

**Developmental Services Housing Task Force
Expression of Interest for Innovative Housing Solutions – March 2015**

Proposal Submission: Application Form

Please read the **expression of interest proposal submission guidelines** document before completing this form as it contains important information that will assist in the completion of your application.

- Please complete all sections of this form with the requested information.
- The submission should be **no longer than 10 pages**, including any appendices.
- Letters of reference or recommendation are not required; however, partnership letters may be included to confirm the involvement of partners and/or indicate their roles (these will not count towards the page limit).
- You may expand the boxes within the application form if more space is needed.

Project Name: _____ **Lead Contact:** _____

Funding Requested:

Fiscal Year	Requested Amount
2015/16 (April 1, 2015 to March 31, 2016)	\$
2016/17 (April 1, 2016 to March 31, 2017)	\$
Total Funding Requested	\$

Applicant Contact Information

Provide contact information for the lead applicant and any partners involved in the proposed project.


Lead Applicant*:

Organization (if applicable):	
Contact Person:	
Address:	
Phone:	
Email:	
Legal entity? (yes/no)	

Partner(s):

Organization:	
Contact Person:	
Address:	
Phone:	
Email:	
Legal entity? (yes/no)	

Organization (if applicable):	
Contact Person:	
Address:	
Phone:	
Legal entity? (yes/no)	
Email:	



***Note:** If the lead applicant is not a legal entity, it must partner with one. The lead applicant is the single point of contact for MCSS. The legal entity accepts responsibility for meeting the terms and conditions of the contract/funding from MCSS. The legal entity is not required to be an MCSS-funded transfer payment agency that supports adults with developmental disabilities. However, the funds for this project will not flow directly to an individual, so an incorporated legal entity must be involved in the partnership.

PART 1: Executive Summary

Provide a brief summary that outlines the key elements of the project (100 words maximum)

PART 2: Objectives

List the key objectives or goals of the project in relation to the objectives outlined in the guidelines (100 words maximum)

PART 3: Rationale

Outline why the project is needed and identify any gaps or community needs the project will address. If proposed activities are similar to services that exist in the community or are being funded through other programs, identify how they are different, why they are required or how they complement existing services and supports. Where data and research are cited, please ensure they are directly related to the intent and objectives of the proposed project. (300 words maximum)

PART 4: Applicant Profile

Describe the lead applicant's capacity and expertise to carry out this project. Where there are partners involved, briefly explain each partner's expertise and their specific role in the project (300 words maximum)


PART 5: Project Description

Provide a detailed description of the project and proposed activities. (1,000 words maximum). Include and provide examples of how the project aligns with the evaluation criteria described in the proposal submission guidelines.

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PART 6: Implementation Plan

Identify key milestones and activities for the duration of the project using the chart below. You may expand the chart or attach it as an appendix to provide additional information if required.

Fiscal Year	Activity/Milestone	Start Date	End Date	Description
2015/16				
2016/17				

PART 7: Project Outcomes and Indicators


Using the table below, list the outcomes or targets the project expects to achieve and the indicators 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	Indicator(s)

PART 8: Long-Term Impact

Describe the anticipated long-term impact of the project and the change it will bring to your organization and/or region. Include information on how the activities, approaches or lessons learned will be integrated into the ongoing functions of the organization beyond the end of the project and what learnings you anticipate can be shared through the Housing Task Force for impact across the developmental services sector and communities provincially. (300 words maximum).

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PART 9: Budget

Provide a detailed budget that outlines the costs that would be incurred for the project in each year (where applicable). You may use the chart below or attach a budget separately. Provide a brief explanation of why each expense is needed.

Fiscal Year	Description of Expense (include quantities where applicable)	Cost (also include per unit cost where applicable)	Reason for Expense
2015/16			
2016/17			

PART 10: Statement by Applicants

On behalf of, and with the authority of the Applicant(s), I certify that:

- a) The information given in support of this application is true, correct and complete in every respect;
- b) I am aware that the information contained herein can be used to determine eligibility for funding and for statistical reporting;
- c) I understand that the information contained in the application, or submitted to the Ministry of Community and Social Services at any time, is subject to disclosure under the provincial *Freedom of Information and Protection of Privacy Act*;
- d) I understand that, as a condition of and prior to receiving any funding pursuant to this application, a service contract must be executed; and
- e) No current or former Housing Task Force member has used his or her position as a Task Force member to advantage this proposal's consideration for funding. (Please attach any additional disclaimer/declaration documents as appropriate.)

Name of authorized signing officer for the Applicant:

Position / title:

Signature:

Date (mm/dd/yyyy):