Northern Access Round Stage 2 Application Writing Tip

Housing Supply Challenge Support Program
Northern Access Round

Content

- ✓ Understand what's being asked
    - o Thoroughly read the Applicant Guide and revisit regularly to best understand what is required for each question.
    - o Answer the question being asked and be sure to include who, what, when, where, and why in your application.
    - o Re-read the question after answering it to ensure you've fully addressed it.
- ✓ Clearly communicate your short-term vision and why it's important, connecting it to your long-term vision
    - o Make connections to the barriers your solution addresses and how it is going to address them.
    - o Your application should be clear on how this solution is a step towards your long-term vision. Walk the reader through your thinking; "if this _____, then this _____".
    - o Provide context, emphasizing why your solution is important to the community, and how it addresses housing supply chain and affordability barriers. Keep in mind that the reader might not be familiar with your community and the barriers it faces, so be sure to speak to the barriers directly.
- ✓ Familiarize yourself with the evaluation criteria and how much each section of the application is allocated and match your time and efforts.
- ✓ Promote yourself and your solution!

Budget

- ✓ Make sure your budget is accurate and comprehensive.
    - o The budget should reflect the workplan – larger project elements will have higher budgets.
    - o Consider factors such as labour costs, shipping costs, price fluctuations/inflation, in-kind support, risk mitigation. Have your costs accurately evaluated.
    - o Anticipate hidden costs and build in a realistic buffer.
- ✓ Make sure your budget reflects realistic goals and timelines.
    - o Be careful not to over-promise on the delivery of your solution.

o   For guidance on the scope of your solution you can revisit the Scoping and Sustainability Workshop recording and accompanying resources on the [Community Solutions Portal](#).

Review & Editing

- ✓ Ensure you've addressed all questions and have included all supporting documents.
- ✓ Have someone who is not familiar with your solution review your application. This will help you assess whether you've effectively communicated your solution.