



Building Excellence Research & Education Grants

APPLICATION FORM

2021

Please keep your answers short and text visible. Do not submit a scanned version of this form.

Project Information

Project Name: _____

Requested Funding Amount from BC Housing: _____

Total Project Budget: _____

Project Start Date (no earlier than April 2021) _____

Project End Date: _____

Have you applied for this grant with BC Housing before? Yes No

Please indicate which category/ies your project falls within: (more than one may apply)

Industry Research Industry Education Consumer Research Consumer Education

Applicant Information

Organization Name: _____ Organization Website URL: _____

Department: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Please indicate which category/ies your organization falls within: (more than one may apply)

Industry Organization Education Provider Independent Researcher
 Consumer Organization Housing Sector Organizations or Associations (including college and university researchers)

Contact Information (Note: For successful applicants, grant funding cheques will be issued to this address)

Mr Mrs Ms

Name: _____ Position/Title: _____

Phone: _____ Email Address: _____

Mailing Address: (if different from above) _____

City: _____ Province: _____ Postal Code: _____

Please provide short, concise answers. Ensure text is visible and within the word count limits.

Information About the Organization

Provide a brief description of your organization. (150 words max)

If you are an individual applicant, please provide relevant information about your qualifications to undertake this project.

Signing Authority and Privacy Disclosure

This application must be signed by a person or persons with the authority to act on behalf of the organization.

Name: _____

Position/Title within the Organization: _____

Signature: _____ Date: _____

By signing this application, I confirm that I have read and agree, on behalf of the applying organization, with the terms outlined in the **Step-by-Step Guide** and that the organization will strictly comply with all of BC Housing's guidelines and requirements should funding be granted. I understand that BC Housing makes no representation or warranty with respect to the availability of funding for this proposed project, or at all. If funding is granted, BC Housing does not warrant, represent or guarantee that the funding provided will be sufficient or adequate for the organization to complete the project, but the organization agrees that it will, nonetheless, take every measure to complete the project in accordance with this application, the Program Step-by-Step Guide and BC Housing's requirements. I confirm that information pertaining to BC Housing obtained by me as a result of participation in this application process is confidential and must not be disclosed without written authorization from BC Housing. I acknowledge that if I am the successful recipient of a grant, my name, organization name, project description along with grant amount I received and the final research report, will be posted to the BC Housing website. I acknowledge also that BC Housing can disseminate the information at its discretion.

Your personal information is collected in accordance with section 26(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of reviewing your grant application and determining whether you will receive a grant. If you have any questions about the collection of your information, please contact BC Housing's Privacy Officer by phone at 604-433-1711 or by writing to 4555 Kingsway, Burnaby, B.C., V5H 4V8.

Complete the application form in five easy steps:

Step 1: Project Description and Background

Provide a brief project description or abstract. (100 words max)

What previous work inspired this project? Please provide research, studies or an industry meeting. (100 words max)

Provide a list of similar projects you have completed. (250 words max)

Step 2: Project Scope

2.1. Project Objectives, Outcomes and Impacts

What are the project objectives? (250 words max)

How will the project improve the quality of residential construction and consumer protection for buyers of new homes in B.C.? (250 words max)

What steps did you take to ensure that this type of project does not already exist and show you are not duplicating existing efforts and resources? (150 words max)

2.2. Project Methodology

Please indicate the specific methodology and approach to be used. (300 words max)

Please describe any risks or challenges. How do you plan to mitigate them? (150 words max)

2.3. Project Implementation Plan

List key tasks, associated timelines and outcomes. **NOTE:** Applications for this year's program will be announced April 2021.

Task	Start Date	End Date	Outcome

2.5. Communications and Recognition:

Provide an overview of your communications and outreach strategy including identifying your target audiences and how you plan to reach them. Will you present at industry or education events, engage through social media or other digital web-based tools or is a media relations/press release planned? Point form answers are fine. If possible, include sample tweets, one or two presentation slides, a draft media release, etc., as per your plan. (150 words max)

How broadly can your proposed research or education project be accessed in B.C.? How many people will benefit? (150 words max)

Will there be a cost to access the education or research project? Will it be offered free of charge or at a low cost? (150 words max)

Step 3: Project Personnel and Partners

3.1. Please provide a list of key project personnel, including subcontractors. Outline the roles of each project member and provide a brief description of their relevant experience and qualifications. (250 words max)

3.2. List all project partners, stakeholders and corresponding funding or in-kind contributions. (200 words max)

Funding Partner	Funding Amount or In-kind Contribution