



Application Writing Workshop Workshop

Northern Access Round

May 31, 2023

Your Workshop Host



Nameeka Talpur
(she/her)
Program Coordinator -
Evergreen

Your Workshop Experts



Jessica Beketa
Senior Specialist,
Innovation and Research,
CMHC



Amanda Buffalo
Northern and
Indigenous Advisor

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.

Objectives of Today's Workshop

In this workshop you will...

- Review key elements of the Northern Access Round, Stage 2 application
- Learn how to strengthen your Stage 2 application
- Have the opportunity to ask CMHC questions directly
- Learn strategies and practical methods for writing high quality proposals

Agenda

- 5 mins** Introductions & Land Acknowledgement
- 30 mins** **Stage 2 Application Overview Part 1 and Q&A (with CMHC)**
- 25 mins** **Stage 2 Application Overview Part 2 and Q&A (with CMHC)**
- 10 mins** Break
- 15 mins** **Wise Practices for Application Writing (with Amanda Buffalo)**
- 5 mins** Wrap Up & Next Steps



**Today's
Workshop is
1.5 hours**

Before we start...

- **Please update your display name on Zoom!**

Name (pronouns, if comfortable) - Organization/Team

- **Closed Captions**

Closed captions are available if needed. To enable them, click the menu options (button with three dots) and select 'Show captions'.

- **Technical support**

If you have any technical questions or need support with Zoom, please direct your message to **Evergreen Tech Support** in the chat or email us at **HSC-DOLsupport3@evergreen.ca**

Friendly guidelines for creating a respectful space

- **Share the air** – Be mindful of other voices in the room that haven't had a chance to speak yet and creating space for them to contribute.
- **Speak from your experience** – Don't make assumptions or general statements about groups of people or communities that you aren't part of.
- **Build on ideas** – Listen to what others say and build on their ideas instead of waiting for them to finish before jumping in with your thoughts.

Your suggestions

Values

- Lead with kindness
- Non-judgement of each other's ideas
- Be supportive of each other
- Embrace silence

Practices

- Take turns talking during breakouts and discussions
- Respect others when it is their turn to talk
- You can choose to “pass” if you don't feel like talking
- You are always welcome to rejoin the conversation at any time; the circle always comes back around!
- Listen more than you talk

