

# APPLICATION – SHELTER INITIATIVE FOR INUIT WOMEN AND CHILDREN

## 1 - Applicant Information

### General

1.1 Applicant/Organization Name

1.2 Legal entity type

*The type of organizational structure and the ownership of the entity.  
(Corporation, Not-For-Profit, Society, etc)*

1.3 Applicant Contact Name

1.4 Inuit Community Name, Land Claim Region or Urban Center

1.5 Preferred language of correspondence

English

French

1.6 E-mail

1.7 Business phone number

1.8 Mobile phone number

1.9 Office address

Street number and name

Street type

Street direction

Unit

City

Province/Territory

Postal Code

### Other contacts with access to this application

1.10 Indicate the contact information for individuals who can speak on behalf of the applicant community or organization.

Contact name and title	E-mail	Business phone number

## 2 - Project Information

2.1 Project name (if applicable)

*Indicate the name of the project if the project has a unique reference name.*

2.2 Project type

New construction

Acquisition of existing property

Conversion of existing property

2.3 Geographic Location

Nunavut

Nunavik

Nunatsiuvut

Inuvialuit

Outside Inuit Nunangat

2.4 The primary use of the shelter is for Inuit women, children or 2SLGBTQQIA+ people escaping family violence?

Yes

No

2.5 What Inuit communities, regions, cities, towns, etc. will have access or be served by this project?

2.6 Is the land the shelter will be built on:

Owned (Freehold)

Leased (Leasehold)

*(for projects on Inuit Land Claim regions, select "leasehold")*

2.7 Indicate proposed construction start and completion date:

Start date:

Completion date:

mm/yyyy

mm/yyyy

2.8 Are there any financial, legal, municipal or environmental issues that could delay or stop the development of this project?

Yes

No

*If yes, please provide details:*

## 3 - Property Details

### General

3.1 Address of property

Street number and street name/RR# (include lot, concession, township, if applicable)

Suite/Unit

City/Municipality

Postal code

Province/Territory

3.2 Legal description (e.g., lot, plan, district, property identification number)

### Number of Units and Beds

*A "unit" is one hostel room, regardless of the number of beds in the room, that shares kitchen and/or bathrooms with other hostel rooms in the shelter.*

*A "bed" is an individual bed in a shelter program that supports overnight sleeping accommodations.*

3.3 Number of Units in the Project (as described above):

3.4 Number of Beds in the Project (as described above):

**Land Readiness - New Construction**

3.5 For projects on purchased or leased land, what is the status of the acquisition of land?  
*(Not applicable, obtained, in progress, not initiated)*

3.6 Site Servicing - Does the proposed lot include:

Potable Water

Septic/Sewer

Road Access

Electricity

Gas/Heat Source

**Building Readiness - for new construction projects only**

3.7 Is a building permit required to build the property?  
Yes No

*If yes, what is the status of obtaining this permit?*

3.8 Have you commenced the building permit process?  
*(Not applicable, obtained, in progress, not initiated)*

3.9 Has your site plan been approved?  
*(Approved, in progress, not initiated)*

**Building Readiness - For Acquisition or conversion of existing property only**

3.10 What is the age of the building you are acquiring?

3.11 What is the status of the building acquisition  
*(Not applicable, obtained, in progress, not initiated)*

3.12 Have you obtained an "as-built/improved" appraisal  
*(Not applicable, obtained, in progress, not initiated)*

3.13 What is the "as-built/improved" value?  
*(Not applicable, obtained, in progress, not initiated)*

3.14 Please describe your experience constructing projects similar to shelters. If you are using external contractors, please provide details of their relevant experience building similar facilities. Details such as size, timelines, unit numbers and success are beneficial.

## 4 - Operational Details

### Experience with shelters

4.1 Indicate any and all relevant experience in managing, staffing, maintaining and operating a shelter or similar type facility. If none is evident, please provide details as to how you will mitigate this lack of experience.

### Staffing

4.2 Please provide details of how shelter will be staffed. Please include list of roles and responsibilities, number of staff on duty and hours of operation. Please ensure this information is consistent with the budget provided in APPENDIX B - ANNUAL OPERATING BUDGET WORKSHEET

*(If a separate operational plan is provided, this section can be left blank)*

### Safety

4.3 Please provide details of the physical safety features of your shelter that will be provided to ensure the safety of occupants. Please ensure the cost to operate any safety equipment is included in APPENDIX B - ANNUAL OPERATING BUDGET WORKSHEET

4.4 Please provide details of the policies and procedures that will exist to ensure that privacy and confidentiality of occupants of the shelter is maintained.

