



Application Writing Workshop

Building for the Future Round Stage 1

Land Acknowledgement



Evergreen respectfully acknowledges that the sacred lands upon which we operate, and the built communities and cities across the country, are the traditional territories and homelands of the respective First Nations, Métis Nations and Inuit who are the long-time stewards of these lands.

Our head office is located in Tkaronto, on Treaty 13 territory and nestled into the banks of the Waasayishkodenayosh / Wonscotonach (Lower Don River). We are grateful to have the opportunity to work within this territory and to share the gifts of this land with the community.

Deck Overview

- 1. Application Writing Overview**
 - Building for the Future Round overview
 - General tips for writing an application
- 2. Building for the Future Round Stage 1 Application: Wise Practices Conversation**
 - A dive into each section of the application
- 3. Application Writing Supports Available**
- 4. Next Steps**

Application Writing Overview

Building for the Future Round

Building for the Future Round is about finding ways to make it easier to build houses. It addresses construction-related barriers to housing supply.

This Round is divided in three stages:

Stage 1: **Concept development and initial application**

Stage 2: **Design and feasibility plan and final application**

Stage 3: **Implementation**

The Building for the Future Round supports the adoption and the preparation for replication, scaling and acceleration of solutions that have already undergone some prototyping and testing.

Challenge Statement

The Challenge seeks innovative construction processes, techniques, systems and materials that will increase the supply of housing that is affordable, climate resilient, and meets people's needs.

General tips for writing an application

- Read and reread the applicant guide!
- Understand key dates, proposal requirements, scope, and eligibility
- Pay attention to assessment methods
- Be aware of cost restrictions → What can't be paid for by funding?
- Note announcement info and plan accordingly

When in doubt, reach out and ask!

Resources

Applicant Guide

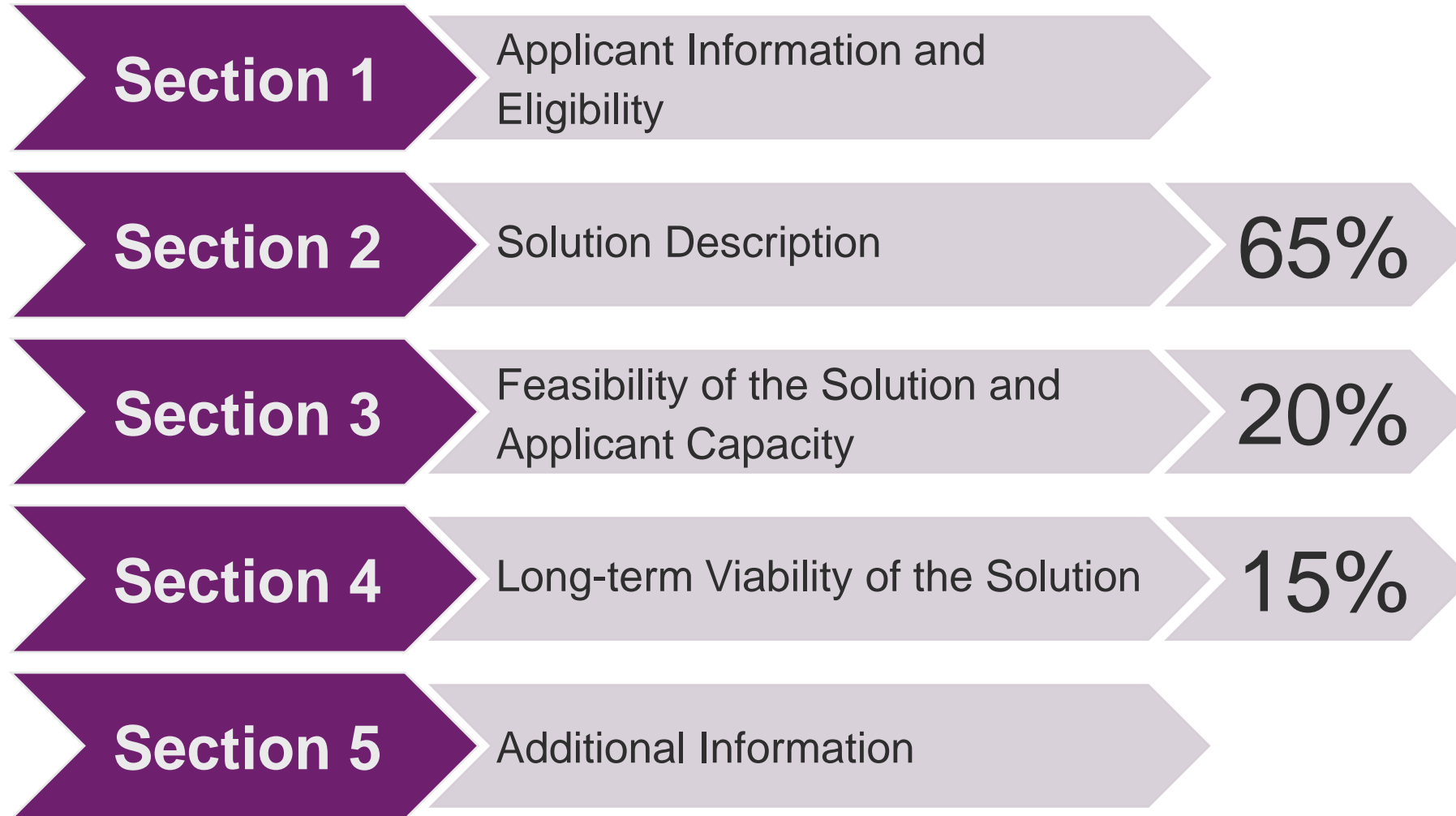
- Bookmark the link and download the [Application Guide](#) document
- Don't ignore the appendices:
 - **Appendix A:** *Building for the Future – Terms and Conditions*
 - **Appendix B:** *Challenge Statement Definition and Examples*
 - **Appendix C:** *People-centered Design: Diversity, Inclusion and Reconciliation*
 - **Appendix D:** *Climate Compatible*