Stage 2 Application Overview

with Jessica Beketa

Stage 2 Application requirements

1

APPLICANT
INFORMATION
AND ELIGIBILITY

2

SOLUTION
DEVELOPMENT

3

IMPLEMENTATION
PLAN

4

IMPACT

5

TEAM MEMBERS

6

SOLUTION
SHOWCASE

7

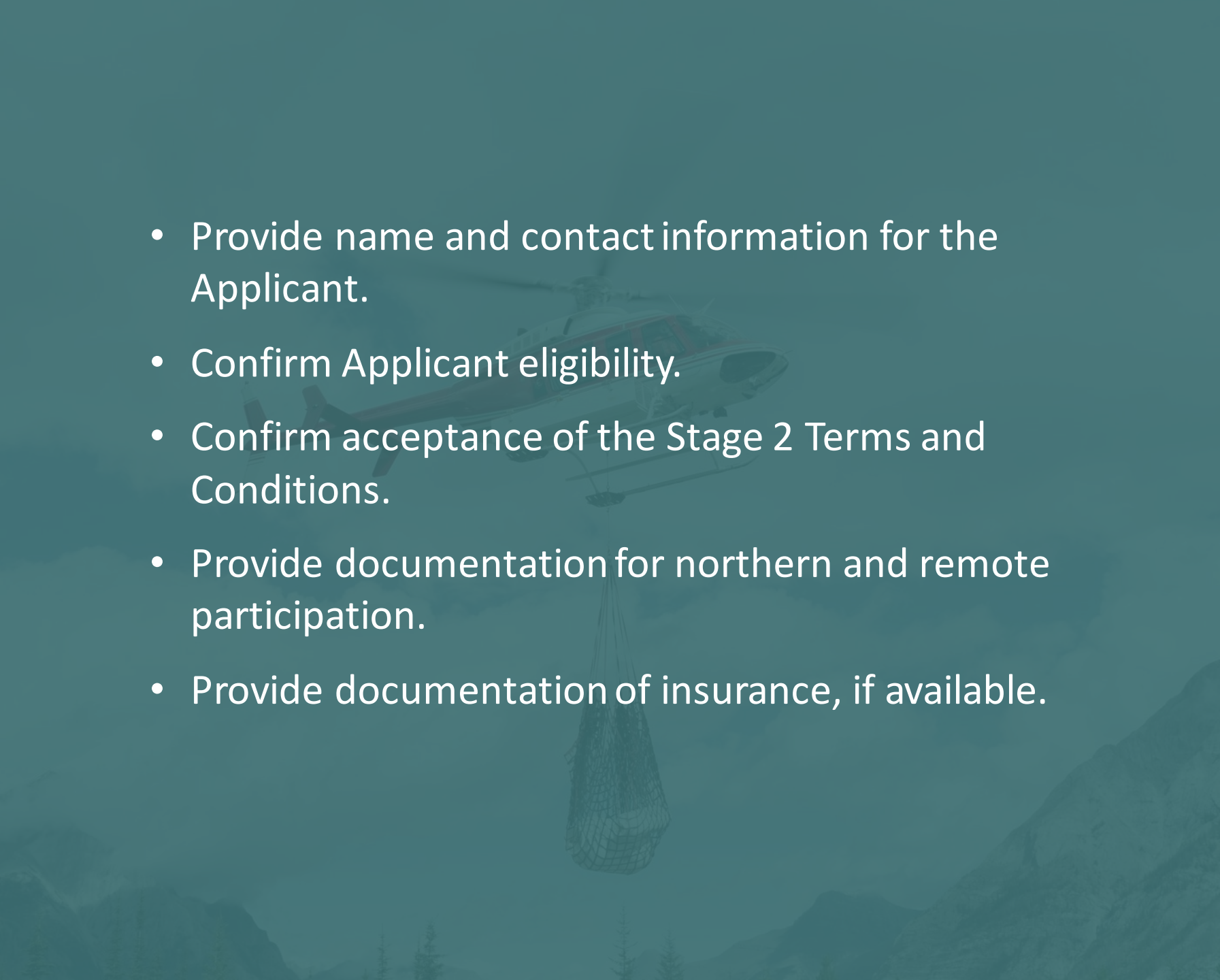
INCUBATION
FUNDING
REPORTING

8

DIVERSITY AND
INCLUSION

Applicant Guide
Section 1

Applicant
Information
and Eligibility

- Provide name and contact information for the Applicant.
 - Confirm Applicant eligibility.
 - Confirm acceptance of the Stage 2 Terms and Conditions.
 - Provide documentation for northern and remote participation.
 - Provide documentation of insurance, if available.
- 
- A semi-transparent image of a helicopter with a rescue basket hanging from its side, flying over a mountainous landscape. The helicopter is positioned in the upper right quadrant of the slide, and the basket is hanging below it. The background shows a range of mountains under a hazy sky.

Applicant Guide
Section 2

Solution Development

25%

- Provide an updated executive summary of the proposed solution.
- Provide a detailed description and overview of the solution, including how it works.
- Explain how the solution has evolved through development, testing and validation during Stage 2.
- Explain how you engaged different people, groups, and/or organizations that will use, interact with, and be affected by your solution. Provide evidence of how feedback was considered in the solution's design and implementation.

Applicant Guide

Section 3

Implementation Plan

Workplan 25%

Budget 10%

Risk Assessment 15%

Workplan

- Provide a detailed Work Plan using the Work Plan template and timeline to implement the solution within the following timeframe: November 2023 to March 2025.
- Describe the long-term viability of the solution (sustaining the solution beyond the lifecycle of the Challenge).

Budget

- Provide a comprehensive Implementation Budget using the Budget template that connects to the Work Plan's activities, milestones, and deliverables.

Risk Assessment

- Provide a detailed assessment of dependencies, risks, and mitigations that may impact the successful implementation of the solution.

A blue-tinted photograph of a snowy road. In the foreground, a large truck is driving towards the viewer, kicking up a cloud of snow. Further down the road, another truck is visible. The background features a line of evergreen trees under a clear sky. The word "Questions?" is overlaid in the center in a large, white, sans-serif font.