## Programs and Services

4.5 Please provide details of supporting services and programs that may be available to occupants, who will provide them. Please ensure any costs for these programs are included in APPENDIX B - ANNUAL OPERATING BUDGET WORKSHEET.

## Awareness and Access

4.6 Please provide details of how women, children, and 2SLGBTQQIA+ people from the communities you intend to serve will know this shelter is available to them when they need it and if/how transportation will be supported.

4.7 Partners.

Are there any partners, collaborators or funding sources associated with your project other than CMHC and ISC?

Yes                  No

*If yes, please provide their names, the type of organization and the type of collaboration they will be providing.*

4.8 Energy Efficiency.

The proposed project must have a minimum 25% reduction in energy consumption as compared to the 2015 National Building Code of Canada or the 2015 National Energy code of Canada for Buildings. If the proposed project is for the conversion of an existing building, it must have a minimum 25% reduction in energy consumption relative to past performance levels.

Will your project meet the Energy Efficiency requirement?

Yes                  No

*If your answer is no, please provide a rationale as to why this is not possible.*

4.9 Accessibility.

The proposed project must have:

**Option 1) 20% of units meeting accessibility standards and barrier-free common areas; or,**

**Option 2) full universal design.**

Will your project meet the accessibility criteria?

Yes                  No

*If your answer is no, please provide a rationale as to why this is not possible.*

## 5 - Checklist and Required Documentation

In order to be considered for financial assistance, proposed shelter projects must include supporting documentation outlined in this checklist.

Completed application form

Completed financial worksheet in Appendix A and B

Letter of support from appropriate authorities (Inuit Government or another level of government if applicable)

Demonstrated evidence of need for the project

Project development plan with supporting documents:

- Cost estimates for the project (Class C or Class D Quantity Survey or cost consultant certified report. At a minimum a breakdown of forecasted costs provided by a certified architect or engineer.)
- Copy of preliminary plans and specifications
- Consulting contract estimates (architecture, legal, etc.)
- Offer to purchase (if applicable)
- Construction schedule

The above constitutes an initial application package. If additional documentation is available at the time of the initial application, please include it as part of this initial application package. Selected proponents will be required to submit a final application package, with additional documents, prior to receiving final approval or commitment.

For assistance in preparing the initial and final application packages, please contact your CMHC specialist. Financial assistance may be available to help cover costs associated with carrying out the pre-development activities and obtaining the documentation required for the application packages.

For more information, you can also consult the CMHC website at <https://www.cmhc-schl.gc.ca/en/developing-and-renovating/funding-opportunities/seed-funding>

## 6 - Terms and Conditions

I/We understand and acknowledge that the following terms and conditions shall apply to this application and, if financial assistance is approved, to any loan.

1. CMHC and/or its authorized representatives or agents may carry out all necessary enquiries for the purpose of confirming the information provided in this application form and may review any relevant assets and liabilities, and any financial or credit information. For greater certainty, I/we authorize CMHC to conduct a credit check against the applicant/organization, and I/we confirm that I/we have the authority to approve such credit checks on behalf of the applicant/organization.
2. Assistance is in the form of a forgivable loan and is based on eligible capital costs as defined in Appendix A—Financial Worksheet.
3. The entire amount of the forgivable loan, if approved, may only be used to pay eligible capital costs for the property identified in Section 3 of this application form.
4. The forgivable loan will be subject to the terms and conditions set out in the CMHC loan commitment letter and any loan-related documentation (letter of intention, term sheet, loan/operating agreement) and any security documentation related to the security (including an MLG, if applicable).
5. ISC and CMHC are under no obligation to enter into a loan agreement as a result of this invitation to submit an application.
6. ISC and CMHC reserve the right to:
  - reject any or all funding requests received in response to this invitation to submit an application;
  - accept any funding request in whole or in part; and
  - cancel and/or re-issue this invitation to submit an application.
7. ISC and CMHC will not reimburse an applicant for costs incurred in the preparation and/or submission of a funding request in response to this invitation to submit an application.
8. In the event that any terms and conditions of the loan are not met, or that a false declaration is knowingly made, ISC and CMHC shall have the right to cancel the approval, without notice to the applicant, and recover any paid funds (plus interest) from the applicant.