Applicant Form

- Bookmark the link: [Application Form](#)
- Username and password **not** required
- Familiarize yourself with the Application Form in advance
- Save your work online or work offline until you are ready to submit
- Character count countdown provided as you complete each response

Note: *All questions, except for part of Section 5, are mandatory and incomplete forms will not be evaluated*

Application Structure



Building for the Future Round Stage 1 Application

Wise Practices Conversation

Section 1: Application Information and Eligibility

1.1 Proposed solution title (150 characters)

This title will be used in public announcements if the solution is shortlisted

1.2 Solution Summary (1200 characters)

Basic details about your solution:

- Why is it needed?
- What barriers will be addressed?
- How and where will it be implemented?



This information will be used to match appropriate evaluators to your solution.

TIPS

Include KEY WORDS

Do NOT try to tell all your story here – you will have more space in other sections

Keep it simple and understandable - make every character count

You may want to complete this section last

Section 1: Application Information and Eligibility (cont'd)

- 1.3 Applicant information
- 1.4 Eligibility of the applicant
- 1.5 Contact information for the solution Team Lead
- 1.6 End users and beneficiaries
- 1.7 Solutions that impact Indigenous communities or organizations
- 1.8 Complementary funding sources
- 1.9 Stage 1 Terms and Conditions

Note: Terms and Conditions can be found in the [Applicant Guide: Appendix A](#)

TIPS

The Applicant is the legal entity

The Team Lead is responsible on maintaining communications with CMHC and the Support Program

Double check the contact details
- avoid using auto-fill

The Support Program can help confirm your eligibility

Section 2: Solution Description (65%)

In this section, you will:

- **Describe** the construction process, technique, system or material of your solution
- Describe the **impact** your solution has in the creation of new, or the preservation of existing housing
- Define **affordability** with respect to your solution
- Identify the population, community or **end user** that your solution involves, benefits or impacts
- Describe how your solution is **climate compatible**

2.1. Describe the solution you are proposing (3000 characters)

What is it? How does it work?

Describe how it is construction-related as opposed to pre-development

What is the readiness level of your solution?

