

IDP Training Program Application Form

Purpose

This application is for organizations or project teams in Nova Scotia wishing to participate in the Integrated Design Process (IDP) Training Program. Organizations may apply under one of the following pathways:

Pathway 1. Active Builds – organizations or project teams with a Part 3 type building project (multi-unit residential, commercial, institutional, industrial, and public sector, etc.) in Nova Scotia that will enter the planning phase within the next six months or are in early design phase.

Pathway 2. Self-Provided Case Study – Organizations wishing to bring forward a relevant case study to be reviewed against the Integrated Design Process.

Pathway 3. Program-Provided Case Study – Organizations or individuals who wish to receive training but do not currently have a project or case study. A case study will be provided by the program.

All participants will engage in structured IDP workshops, gaining access to expert facilitation and sector-wide collaboration and will also receive up to 36 hours of mentorship per organization through a 12-month span from a Nova Scotian IDP expert.

IDP Defined

The Integrated Design Process (IDP) is a collaborative, whole-systems approach to building planning. The capstone of IDP is the successful engagement of all stakeholders – owners, architects, engineers, contractors, and others – early in the planning process.

Financial Incentives

Projects with preplanned active builds or early-stage design may be eligible **for up to \$10,000 CAD per organization** on a milestone basis to support trainee time, workroom rental fees, and other eligible planning expenses.

Projects submitted as case studies may be eligible for **up to \$2,500 CAD per organization** on a milestone basis to cover participation costs.

Organizations without projects or case studies (program-provided case study pathway) will receive training at no cost, but no direct financial incentive **except** through the African Nova Scotian or Indigenous participation.

African Nova Scotian and Indigenous Participation

BTZx is committed to supporting greater participation of African Nova Scotian and Indigenous professionals who live and work in Nova Scotia. The IDP program is designed to build capacity, strengthen professional development, and increase representation in the building sector.

Organizations may nominate one or more employees who identify as African Nova Scotian or Indigenous to take part in the program. To help reduce barriers to participation, organizations will receive an incentive of **up to \$5,000 CAD per organization**, provided on a milestone basis.

How Applications Will Be Reviewed

Applications will be reviewed by the IDP Program Team and Advisory Committee. Selection is based on alignment with program goals, organizational commitment, and sector impact.

Priority will be given in the following order:

Pathway 1. Active Builds – Projects entering planning in the next six months (highest priority).

Pathway 2. Own Case Study – Applicants bringing a relevant case study (medium priority).

Pathway 3. Program-Provided Case Study – Applicants participating with a case study assigned by the program.

Additional factors that strengthen an application include:

- Clear alignment with Part 3 building types (multi-unit residential, commercial, institutional, industrial, and public sector, etc.) and goal towards a voluntary performance standard
- Commitment of up to three participants from the organization to fully engage in the workshop and mentorship year.

- A willingness to share project or case study details for reporting, and to participate in marketing and communications (photos, stories, videos).
- Potential to build capacity in Nova Scotia's building sector, especially for public sector and underrepresented communities.
- Applications from African Nova Scotian and Indigenous organizations and employees are strongly encouraged.

Note: All successful applicants will receive a year of mentorship and consultation with Nova Scotian IDP experts, regardless of project type.

Application Due Date: October 1, 2025

Applicants will be notified by email by October 7th, 2025, if they have been chosen to participate in the program.

Applicant/Organization Information

Applicant Name:

Organization:

Organization Type (non-profit, government, etc.):

Contact Person (if different):

Phone:

Email:

Project Information (Pathway 1 and 2)

Please check off what pathway you are in?

Pathway 1 – Active Builds

Pathway 2 – Self provided Case Study

Project Name:

Type of Building (e.g., multi-unit residential, commercial, institutional, government, other):



If other, please provide more details:

Location (Municipality, Nova Scotia):

Stage of Development (conceptual, schematic design, design development, tender, other.):

If other, please provide more detail:

Anticipated start date for planning:

Anticipated start date for construction:

Are you pursuing or considering any voluntary performance standard? (e.g., LEED, Zero Carbon Building Standard, ESG targets, Other)

If other, please provide more detail:

Project team roles participating in the program (e.g., owner, architect, engineers, contractors engaged to date):

Please describe why are you interested in participating in the IDP Training Program?

Nominee Information

Nominee 1

Nominee Name:

Position/Role within the Organization:

Community Affiliation (African Nova Scotian / Indigenous / Other / N/A):

If other, please provide more detail:

Self-identification is voluntary and will be treated with respect and confidentiality.

Contact Information (email preferred):

Describe the nominee's role and experience in the building sector:

What learning objectives or career development goals would this nominee bring to the IDP program?

How will participation in the IDP program contribute to capacity building within your organization or community?

Nominee 2 (Optional)

Nominee Name:

Position/Role within the Organization:

Community Affiliation (African Nova Scotian / Indigenous / Other / N/A):

If other, please provide more detail:

Self-identification is voluntary and will be treated with respect and confidentiality.

Contact Information (email preferred):

Describe the nominee's role and experience in the building sector:

What learning objectives or career development goals would this nominee bring to the IDP program?

How will participation in the IDP program contribute to capacity building within your organization or community?

Nominee 3 (Optional)

Nominee Name:

Position/Role within the Organization:

Community Affiliation (African Nova Scotian / Indigenous / Other / N/A):

If other, please provide more detail:

Self-identification is voluntary and will be treated with respect and confidentiality.

Contact Information (email preferred):

Describe the nominee's role and experience in the building sector:

What learning objectives or career development goals would this nominee bring to the IDP program?

How will participation in the IDP program contribute to capacity building within your organization or community?

Optional Submission

Applicants are encouraged but not required to attach a one-page project brief or summary to support their application.

Applicant Acknowledgement

By checking the boxes below and submitting this application, organizations acknowledge and commit to the following:

Up to three participants from the organization will be available for the full 2-day workshop and the 12-month mentorship program.

Participants agree to reasonable inclusion in marketing and communications (photos, stories, videos) highlighting the program's impact.



Organizations will share project or case study details for reporting and evaluation purposes, supporting sector-wide learning.

Financial incentives are provided on a milestone basis. Approved organizations will receive details on eligible expenses and reporting requirements as part of their participation agreement.

Applicant Name (Printed): _____

Applicant Signature: _____

Date: _____