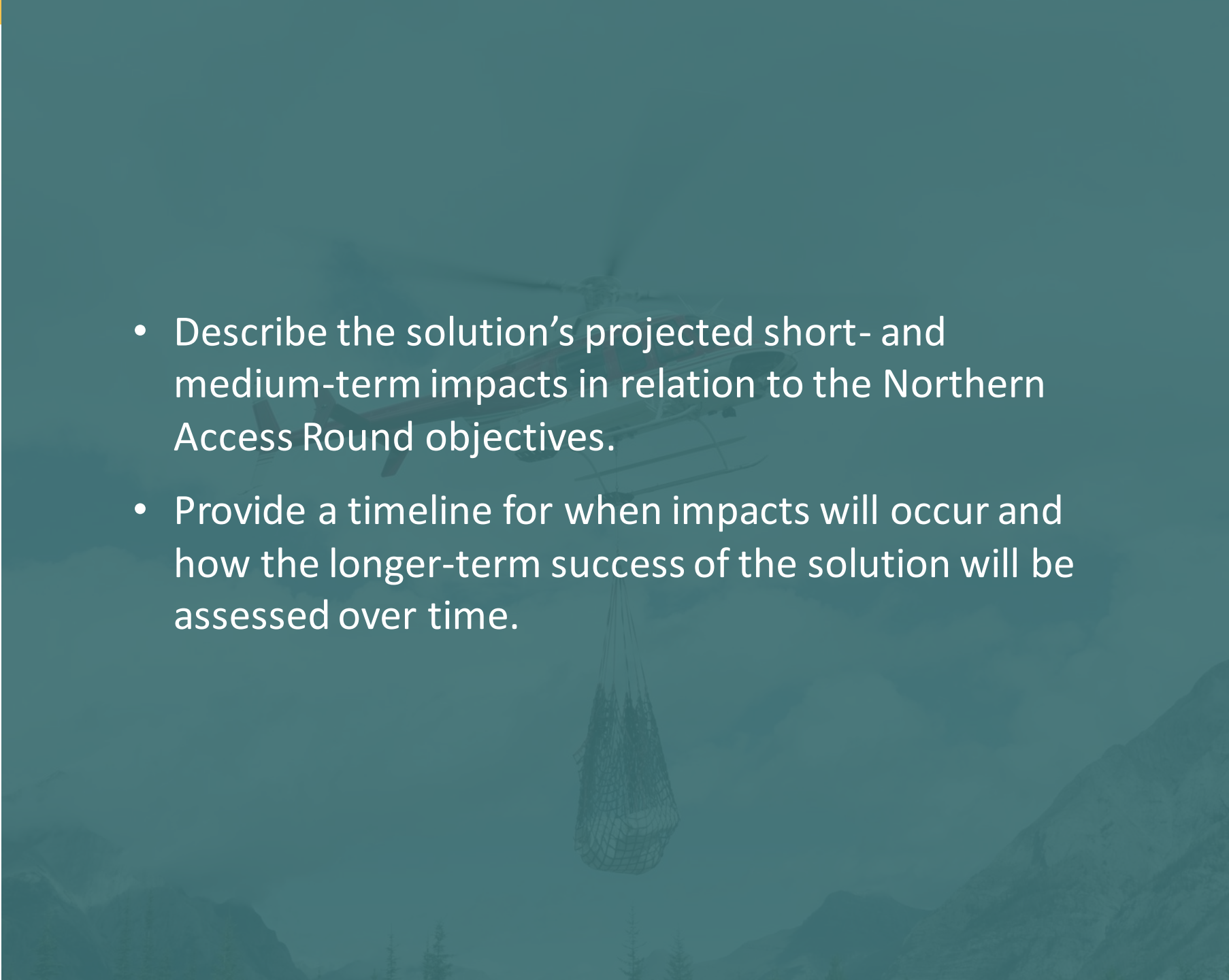
Questions?

Applicant Guide

Section 4

Impact

15%

- Describe the solution's projected short- and medium-term impacts in relation to the Northern Access Round objectives.
 - Provide a timeline for when impacts will occur and how the longer-term success of the solution will be assessed over time.
- 
- A background image showing a helicopter in flight, carrying a large, conical net basket suspended from its hoist. The helicopter is positioned in the upper center of the frame. Below it, a large, conical net basket is suspended, hanging from the helicopter's hoist. The background consists of a misty, mountainous landscape with evergreen trees in the foreground and rolling hills in the distance. The overall color palette is muted, with various shades of teal and grey.

