

**2020 Housing Central Virtual Conference
Non-Profit Society Bursary Application Form
Housing Central - BC's Affordable Housing Conference
December 2-4, 2020, Virtual Platform**

BC Non-Profit Housing Association with sponsorship funding from BC Housing, has made available a number of bursaries for conference attendance. The bursary will cover the costs of one full three-day conference delegate registration for a member of staff or a Board Director for those societies who are unable to resource conference attendance. The regular BCNPHA member 3-day registration rate is \$245 + GST.

Bursaries will be allocated on a first-come, first-served basis, subject to approval of the application and submission of appropriate documentation.

Please do not register while waiting to hear back on the status of your application. All applicants that do not receive a bursary will be granted 2 weeks from time of notification to register at the special early bird rate.

ELIGIBILITY:

- 1) Society must have 100 or less housing units (owned and operated).
- 2) Society must not have sent a representative to the conference for the past two years (2018 or 2019) due to financial constraints.
- 3) Only Non-profit societies may apply
- 4) Only one application per society may be submitted and it must be for either current staff or current board members. Consultants or other affiliated individuals will not be eligible.
- 5) All supporting documents must be sent in to be considered. This includes a written statement of approximately 200 words to demonstrate eligibility. This should include context around financial constraints and the impact that the many benefits of conference attendance will have on their society. If you wish to have a portion of your travel costs considered, please include this in your written justification.

Applicants will be notified as soon as possible of their acceptance status, and advised of the registration process if accepted.

CANCELLATIONS: These must be made by written request to BCNPHA by Friday, November 13. Delegates failing to cancel will be invoiced 50% of the cost of the registration costs.

SUBSTITUTION OF REGISTRATIONS: Substitution to another individual must be requested in writing to BCNPHA, and must be from the funded organization only. Substitution is at the discretion of BCNPHA. After BCNPHA confirmation in writing, BCNPHA will make the substitute the name of the new delegate with the original delegate registered. This is necessary for name badges and workshop registrations to be correct.

NB: Successful applicants may be asked to write summaries (300-500 words) of their conference experience and educational takeaways for publication in BCNPHA's *InfoLink* newsletter and promotion on BCNPHA and BC Housing social media channels. Writer's guidelines and deadlines will be provided by the Content Editor.

OTHER TERMS:

- 1) Following written confirmation of funding by BCNPHA, all conference registrations shall be undertaken by the bursary recipient through the Housing Central Conference website.
- 2) Bursaries are open to both BCNPHA member and non-member organizations.
- 3) BCNPHA will ensure equitable disbursement of bursaries among our four provincial regions.
- 4) We will assess applications as they come in with a lens to ensuring equity, diversity, and inclusion.

HOW TO SUBMIT YOUR APPLICATION: Please send your completed application and supporting documents by **October 23, 2020** to:

Email: events@bcnpha.ca

Fax: 604-291-2636

QUESTIONS? Email: events@bcnpha.ca.

Sponsorship is generously provided by BC Housing



BC Non-Profit Housing Association
220 – 1651 Commercial Drive, Vancouver, BC V5L 3Y3
TEL 604.291.2600 **FAX** 604.291.2636
TOLL-FREE (BC) 1.800.494.8859
WWW.BCNPHA.CA

Name: _____

Position: _____
(Please attach letter from the NP Society confirming your connection as staff or Board Director)

Society Name: _____

Society Address: _____

Telephone: _____ Email: _____

*BCNPHA's use and retention of personal information conforms to the Personal Information Protection Act.

When last did your society send a representative to the BCNPHA Conference? _____

Have you attended the BCNPHA Conference? No Yes

When did you last attend? _____

How many times have you attended? _____

We will assess applications as they come in with a lens to ensuring equity, diversity, and inclusion. Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Black | <input type="checkbox"/> Peoples with diverse gender identities or expressions |
| <input type="checkbox"/> Indigenous | <input type="checkbox"/> 2SLGBTQIA+ |
| <input type="checkbox"/> People of Colour | <input type="checkbox"/> People with disabilities |
| <input type="checkbox"/> Other _____ | |

Are you a person with lived or living experience of homelessness? No Yes

We will hold your application in strictest confidence, and will only share it with the bursary selection committee.

I hereby submit this application for consideration of the BCNPHA Conference Bursary, along with:

- 1) a demonstrated written connection to the society named above and
- 2) a written statement demonstrating funding eligibility, and I agree to all the terms and conditions.

Signature of Applicant

Date: _____

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