or clarification of, a previously submitted application, or as a new application that replaces and supersedes the application that was previously submitted. Any additions or revisions must be accompanied by a clear statement to what part of the application the change or addition is meant to address, where possible, a new application is preferred to avoid confusion. Any changes or additions to a previously submitted application must be received no later than the submission deadline.

2.2.8 No Liability

While CMHC has made considerable efforts to ensure that the information in this application form is accurate and complete, it is possible that errors may exist. The information is not guaranteed or warranted to be accurate by CMHC, nor is it necessarily comprehensive or exhaustive. CMHC will have no liability of any kind to applicants for losses or damages arising from any errors that may be found in the application, regardless of how the errors are caused. Applicants remain obliged to make their own investigation of relevant information and to form their own opinions and conclusions in respect of the matters addressed in this application.

By submitting an application, applicants waive any claim or cause of action that they may have against CMHC or its representatives as a result of the conduct of this application process or any resulting contract award, except insofar as they have proof of willful misconduct on the part of CMHC or its representatives. Applicants agree that they will not bring a court action or institute any other proceedings against CMHC for damages arising from the conduct of this application or any resulting award of Contribution Agreement. This section is intended to be a complete waiver of the applicant's right to claim damages subject to the limited exception noted above.

2.2.9 Verification of Application

CMHC reserves the right to conduct such investigation as it deems appropriate to verify the contents of the application.

2.2.10 Corporation Identification

Applicants agree that they will not make any use whatsoever of CMHC's name, logo or other official marks without the express written consent of CMHC.

2.2.11 Conflict of Interest

The applicant and its principals, employees and agents shall avoid any real, potential or apparent conflict of interest during the AIP process, and upon becoming aware of a real, potential or apparent conflict, shall immediately declare the conflict to CMHC. The applicant shall then, upon direction of CMHC, take steps to eliminate the conflict, potential conflict or perception that a conflict of interest exists.

The successful applicant must not provide any services to any third-party in circumstances that might reasonably give rise to a conflict of interest between the applicant's duties to that third-party and the applicant's duties to CMHC.

In the event that a conflict of interest, real, potential or perceived, cannot be resolved to the satisfaction of CMHC, CMHC shall have the right to immediately eliminate the applicant from consideration under the EOI or to terminate the resulting agreement. Upon such elimination or termination, CMHC shall have no obligation of any nature or kind to the applicant.

2.2.12 CMHC'S Obligations

By issuing this call for applications and accepting applications, CMHC assumes the obligation of conducting the application evaluation and selection process in a fair and transparent manner. CMHC has no obligation to compensate any applicant for work done for the purposes of this application.

Timely and correct submission of the application in the specified delivery platform before the submission deadline is the sole responsibility of the applicant. All risks and consequences of a failure to submit a complete application on time to CMHC are borne by the applicant. CMHC will not assume those risks or responsibilities under any circumstances.

In addition, in the event that CMHC or the application review committee determine that no application merits the award of any funding in any given year, it will not be awarded.

2.2.13 Contribution Agreement

The applicant and CMHC shall enter into a contribution agreement that will set out the terms and conditions of any funding awarded through the NHS Research and Planning Fund.

2.2.14 Indemnification and Insurance Requirements

In submitting a NHS Research and Planning fund application, the applicant understands and acknowledges that should the project be accepted, the applicant shall, at its own expense, procure and maintain or cause to be procured and maintained insurance coverage which is commercially reasonable and customary for businesses of similar industry practices which shall be in force for the duration of the project. CMHC reserves the right, in its sole and absolute discretion, to conduct Insurance Requirement negotiations with the applicant. Depending on the level of risk exposure of the project, various insurance coverage and insurance limits may be required and/or adjusted accordingly.

The applicant also acknowledges and accepts that should the project be accepted, any subsequent contribution agreement with CMHC will include clauses stipulating the applicant will indemnify and save harmless CMHC and its directors, officers, employees and agents.

SECTION 3 – APPLICANTS’ GUIDE

3.1 Overview of Section 3

The purpose of Section 3 is to provide guidance to the applicant in filling out the application form.