Applicant Guide
Section 5

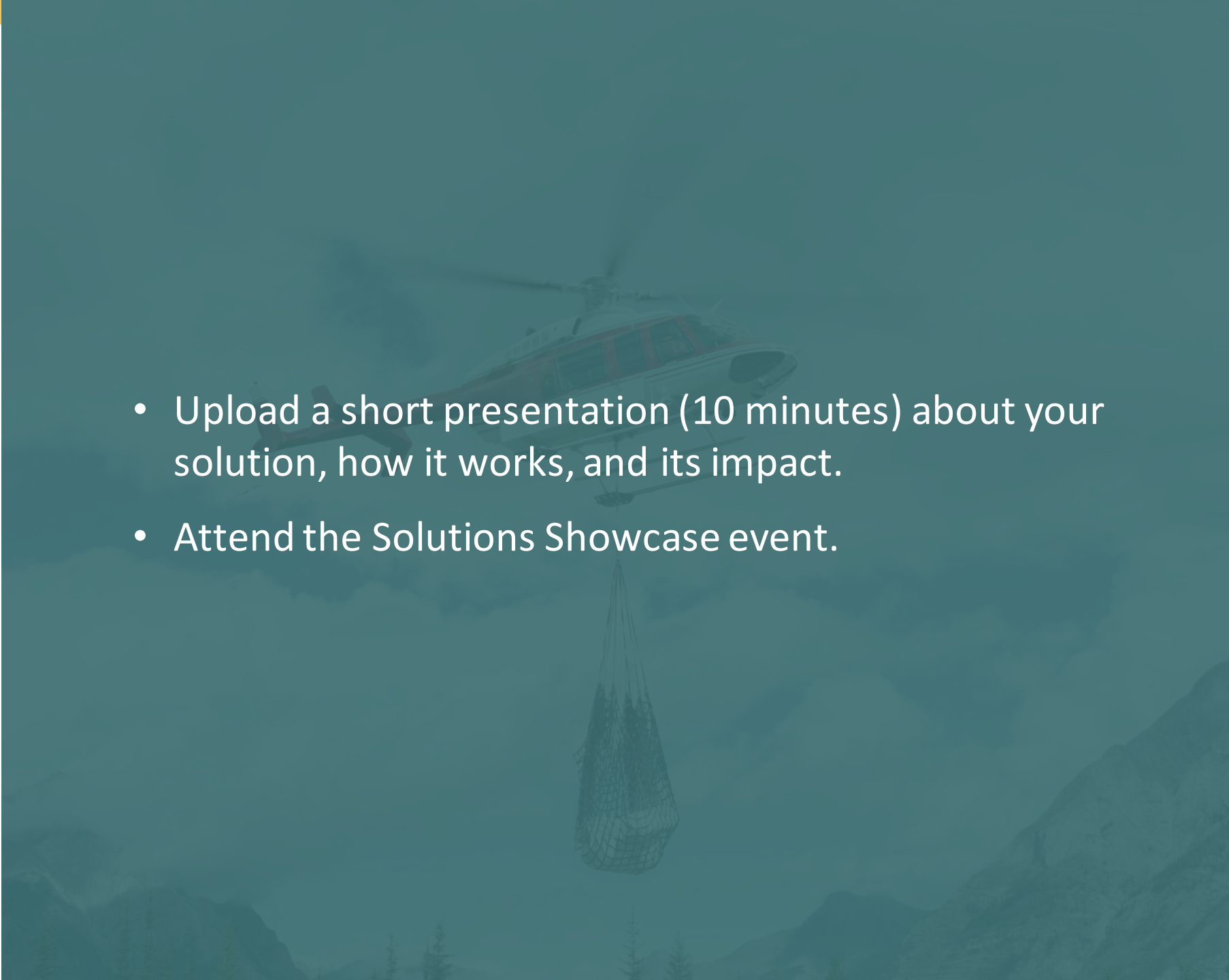
Team Members

10%

- Provide a full list of the project team who will implement the solution.
- Describe the project team's capacity and experience to implement the solution.
- Describe the role of any partners and/or collaborators in the implementation of the solution.

