# Reaching Home Sustainability Plan Checklist

# for Applicants of Capital Projects

The purpose of this checklist is to help applicants seeking funding for capital projects ensure that their application and sustainability plan address all the key elements of sustainability.  Addressing all the items below does not automatically render the applicant eligible for funding. This document is available under [“Important Documents”](https://vcf.smapply.ca/res/p/appdocs-b8vBz/) on the SMA site and is referred to in “Section 9: Project Sustainability Plan” on the SMA application.

* Download the document
* Fill in the check boxes
* Upload it back into the task.

*Please ensure that you have discussed all of the criteria listed below in the sustainability plan that you will complete in your application on SMA.*

**1. Funding to Implement the Project**

|  |  |  |
| --- | --- | --- |
| To fund the project: | **YES** | **NO** |
| * Are all relevant and related project costs identified in the application package and/or sustainability plan?
 |  |  |
| * Do the application package and/or sustainability plan clearly show funding sources equal to the total costs of the project?
 |  |  |
| * Are all funding sources confirmed through letters of support in the application package?
 |  |  |

**2. Project Impacts**

|  |  |  |
| --- | --- | --- |
| Impacts of the project on staff and service requirements: | **YES** | **NO** |
| * Do the application documents and/or sustainability plan clearly indicate the impacts of the project (i.e., will be a need for additional staff or services after completion)?
 |  |  |

**3.  Partnerships**

|  |  |  |
| --- | --- | --- |
| Demonstrate support: | **YES** | **NO** |
| * Does the sustainability plan clearly identify all partners and indicate support that will be provided by each towards new requirements and impacts of the project?
 |  |  |

**4. Operational Costs at the End of the Project**

|  |  |  |
| --- | --- | --- |
| After project ends: | **YES** | **NO** |
| * Do the application documents and/or sustainability plan clearly indicate funding sources for additional staff or service requirements?
 |  |  |
| * Does the sustainability plan clearly show that the annual operational budget will be balanced for five years after project ends? (i.e. annual operational costs must be lower than the annual income)
 |  |  |