3.2 Where to Apply

The NHS Research and Planning Fund involves an on-line application intake process. See Section 2.2.2 and Section 2.2.3 of this guide for information on obtaining an application form and the intake portal for submitting an application.

The application form must be submitted in accordance with the conditions and requirements as set out below and as stated in the delivery instructions in Section 2.2.2 in order to be considered for evaluation by CMHC.

In the event that it is not possible to submit the application through an on-line application intake process (e.g. sending from a remote location without internet access; or an application is required in an alternate format, applicants must reach out to CMHC (see 2.2.4) at least twenty (20) business days before the application deadline to see whether an alternative arrangement can be accommodated.

3.3 Application Form – Section 1: General Information

General information regarding the proposed project, including the identification and contact information of the applicant, as well as the key personnel representing team is required in Section 1. The applicant is the organization that receives the funding and will be expected to enter into a contribution agreement to be negotiated with CMHC which will outline the schedule of payment and deliverables.

1.1 Applicant Contact Information. The applicant must provide contact information for an individual who will be the single point of contact for the application.

1.2 Organization Address. The applicant must provide their address.

1.3 Project Stream

Applications are accepted in three different streams of activity:

- Program of research support
- Research project support
- Planning activity support

Please indicate which stream of activity you are applying to.

Note that organizations are limited to submitting one application per competition.

1.4 Focus of Project

Please indicate whether your proposal focuses on technical or socio/economic aspects. This information is collected for administrative purposes and to help facilitate the review process.

3.4 Application Form – Section 2: Eligibility Criteria

In preparing and submitting an application, the applicant must consider the following eligibility requirements under the NHS Research and Planning Fund Initiative:

- Applicant must be a Canadian citizen or permanent resident of Canada at the time of application;
- Applicant must be a not-for-profit, non-government organization or a registered charity. Note: participation is not limited to these organizations; applicants are encouraged to engage with collaborators across all sectors.
- The project aligns with NHS areas of priority and will support NHS priority populations – please outline how your project addresses this need in Section 2 of the application form.
- A letter of support must be provided to confirm the 25% partnership contribution requirement. Partnership contributions must be confirmed at time of application.
- Applicant organization can only apply to the Fund once per competition and support will not be given to one applicant in two sequential years for the same project, event, or identical activity.
- Funding will only be provided for research projects or activities that will occur after the submission deadline.

Eligible Research Projects/Program of Research Activities

Research Activities:

Under the NHS Research and Planning Fund, CMHC will support and leverage research projects that are aligned with federal NHS priorities. Activities can include a range of research activities such as literature reviews, environment scans (domestic and international), surveys, interviews, testing, evaluations, data gathering and analysis, profiles, case studies, and reporting findings. Funding could also be used to support hiring of consultants to conduct this work.

In all cases, projects that respond to NHS objectives such as affordability, environmental sustainability, accessibility, social inclusion and financial viability will be eligible.

Knowledge mobilization activities:

While all applicants are encouraged to consider and include knowledge dissemination activities as part of their research applications, funding may be granted for research dissemination projects designed to communicate research results and help translate research findings into action.

For these types of projects, applicants must clearly articulate how the dissemination project showcases features, approaches, programs, policies, practices or technologies that are best-in-class, innovative, leading-edge, replicable and scalable, and relate to the administration, management and delivery of affordable housing (and affiliated supportive services) keeping in mind the NHS priorities and priority populations.

Eligible Planning Activities

Projects that focus on planning and/or preparing for research activities are eligible to apply under the planning stream of the Planning and Research Fund. This list of eligible activities is not exhaustive nor comprehensive; the applicant may propose other activities for eligibility. However, in doing so, the applicant must clearly identify in the application that the proposed activity is consistent with the priority theme areas and populations of the National Housing Strategy and contributes to building collaboration, engagement and alignment with stakeholders to achieve common research goals or supports the housing community's research capacity development.