Applicant Guide
Section 6

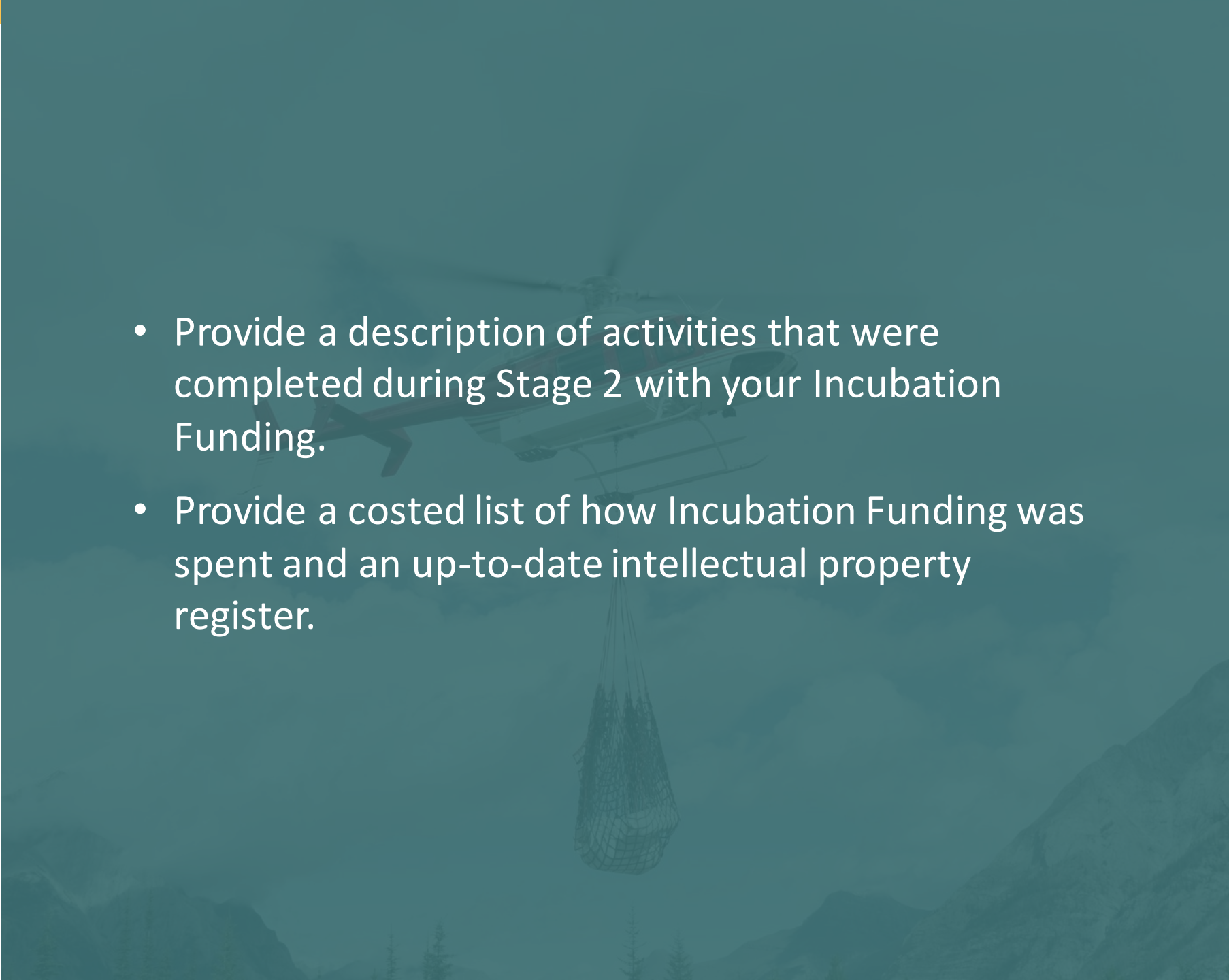
Solution Showcase

- Upload a short presentation (10 minutes) about your solution, how it works, and its impact.
 - Attend the Solutions Showcase event.
- 
- A background image showing a helicopter in flight over a mountain range. The helicopter is carrying a large net full of fish, likely for a fishing operation. The scene is set in a hazy, mountainous landscape.