Consider Stage 2 and Stage 3 timelines

TIPS

Keep your solutions relevant to your identified barriers

Do not try to address all other possible issues – stick to what you have mentioned

Refer to Challenge Statement and Appendix C for solution considerations

2.2 Solution Impact – 25% (2000 characters)

What is the potential impact of your solution?

Describe what are the short-, medium- and long-term impacts of your solution

What is the value of the solution?

Explain how your solution would impact the creation of new units, or the preservation of existing housing units

TIPS

Demonstrate your solution's long-term & local impact

Where possible, support your ideas with research or facts

Don't forget the Building for the Future Round Challenge Statement and Definitions (**Appendix B**) - link them to your solution

2.3 Defining Affordability – 15% (2000 characters)

How is affordability defined within the context of your solution?

Consider how solutions will impact along the income spectrum with less emphasis on high earners, investors, and wealthy populations

How will you achieve affordability through your solution?

Make direct links from your solution and how it addresses your definition of affordability

TIPS

Refer to existing local measures of affordability

Affordability is context dependant - provide a clear picture of the solution in your specific geographic area

Refer to Appendix B for examples and definitions of affordability

2.4 Identify End-user Group – 10% (2000 characters)

Who is the intended user/community? How do they relate to the Challenge statement?

Determine who is going to benefit from implementation of your solution

Is there a specific need in a community? Does your solution have a people-centered approach?

Determine how your solution responds to user/community needs

TIPS

Where possible, support your ideas with research or facts (i.e. end-user group needs)

Don't forget to check out [Appendix C](#) and read through the 5 steps you can take to ensure you are using a people-centered approach to your solution!

You can also check out the [Design Thinking Workshop](#) on the [Community Solution Portal](#)

2.5 Climate Compatibility – 15% (2000 characters)

How does your solution mitigate greenhouse gas admissions and/or be adapted to changing climate conditions?

Determine greenhouse gas emissions reduction and resiliency to climate events

How will you make sure your solution doesn't have adverse climate impacts?

Compare to current construction-related activities

TIPS

Again, use facts and research where possible!

Refer [Appendix D](#) of the Applicant Guide for clarity and guidance – *look at the 4 considerations you need to be “climate compatible”*

Section 3: Feasibility and Applicant Capacity (20%)

In this section, you will:

- Describe the **technical feasibility** of your proposed construction solution
- Provide a work plan and detailed **budget** for the activities during the Incubation Fund
- List the **team members** that will be developing and implementing the solution
- Describe the steps you have taken and will take on community **engagement**

3.1 Technical Feasibility – 5% (2000 characters)

What prototyping and testing have been done?

Explain the technical feasibility up until this point and what prototyping and testing has been completed

How will you use the Incubation Funding?

Determine what further prototyping and testing needs to happen before implementation

TIPS

Look at Stage 2: Incubation Funding under Eligibility Criteria for eligible and ineligible activities

Things like research and data collection aren't the focus of this Round, but they may be important to further testing of your solution!

Refer to **readiness level** under the Challenge Statement in the Applicant Guide for eligible and ineligible activities

3.2 Budget – 5% (2500 characters)

What are all the activities that will be conducted using the Incubation Funding?

Consider and list what steps are needed in the Incubation phase of your solution. And whether your timelines and milestones reasonable

How will each of these advance the solution?

Consider whether these how these work towards a successful implementation of the solution in Stage 3.



You'll need to fill out and upload the provided "standard template"

TIPS

Avoid unrealistic timelines - your next steps should be feasible

Cost-estimated activities should be also realistic, logically organized and comprehensive

Final costing is not required at this stage

Note: *all Incubation activities must be completed by December 14, 2023*

3.3 Solution Team Members – 5% (600 characters)

Who will be contributing to the development and implementation of your solution?

Consider their skills and capacity to develop and implement the solution

Are there gaps? If so, how will you fill them?

Consider expertise needed to develop your solution versus expertise that exist within your team



You'll need to fill a row in a table for each team member.

TIPS

Consider partnership engagement to fill gaps!

