

Building Excellence Research & Education Grants



Homeowner
Protection Office
Branch of BC Housing

Application Form

Project Information

Project Name: _____

Requested Funding Amount from the HPO: _____

Total Project Budget: _____

Project Start Date: _____

Project End Date: _____

Have you applied for this grant with the HPO before? Yes No

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

Industry Organization Consumer Organization Education Provider Independent Researcher
(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: _____

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 the HPO's guidelines and requirements should funding be granted. I understand that the HPO makes no representation or warranty with respect to the availability of funding for this proposed project, or at all. If funding is granted, the HPO 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 the HPO's requirements. I confirm that information pertaining to the HPO obtained by me as a result of participation in this application process is confidential and must not be disclosed without written authorization from the HPO. 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 HPO website. I acknowledge also that the HPO 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, BC, V5H 4V8.

Complete the application form in five easy steps:

Step 1: Project Description

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

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Step 2: Detailed Project Information

2.1. Project Objectives:

What are the project objectives? (250 words max)

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

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

2.2. Project Scope:

How has the need for this project been established? (e.g. previous research, industry meeting, etc) (100 words max)

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

Please describe any risks or challenges and how you plan to mitigate them. (150 words max)

2.3. Project Outcomes:

Please describe the final project outcomes. (research report, educational course, etc.) (150 words max)

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2.4. Project Implementation Plan:

List key tasks, associated timelines and outcomes.

Task	Start Date	End Date	Outcome

2.5. Communications and Recognition:

Which target audiences should be aware of your project and how will you reach them? For example, some of the strategies might include workshops, media releases, social media. (150 words max)

How broadly can your proposed research or education project be accessed in BC? 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 other project partners and stakeholders and corresponding funding or in-kind contributions. (200 words max)

Funding Partner	Funding Amount or In-kind Contribution

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

Step 4: Budget Form

Complete and attach the **Budget Form** using the template provided.

Step 5: Attachments

Please attach electronic copies of any relevant supporting documentation to your application (e.g. electronic copies of summary reports or articles of related work you have completed.)