Applicant Guide

Section 7

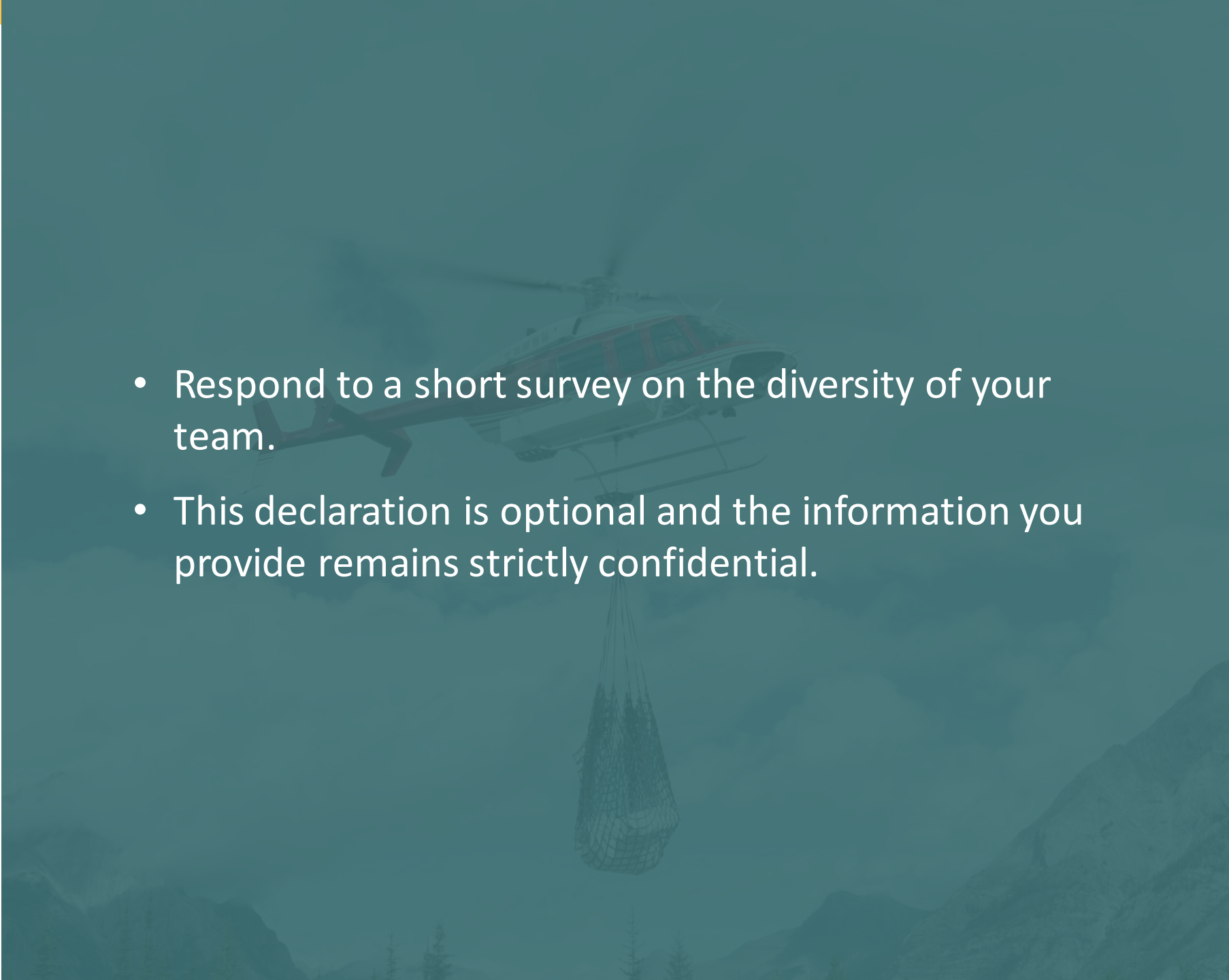
Incubation Funding Report

- Provide a description of activities that were completed during Stage 2 with your Incubation Funding.
 - Provide a costed list of how Incubation Funding was spent and an up-to-date intellectual property register.
- 
- A background image showing a helicopter in flight, carrying a large net basket suspended from its hoist. The helicopter is positioned in the upper center of the frame, flying over a misty, mountainous landscape. The net basket is hanging from the helicopter's hoist and is positioned in the lower center of the frame. The overall scene is set against a teal, semi-transparent background.

