

Preparing for Funding Programs & Applications

Since funding programs often have tight timelines, it is useful to prepare ahead with information and supporting documentation. The tips below can help community housing providers prepare by identifying and prioritizing projects and pulling together necessary documentation in advance of when funding programs are announced.

✓ **It is never too early to start planning**

- Start planning now to avoid scrambling for information under tight program timelines.
- Ensure you have a recent Building Condition Assessment (BCA). Typically, it is ideal to have a BCA done on your buildings every 5 years. If you use AssetPlanner, [contact HSC](#) before issuing your BCA request for proposals to discuss the best way to get the BCA data into AssetPlanner.
- Have a well-defined capital plan that accounts for capital replacement and improvements as well as energy savings opportunities.
- Invest in an energy audit. The information from the audit can be used to write your funding request and to inform your long term capital improvement and energy management plans.
- Create an Energy Management Plan: this can be a dynamic plan that is regularly updated and built upon.

✓ **Be informed**

- Familiarize yourself with the objectives of the funding programs to ensure you provide the most relevant and compelling information and a strong argument for funding consideration.
 - E.g. if a program's objective is to reduce energy consumption, it does not make sense to submit a balcony project for funding consideration. Be realistic about the types of projects that are likely to be approved.
- Look at recent programs to see what they funded and what information they required. This will give you an idea of what information to have ready for any incoming programs.

✓ **Prioritize projects**

- Everyone knows that housing providers have long lists of projects that need repairs. When requesting funding, it is very helpful to prioritize the projects by:
 - What is most urgent (and why)
 - What project will best meet the objectives of the funding programFor energy efficiency or greenhouse gas emission reduction programs, look for projects that can be combined for greater overall savings and reductions.

✓ **Don't hesitate to ask for help**

- Do not be shy about asking for expert opinions. For example, local utilities are a valuable resource that can help you identify potential energy efficiency opportunities and equipment upgrades in your building.
- Contact your Service Manager to discuss a project plan and if there are any funding programs that may be a fit.

✓ **Provide sources**

- Back up your statements by clearly demonstrating the need for a project and to support the numbers you provide.
 - For example, when providing the below commonly requested information, cite the source material:
 - *Age of Equipment*: 19 years. Source: 2019 BCA
 - *Estimated Cost*: \$250,000. Source: Contractor ABC Quote, 2021
 - *Estimated Energy Savings*: 10,000 m3. Source: 2020 Energy Audit