Eligible planning activities include:

- Activities that assist potential teams, including knowledge-users and other stakeholders in working together to identify research questions or emerging issues and priorities that could form the basis of a grant application.
- Designing, developing and delivering of knowledge transfer products such as; brochures, case-studies, posters, background research, engagement and facilitation activities, material development, summary reporting, educational seminars, presentations, mock-ups and models, on-line forums, information sharing platforms, etc.; through a variety of mediums such as social media, industry, partners, academia, etc.
- Stakeholder consultations, including citizen engagement activities, regarding needs, gaps and opportunities in the housing research landscape, priority policy issues and/or priority research questions, where such common understanding is currently lacking or requires further development.
- Initial planning and discussion of a research project among potential team members to assess the viability of the research project and the partnership.
- Conducting an environmental scan or preliminary synthesis of relevant literature, activities or programs, early-stage planning to determine possible commercial viability of a discovery or the potential application of a non-commercial discovery.

Capacity building:

- Hire of consultants to prepare research applications for groups that don't have the capacity to do so on their own.
- Gatherings of stakeholders to facilitate regional/national and/or international collaboration among individuals or groups from a variety of backgrounds (for example, building new and existing multi-sectored partnerships that include a significant number of participants from outside the conventional housing community, consensus meetings, networking and partnership development events) interested in applying to a funding opportunity.

3.5 Application Form – Section 3: Project Overview

3.5.1 Project Title

The applicant shall provide a Project Title. The title should try and reflect the nature of the project. What is the project trying to address/achieve?

3.5.2 Project Period

The applicant must clearly identify the project "Start Date" and "End Date". Research projects are expected to be delivered and completed within 12 months from the signing of the contribution agreement. In cases of a stream of research, larger or more complex projects, or other circumstances detailed by the applicant, consideration may be given to projects lasting longer than 12 months.

3.5.3 Requested funding from CMHC

The total amount of funding requested from CMHC shall be clearly stated.

3.5.4 Total Applicant Funding Contributions

The applicant is required to demonstrate a 25% contribution to the proposed research project, which may be provided in the form of "cash" or "In-Kind" amounts, defined as described below. Where partners are contributing to the 25% requirement, please see section 3.5.5 on project team details.

Cash Contribution refers to the provision of actual dollars (currency) used to off-set and pay for project expenses incurred during the design, delivery and implementation of the project.

Expenses related to the carrying out of research and planning projects may include:

- travel and hospitality (food and accommodation) expenses, Please note: All travel-related costs must comply with the Treasury Board Travel Directive and applicants must select the most economical means of travel when booking transportation or accommodations
- disability accommodation costs (e.g. accessible transportation, interpreters, note takers).

Ineligible expenses include tuition or related fees; and, equipment or services (e.g. laptop, books).

In-Kind Contribution refers to the dollar-value of labour, services and resources team members contribute towards the design, delivery, information dissemination, and reporting aspects of the project/activity, or specific activities within the overall project, in lieu of cash or in lieu of services necessary to the design, delivery and implementation. A breakdown of all in-kind contributions (staff time, labour rates, expenses, etc.) together with the associated activity, will be required for the review and consideration by the evaluation committee.

The types of in-kind contributions that are recognized and considered eligible are:

- equipment
- access to unique databases/software
- professional, analytical, or other services
- employee salaries (i.e. the salary of an employee not listed on the application form)
- use of facilities
- materials and technology
- licenses

3.5.5 Project Team Details

One applicant must apply on behalf of the team as the lead applicant to have one point of contact. This information is provided in Section 1. The application package must also include a brief organization description and CV for collaborating organizations. If successful, funding will be provided to the lead applicant organization and it will be up to the applicant to disburse the funds as appropriate between co-applicants.

For the purposes of the Planning and Research Fund, a partner is an organization that is bringing a cash or in-kind contribution to the project. There are no restrictions with respect to joint ventures, partnerships with third-parties; in fact, partnership arrangements are encouraged. The applicant must clearly articulate the key roles and contributions each partner brings to the project and how the partnerships add value to the project.

All applications must be accompanied by a letter from each partner (maximum two pages each, in PDF format) providing details on the nature and the objectives of the partnership, and the contribution type and amounts (cash or in kind). The letter must be addressed to the applicant and dated and signed by the partner organization on letterhead.

As part of its due diligence process, CMHC may contact potential contributors.

