**Ministry of Housing**

**Innovation, Evidence, and Capacity Building (IEC) Fund**

**2017-18 Funding**

**Application Form**

Please read the Call for Grant Proposals before completing this form as it contains important information about the content of your application. Please complete all sections of this form with all requested details. The completed form should be **no longer than 18 pages**, including any appendices. Letters of reference or recommendation are not required. You may expand the boxes within the application form if more space is needed.

| **Project Name:** | Click here to enter text. | **Organization:** | Click here to enter text. |
| --- | --- | --- | --- |

**Funding Requested:**

| **Total Requested Amount** |
| --- |
| $ Click here to enter text. |

**Organization Information**

Provide administrative details of the organization that is making the application and any other organizations involved in the proposed project/initiative.

| **Lead Applicant** |  |
| --- | --- |
| Organization Legal Name: | Click here to enter text. |
| Website URL: | Click here to enter text. |
| Corporate Registration Number: | Click here to enter text. |
| CRA Business Number: | Click here to enter text. |
| Date of Incorporation:  | Click here to enter text. |

| **Other Organizations** | **(If applicable):** |
| --- | --- |
| Organization: | Click here to enter text. |
| Contact Person:  | Click here to enter text. |
| Address:  | Click here to enter text. |
| Phone:  | Click here to enter text. |
| Email:  | Click here to enter text. |

| Organization: | Click here to enter text. |
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| Contact Person: | Click here to enter text. |
| Address: | Click here to enter text. |
| Phone: | Click here to enter text. |
| Email: | Click here to enter text. |

**\*Note:** If the proposed project is to have shared responsibilities, one lead applicant must be identified who will enter into a Transfer Payment Agreement and accept responsibility for accounting and reporting on the project.The lead applicant **must** meet the eligibility requirements as outlined in the Call for Grant Proposals.

**Applicant Contact Information**

Provide contact information for the organization who will be the sole contact responsible for all communication with the Ministry of Housing in regard to this application. This individual must be from the ‘Lead Applicant’ organization.

| Salutation:  | Click here to enter text. |
| --- | --- |
| First and Last Name:  | Click here to enter text. |
| Phone Number: | Click here to enter text. |
| Address:  | Click here to enter text. |
| Email:  | Click here to enter text. |

**PART 1: Executive Summary**

Provide a brief summary that outlines the key elements of the project. (250 words maximum)

| Executive Summary |
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| Click here to enter text. |

**PART 2: Objectives**

List the key objectives or goals of the project.

(250 words maximum)

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| Click here to enter text. |

**PART 3: Project Description**

Provide a detailed description of the project and proposed activities.

(1500 words maximum)

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| Click here to enter text. |

**PART 4: Alignment with LTAHS Update Theme(s)**

Identify which LTAHS Update themes the project will support and outline how the project will support the capacity of the system in relation to each of the themes identified. For additional information regarding these themes, please refer to the document “Ontario’s Long-Term Affordable Housing Strategy Update” available at <http://www.mah.gov.on.ca/AssetFactory.aspx?did=13683>.

(250 words maximum per theme)

[ ]  Sustainable supply of housing stock [ ]  Goal of ending homelessness

[ ]  Fair system of housing assistance [ ]  Indigenous housing strategy

[ ]  Coordinated and accessible support services [ ]  Effective use of evidence and practices

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| Click here to enter text. |

**PART 5: Innovation, Evidence, and Capacity**

Describe how the public benefits of this project demonstrate at least one of the following:

* An approach that enhances services currently provided in the sector;
* Potential to build and increase sector capacity – manage change, develop new skills and/or take advantage of new opportunities; and/or
* Encourage the development of an evidence-informed system that has the capacity to respond effectively to changing needs and/or promote culture of continuous improvement.

(250 words maximum)

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| Click here to enter text. |

**PART 6: Outcomes Approach**

Identify the need(s) being addressed within the housing and homelessness sector, and the positive and broad impacts to the sector that the project/initiative will achieve relative to the need(s) identified.

(250 words maximum)

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| Click here to enter text. |

Describe the approach that will be taken to assess the following and how the following will be publically shared.

* Results of the project (e.g. performance indicators, a summary of the outcomes, a deliverable that was provided);
* Best practices identified; and/or
* Lessons learned.

(250 words maximum)

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| Click here to enter text. |

**PART 7: Feasibility & Value For Money**

Identify key milestones and activities for the duration of the project/initiative using the chart below. You may expand the chart or attach it as an appendix to provide additional information if required. Projects are expected to be implemented within 12 months of receipt of funding.

| **Activity/ Milestone** | **Start Date** | **End Date** | **Description** |
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Provide a detailed budget that outlines the costs that would be incurred for the project. You may use the chart below or attach a budget separately. Provide a brief explanation of why each budget item is needed. Total costs must add up to the funding requested.

| **Description of Expense**(include quantities where applicable) | **Cost** (also include per unit cost where applicable) | **Reason for Expenses** |
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Using the table below list the outcome(s) or target(s) that the project expects to achieve and the indicator(s) that will be used to measure success. Depending on the nature of the project, outcomes and indicators do not necessarily have to be quantitative or numerical targets – qualitative measures can also be used.

| **Outcome(s)/Target(s)** | **Indicator(s)** |
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Describe how your proposed project/initiative could be adjusted to require a smaller budget.

(250 words maximum)

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| Click here to enter text. |

Describe current or anticipated other funding sources that are being leveraged.

(250 words maximum)

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| Click here to enter text. |

**PART 8: Experience & Expertise**

Describe the lead organization’s capacity and expertise to carry out this project. This includes, but is not limited to demonstrating familiarity with the housing and homelessness sector, and past success in implementing initiatives of similar size and scope. Where there are multiple organizations involved, briefly explain each organization’s expertise and their specific role in the project.

(250 words maximum)

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| Click here to enter text. |

**PART 9: Sustainability**

Identify any risks to delivery of the project and mitigation strategies.

(250 words maximum)

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| Click here to enter text. |

Provide the plan to ensure completion of the project/initiative if it is expected to continue beyond the end date of the IEC Fund Grant. The plan should not be dependent on additional funding from the IEC Fund. If it is not applicable, please explain why.

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| Click here to enter text. |