9. The applicant and its affiliates must not have been found to be in breach or violation of any agreement or other arrangement with CMHC, under any of its prior or existing programs.
10. Access to information and Privacy Statement. Where Personal Information is collected, the collection, use and disclosure of the Personal Information shall be in accordance with the federal *Privacy Act*. Personal Information collected by CMHC for the purpose of the New Emergency Shelter Program can be found in their Info Source Publication on their [website](#) under Personal Information Bank number CMHC PPU 035. The *Privacy Act* provides individuals with a right to access their Personal Information that is under the control of ISC or CMHC, to request corrections of their Personal Information and to file a complaint to the Privacy Commissioner of Canada regarding ISC or CMHC's handling of Personal Information. Please direct any questions, comments, concerns, requests for Personal Information or complaints to CMHC's Access to Information and Privacy Office to their mailbox [ATIP-AIPRP@cmhc.ca](mailto:ATIP-AIPRP@cmhc.ca) or visit our website at <https://www.cmhc-schl.gc.ca/en/about-cmhc/corporate-reporting/transparency/access-to-information-and-privacy-protection> or to ISC's Access to Information and Privacy Office at <https://www.aadnc-aandc.gc.ca/eng/1100100010871/1360682361322>

Other terms and conditions under the Shelter Enhancement Program, the National Housing Co-Investment Fund or the Family Violence Prevention Program may apply.

## 7 - Declaration

I/We hereby confirm that, to the best of my/our knowledge, the information provided is complete, accurate and correct and that, if any of the information changes or becomes inaccurate, I/we shall promptly notify CMHC.

Property owner(s)/Proponent (the "Applicant"): I/We hereby confirm that I am / we are the owner(s) of the property and no other person is an owner.

I/We authorize a property review when required, on the understanding that any reviews conducted by CMHC and/or its authorized representatives are for internal administrative purposes only and provide no guarantee or assurance of compliance with any applicable building codes or standards.

I/We have read, understood and agree to the terms and conditions listed above and accept that they shall apply upon the submission of this application.

Applicant name	Title
Date	Signature
I/We have authority to bind the Applicant	

## APPENDIX A – CONSTRUCTION BUDGET WORKSHEET

These are the costs to build the shelter or convert an existing building to a shelter.

Estimated Capital Costs and Proposed Financing	Applicants estimate in \$	Description (if applicable)
<b>Acquisition and Servicing Costs</b>		
1. Purchase price (land for new construction)		
<b>Miscellaneous and Acquisition Costs</b>		
2. Legal services (for land acquisition)		
3. Survey, title and recording fee		
4. Other (specify)		
<b>5. Subtotal (add lines 1 to 4)</b>		
<b>Fees and Charges</b>		
6. Interest on interim financing _____ mos. @ _____ % x \$ _____		
7. Taxes during construction		
8. Transportation fees for construction		
9. Insurance fees for construction (include all types of insurance)		
10. Utilities during construction		
11. Architect and consultant fees (attach breakdown)		
12. Legal charges		
13. Audit charges		
14. Lender's fees on non-CMHC financing		
15. Other (specify)		
<b>16. Subtotal (add lines 6 to 15)</b>		
<b>Building and Landscaping Costs</b>		
17. Building construction costs (purchase price, if an existing building)		
18. Rehabilitation or conversion costs		
19. Stoves, refrigerators, laundry, other equipment.		
20. Hard furnishings (attach details)		
21. Landscaping (Can include outdoor playground equipment)		
22. On site servicing (Sewer, water, hydro, gas connections)		
23. Other (Excluding soft furnishings and supplies)		
<b>24. Subtotal (add lines 17 to 23)</b>		
25. Contingency		
<b>26. Total Shelter Capital Costs (add lines 5, 16, 24 and 25)</b>		



Estimated Capital Costs and Proposed Financing	Applicants estimate in \$	Description (if applicable)
27. Less: Land Equity		
28. Less: Cash Equity		
29. Less: Municipal Grant		
30. Less: Provincial Grant		
31. Less: Other grants from partners (specify)		
32. Less: Any forgivable loan (specify)		
33. Less: Other (specify)		
<b>34. Federal contribution required (Line 26 minus lines 27 to 33)</b>		

## List of Eligible Capital Costs

### Eligible Capital Costs (CMHC)

CMHC will provide funding of up to 100% of a project's total eligible capital costs. These may include:

- soft costs
- landscaping
- construction, acquisition and rehabilitation, or conversion
- children's play areas
- accessibility for persons with disabilities
- appropriate building security
- hard furnishings
- land acquisition

## APPENDIX B – ANNUAL OPERATING BUDGET WORKSHEET

These are the annual, recurring costs to run the shelter.