Applicants should address the following items in completing this section of the application:

- How well do the proposed project's partners and collaborators align with the objectives (i.e. are they a good fit)?
- To what degree will the collaboration activities enhance outcomes, bring value to the project, and increase the probability of success, without undue risk, by partnering?
- What are the unique strengths and skills that each of the collaborators bring to the project?
- Do the partnerships strengthen leveraged outcomes through collaboration?

3.6 Application Form – Section 4: Project Details

In this section, the applicant is to provide detailed information regarding the nature and extent of the proposed project and the roles and contributions of the key players in the design, delivery and implementation of the proposition.

3.7 Application Form – Section 4.1: Project Summary/Description

Provide an overview of the issue, research questions, what will be done in the project in the space provided.

Consider the following:

- What question/gap issue is the project trying to address?
- Why is it important?

3.8 Application Form – Section 4.2: Objectives and Outcomes

The applicant must provide a brief and succinct statement explaining, the objectives (purpose) of the project or activity and the expected impact and outcomes.

Consider the following:

- What is the expected impact of the project?
- Do the objectives align with the project's expected outcomes? Are the project's objectives well-aligned with the NHS objectives and desired outcomes?

3.9 Application Form – Section 4.3: Project Relevance

Please explain how the project aligns to the NHS priorities and expected outcomes, including the project's relevance to priority populations (i.e. the housing needs of vulnerable peoples). It is recommended that the applicant review the NHS website and relevant background documents in order to demonstrate that the project aligns with the NHS priorities and expected outcomes.

Applicants should consider the following:

- **What is the relevance to the NHS vision, themes and outcomes.**
- How will the project address the distinct needs of low-income and vulnerable Canadians; the vitality of the social housing sector; housing for Indigenous people, including the North (if applicable); and any innovative strategies that increase affordability?
- Will the project contribute to the development of sustainable housing and other social, economic and environmental goals?
- Will the project improve n housing conditions for Canadians, particularly those in greatest need?

- And how will the project substantively impact the outcomes for NHS priority populations?
- Does the project address a gap in the housing system?

Consideration should be given to the NHS priority areas - see Appendix 1.

3.10 Application Form – Section 4.4: Budget

Applicant will be the one that receives the funding and will be expected to enter into a contribution agreement to be negotiated with CMHC which will outline the schedule of payment and deliverables.

Applicants should provide a budget (uploaded as a separate document) that describes all costs associated with proposed project and sources of revenue including, contribution from partners and the applicant.

3.11 Application Form – Section 4.5: Statement of Work/ Methodology/Project Management

This section is, effectively, the presentation of the “Statement of Work” which provides a detailed breakdown of all the relevant and key activities, tasks, milestones involved in the design, delivery and implementation of the project/activity. In preparing the detailed breakdown, applicants must provide a brief description of the scope, depth, pervasiveness, and complexity of the issue or problem to be solved. Where possible, estimate the potential benefits of the project or the activity and indicate the unique tools, processes, opportunities, and expertise that a project or activity offer in a description of the problem, issue, challenge, or opportunity should be put forward. Where possible, estimate the potential benefits of the project or the activity. (In no more than 4 pages.)

The following bullets are examples of questions to be considered in the preparation of the project details:

- What will the research project or the activity showcase?
- How will the research be carried out, why, and by whom?
- What are the different phases, milestones, tasks, activities, and any stage gates or dependencies including proposed start-end timelines?
- What are the anticipated results?
- What technologies, policies, programs, etc. (if any) will be created?
- What performance monitoring activities will be undertaken and how will outcomes be reported to CMHC?
- How will the immediate impact and longer-term success be measured and how it will contribute to NHS priorities, government objectives, sector objectives?

Key Considerations

- Is the description sufficiently detailed with key start/end dates?
- Is the project description well-constructed, clearly describing the design, delivery and implementation of project elements?
- Are the dependencies, partnerships and relationships appropriate with respect to the delivery and implementation of the project?
- Is the project description coherently written, well-organized and comprehensive (i.e. no information gaps)?

3.12 Section 5 Implementation Strategy Knowledge and Dissemination

The overarching objective of the program is to build collaboration, engagement and alignment with stakeholders to achieve common research goals and to support the housing community's research capacity development. In addition to building collaboration and capacity, the sharing and uptake of information, knowledge and lessons learned from projects that are funded through the program is expected.