Applicant Guide

Section 8

Diversity and Inclusion

- Respond to a short survey on the diversity of your team.
 - This declaration is optional and the information you provide remains strictly confidential.
- 
- A background image showing a helicopter in flight, carrying a large net full of supplies or equipment, suspended from its hoist. The helicopter is flying over a mountainous landscape with evergreen trees. The image is overlaid with a semi-transparent teal color.

A blue-tinted photograph of a snowy road. In the foreground, a large truck is driving towards the viewer, kicking up snow. Further down the road, another truck is visible. The background features a line of evergreen trees under a clear sky. The word "Questions?" is overlaid in large, white, sans-serif font in the center of the image.

Questions?

Evaluation Process

An Evaluation Panel selected based on their specific expertise, diversity, and regional representation will evaluate the Stage 2 submissions.

Evaluation

1. Stage 2 Submissions will be scored against the evaluation criteria
2. Evaluators and Applicants attend the Solutions Showcase
3. Evaluation Panel will recommend solutions for Implementation Funding

The Evaluation Panel's recommendations will be reviewed by CMHC to finalize the funding allocation prior to the announcement of successful applicants.

**Let's take a
10 minute Break!**



Wise Practices for Application Writing

with Amanda Buffalo

Content

- Understand and respond to what's being asked
- Clearly communicate your short-term and long-term vision, and provide context: Why does this matter to your community?
- Familiarize yourself with the evaluation weighting of each section and allocate your efforts accordingly
- Promote yourself and your solution!



Budget

- Make sure your budget is accurate and comprehensive (i.e. consider labour costs, fluctuations, in-kind support, risk mitigation)
- Ensure it reflects realistic goals and timelines



Edit and review

- Make sure you've addressed all questions and have included all supporting documents
- Have someone who isn't familiar with your solution review your application



Wrap up & Next Steps

Wrap Up & Next Steps

Short evaluation survey: Zoom Poll

Please take two minutes to complete our poll to let us know what you thought about today's event, how we can improve future events and how we can support you moving forward!



Wrap Up & Next Steps



Available Resources

Application Writing Tips Sheet

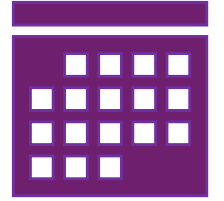
Download a copy of the Application Writing Tips Sheet on the Community Solutions Portal. The Tips sheet will be a summary of Amanda Buffalo's advice and some of the FAQs from today's Workshop.

Application Writing Workshop Slide Deck & Recording

Download a copy of this Workshop's slide deck on the Community Solutions Portal. A recording of this Workshop will be available in the coming weeks.

All resources will be available in French and English. The Workshop recording will be available with French captioning.

Wrap Up & Next Steps



Still looking for additional support on your Stage 2 Application?

Office Hours with Amanda Buffalo

Still looking for support with your application? Book a 1:1 session with Amanda Buffalo to receive tailored feedback and advice on how to strengthen your Stage 2 application.

To get the most out of the session, come ready with your questions and areas you'd like support with, and bring a draft of your application if possible. Sorry, we won't be able to edit your application or review it in full.

Book a session today!

Note: each session is 30 minutes, and each team can access up to one hour of support (two 30-minute sessions).

Wrap Up & Next Steps

Upcoming Events

Communications Workshop (June 22)

The Communications Workshop will provide your team with skills to plan an impactful presentation that showcases your solution including how it works, its impact, plus any other details that you may not be able to include in your Stage 2 application. You'll define target messages and use storytelling and other communication tools to plan your pre-recorded presentation.



Wrap Up & Next Steps

How to get in touch:

Housing Supply Challenge Support Program
647-670-2265
HSC-DOLsupport3@evergreen.ca
www.HSCSupportProgram.ca

CMHC
Challenge@cmhc.ca
www.cmhc.ca/NorthernAccess



Thank you!