Estimated Costs	Applicants estimate in \$	Description (if applicable)
<b>Annual Operating Expenses and Revenues</b>		
1. Staff Salaries and Benefits (not all may apply)		
<b>Role</b>	<b># of Staff</b>	<b>Annual Salary/Person</b>
Management Staff		
Support Staff		
Counsellors		
Co-ordinators		
Security Guards		
Maintenance Staff		
Chef/Cooks		
Janitorial		
Others (add role description in right hand column)		
Others (add role description in right hand column)		
2. Professional fees (including translation)		
3. Honoraria		
4. Staff and development training		
5. Small appliances, furniture, equipment (anything moveable)		
6. Resident Expenses (e.g. food, bedding, towels, soaps, personal incidentals, transportation to and from shelter) 365 days x \$ _____ expenses x _____ nbr residents		
7. Supplies (e.g. cleaning, linen, personal protective equipment)		
8. Property Taxes (excluding water and sewer) if applicable, provide an estimate		
9. Insurance (e.g. fire, liability, etc.)		
10. Maintenance (e.g. minor repairs, painting, landscaping, other)		
11. Replacement reserve (0.50% of total construction costs)		
12. Utilities (e.g. heating, light and power, garbage, snow removal, water and sewer)		
13. Computer/IT services, internet access, software licenses.		
14. Security equipment operation (e.g. monitoring)		
15. Transportation Costs (Insurance, maintenance, fuel, driver, vehicle)		
16. Other operating costs (e.g. client needs assessments, library and resources, off hour emergency services, etc.)		
17. Costs for Programming and Services.		
18. Administration - Audit		
19. Administrative costs - (for the management of the agreement)		
20. Total Expenses (line 1 to 19)		
<b>Potential Annual Revenue</b>		
21. Provincial assistance: \$ _____ per day for _____ persons x 365 days		
22. Donations and fundraising and/or funding sources from partners and collaborators		
<b>Federal Contribution Required</b>		
23. Lines 20 minus lines 21 to 22		

## List of Eligible and Ineligible Operating Expenses

### Eligible Shelter Operating Costs (Indigenous Services Canada)

The Family Violence Prevention Program (FVPP) provides funding for the day-to-day operations of a network of shelters that provide services for Indigenous women and children who are escaping family violence in provinces and in Yukon. Through this initiative, the Family Violence Prevention Program will expand coverage of its operational funding to include two new shelters within the Territories.

In order for a funding recipient to receive funding for shelter operations from ISC, a shelter must be operating as a family violence shelter for women, children and families. These shelters should therefore not be operating as a temporary or long-term housing solution (e.g. for youth, elders, the homeless, community members). Funding for shelter operations is categorized according to primary and secondary core shelter operations. Primary core shelter operations outline the basic services and supports that shelters are required to provide. Secondary core shelter operations outline the additional services and supports that shelters may provide.

### Eligible expenditures

- Salaries and employee benefits
- Professional fees (contracts)
- Honoraria for elders
- Domestic travel and transportation
- Meetings
- Hospitality
- Training and development
- Equipment
- Rent and utilities
- Translation and communications
- Materials and supplies
- Audits and evaluation
- Legal and banking fees
- Insurance
- Overhead administration costs
- Direct client costs
- Operations, minor maintenance, upgrading and repairs to facilities not exceeding \$50,000
- Costs related to the purchase, ownership, and maintenance of vehicles
- Crisis line
- Off-hour emergency services

### Ineligible expenditures

- Purchase of capital assets with a market value above \$5,000 (unless pre-authorized in writing)
- International travel (unless pre-authorized in writing)
- Deficit recovery
- For-profit initiatives and investments
- Capital costs (except minor maintenance)