Evaluation panel would like to see the relevant and appropriate capacity and experience of the team members

Provide and describe the steps on how you are planning to include relevant partner engagement to fill the identified gaps

3.4 Engagement – 5% (2000 characters)

Which workplan activities are related to engagement?

Consider all external relationships necessary to further develop your solution

How will these follow best practices?

Determine required steps to ensure you are taking a people-centered approach to engagement

TIPS

(Re)visit [Appendix C](#)

Start engagement early to prevent development hold ups

Reflect on how you're going to integrate reconciliation principles into your solution

Section 4: Long-term Viability (15%)



In this section, you will:

- Describe how you will ensure the **operational sustainability** of your solution post implementation
- Describe how your solution could **be scaled, replicated, or adopted** in Stage 3 or after the Challenge
- Identify the most important **risks** related to the implementation of your solution and the **mitigation strategies** you will explore

4.1 Operation Sustainability – 5% (2000 characters)

To what extent is your solution operationally sustainable?

Explain how your solution will exist beyond implementation

If not clear, how will you create a long-term operations plan to ensure sustainability after implementation period?

Explain steps you will take to achieve this plan

TIPS

You do not need to create a plan if you don't already have one, but instead identify what needs to be done in order to develop one

4.2 Replication, Scaling and Adoption – 5% (2000 characters)

How will you encourage replication, scaling and adoption of your solution?

Determine steps you will take

What is the scope or type of replication, scaling or adoption?

Define scope and details about you are planning on scaling your solution (i.e., larger geographic region, new use, etc.)

Who are major partners and collaborators you will engage with to develop your solution?

List organizations and describe how they will contribute to your solution



Evaluation panel will be looking for solutions ready to replicate, scale and adopt

TIPS

Ensure scaling, replication and/or adoption efforts follow best practices

Consider various ways you can replicate, scale or adopt your solution (i.e. larger geographic region, adaptation to new use, amount of units)

Refer to [Appendix B](#)

4.3 Risks – 5% (2000 characters)

What are the main risks related to the potential implementation of your solution?

List all potential risks

What are potential mitigation strategies you could use?

Explain your mitigation strategies or how you might use the Incubation Funding to study how you will respond to these risk

TIPS

Be thoughtful in identifying major risks – this will show evaluators your preparedness to respond

Identify organizations that can help you further

Section 5: Additional Information

Most of this section is optional. The answers **will not** be used in the assessment process and **will not** affect your chances of success.

The purpose is to gather your insights as an applicant to help CMHC to improve the design of future challenges so that they can more effectively stimulate innovation.

Application Writing Supports and Next Steps



Submission Deadline – April 13, 2023, at 2pm EST



[Application Guide](#)



[Application Form](#)

HSC Support Program



HSC-DOLsupport4@evergreen.ca



General supports

- Individual support on application process
- Eligibility review
- Online resources
- Networking opportunities
- Skills building workshops



Writing Centre

- Application writing guidance
- Feedback on drafted applications (clarity, level of detail, response to evaluation criteria)



Community Solutions Portal

- Expert content and research
- Knowledge sharing and best practices
- Communications

Resources

- Applicant Guide
- Applicant Form
- Budget Template
- FAQs

All can be found at
<https://impact.canada.ca/en/challenges/building-for-the-future>

Next Steps

Key Dates

Initial Submissions: April 13, 2023 at 2:00pm EST

Shortlist: July 2023

Stage 2 Final Submissions: December 14, 2023

Funded Solutions Announced: March 2024

Contact Us



HSC-DOLsupport4@evergreen.ca



647-670-2265

For more info about the Housing Supply Challenge:

CMHC – Housing Supply Challenge

<https://www.cmhc-schl.gc.ca/en/professionals/project-funding-and-mortgage-financing/funding-programs/all-funding-programs/housing-supply-challenge>

Impact Canada Portal

<https://impact.canada.ca/en/challenges/building-for-the-future>

Community Solutions Portal – Evergreen Support Program

<https://portal.futurecitiescanada.ca/participate/housing-solutions/>