The applicant should outline the proposed approach for promoting and celebrating the impact and outcomes of the project's achievements. Elements of a strong promotion strategy include: purpose, size and makeup of the target audience, objectives, key messages, promotional activities, knowledge products used (case study, best practices, research reports, etc.), and an evaluation plan (how the effectiveness of each activity will be measured).

3.13 Section 6 Organization Descriptions and Curriculum Vitae

Key personnel and partner resumes that outline relevant information must be included in the application. Please upload a signed CV (maximum five (5) pages) in PDF format that includes the following:

- Education and skills
- Experience
- Relevant distinctions and awards received

Also please include organization description for each project collaboration and partner.

3.14 Section 7 Application Checklist

Please ensure your application includes all the following information. Incomplete applications will not be considered.

- Completed Application Form;
- Organization Descriptions;
- Curriculum Vitae (PDF only, maximum 5 pages) (for Research Project or Program of Research applications only);
- 1 Partnership Letter per collaborator (PDF only);
- Budget table

Please do not include any additional material as it will not be assessed by the adjudication panel and will result in your application being excluded from consideration.

SECTION 4 – SELECTION PROCESS

4.1 Overview of Section 4:

The purpose of Section 4 is to inform the applicant about the selection process once the applicant has applied.

4.2 Selection Process:

Applications are assessed in the subsequent months with an anticipated notice of decision in Fall 2018.

CMHC's review process is supported by reviewers with relevant research experience and expertise who will assess the quality of the applications. There will be two levels of review. We will use relevant experts to review the technical merits of the applications as required and provide recommendations to the evaluation committee, and an evaluation committee that will consider the application against the evaluation criteria and make funding recommendations to the Director of Policy and Research.

The applications received under each funding stream will be reviewed, scored and prioritized within their funding streams only.

4.3 Evaluation Criteria:

For all streams, only applications scoring 80% or higher in each of the criteria according to the evaluation matrixes outlined below will be eligible for funding. The scoring breakdown is as follows:

Research Projects/Program of Research:

- Concept and Relevance of the Project to NHS priority themes and populations: (25%)
- Methodology and Project Management: (25%)
- Knowledge exchange and/or Dissemination Plan: (25%)
- Feasibility: (25%)

Planning activities:

- Relevance to NHS priority themes and populations: (35%)
- Activity objectives and Format: (35%)
- Knowledge exchange and/or Dissemination: (15%)
- Feasibility: (15%)

Entries are weighed individually, not against one another. Failure to provide sufficient evidence to demonstrate all selection criteria will weaken your application.

APPENDIX 1 – NATIONAL HOUSING STRATEGY PRIORITY AREAS

In order to align the project proposals within the NHS, CMHC is seeking applications for demonstrations to showcase and disseminate knowledge on leading-edge innovative approaches to cultivate an economically, environmentally and socially sustainable affordable housing sector that fit within one or more of the following Priority Areas:

Priority Areas
Housing for those in Greatest Need
<ul style="list-style-type: none"> • Improve housing and supports for the most vulnerable, including those who are homeless and those with distinct needs • Improve affordability of housing for low-income households
Social Housing Sustainability
<ul style="list-style-type: none"> • Improve sustainability of social housing and build capacity
Indigenous Housing
<ul style="list-style-type: none"> • Improve housing conditions among First Nations, Métis and Inuit households • Increase Indigenous autonomy and capacity for housing
Northern Housing
<ul style="list-style-type: none"> • Improve housing conditions in Canada’s territories
Sustainable Housing and Communities
<ul style="list-style-type: none"> • Improve building performance, durability and energy efficiency of housing • Increase housing options near transportation and transit, work, supports and services, as part of mixed income, age-friendly, accessible communities
Balanced Supply of Housing
<ul style="list-style-type: none"> • Increase Canada’s supply of rental housing • Preserve and renew existing rental housing • Meet evolving home ownership needs of Canadians

Please go to cmhc-nhs.gc.ca for more detailed information regarding the NHS Priority Areas and the NHS Priority Population Groups.

