



Affordable and Social Housing Grant Application Form

INSTRUCTIONS: Please complete all sections fully, and ensure declaration is signed/dated.

PART A - APPLICATION INFORMATION

Organization (as it appears on Certificate of Incorporation)

Eligible organizations include Registered private or not-for-profit community organization or public institutions with demonstrated experience in housing management that are legally registered (and in good standing) under one of the following:

- Societies Act of Alberta
- Companies Act of Alberta, Part 9 (Companies with objectives other than the acquisition of gain)
- Business Corporations Act of Alberta, Part 21
- Special Act of the Parliament of Canada (ex: Service Club)

Legal Name:

Incorporation Date:

Registration No. :

Mailing Address:

Postal Code:

Contact Person:

Work/Cell Number:

Other:

Fax:

Email:

PART B - FACILITY INFORMATION

Project Name:

Name of Facility:

Street
Address:

Postal Code:

Registered Owner:

Facility Lease Holder (if applicable):

PART C - PROJECT INFORMATION

Type of Project: (choose one of the following)

Type of Housing: (choose one of the following)

New Facility Construction

Affordable Housing

Facility Expansion

Social Housing

Retrofit Existing Facility Space

Mixed Market Housing

Total Project Cost:

ASHCG Request Amount:

Does this property currently have the correct land use designation for your intended project? (Please note:

Application will not be approved until all land use related approvals have been completed).

Yes No

If NO, explain:

Will the project property require a land use amendment (rezoning) to allow the project to proceed?

Yes No

If YES, what stage of the process is the project at with planning and design?

Planning Staff Assigned to Application (Name): _____

What is the timeline for your project? Please include:

- Anticipated Completion Date
- Anticipated Start Date (Must Be Within Two Years of Approval)
- Brief Outcome of Major Tasks That Will Be Undertaken Over the Course of The Project/Timeline

(Use additional pages if necessary)

Please provide a detailed Project Description including:

- What needs you will address through this project
- How you identified this need
- Anticipated outcomes

(Use additional pages if necessary)

Has your organization received an Affordable and Social Housing Capital Grant in the past 5 years? If YES, please complete the following information:

- Year
- Amount Received
- Project Title
- Is the Project Completed Y/N – If NO, explain

PART D - PROJECT BACKGROUND

Summarize your project in one sentence (use plain language to describe your project in one concise sentence, so that it provides an immediate and clear understanding of the work you want to do)

Please provide your organization's mission, mandate, and/or vision. How does this project align with the mission and mandate of your organization? (Please outline how this project will advance the work of your organization and the clients that you serve)

Why is it important to fund this project now? (Why does your organization think this is the right time to undertake this work?)

Who will benefit from this product? (Please include who will directly benefit from this project, and how many people will be impacted/served)

ORGANIZATION CONTRIBUTION

Grant funding requires applicants to contribute a **minimum** funding commitment of **25%** of the total project costs associated with the affordable and social component of the proposed project.

PART E - COLLABORATION

Please list any groups that are collaborating on this application. Include a description of their role in the project

PART F – FINANCIAL/BUDGET

When are the funds from this grant required for this project?

The demand for funding through the Affordable Social Housing Capital Grant can be high, therefore some projects may only receive partial funding for their project.

Can this project receive partial funding? Yes No

If you answered NO to the above question, please explain:

PART H – OPERATING IMPACT/BUDGET

Please complete a **Project Specific Budget** for the project. Template located at:
www.lethbridge.ca/communitysocialdevelopment

Describe the impact of this project on your organizational operating costs. How do you intend to fund any additional operational costs?

Organizations must demonstrate financial resources to deliver the project including financial and operational ability to complete and maintain the project and capacity to handle development risks (ie: cost overruns, delays). **How will your organization respond to unknown or unexpected costs that may arise during the course of the project that were not budgeted for?**

Please complete an **Operating Budget** for this year and the first 5 years of the project. Template located at: www.lethbridge.ca/communitysocialdevelopment

PART G– PROJECT BENEFITS

Please indicate the number of units this project will provide and the estimated amount of clients that will be served through this project yearly?

Number of Units:

Number of Clients that will be Served:

How does this project align and address affordable and social housing needs as identified by the Municipal Housing Strategy and/or any other studies endorsed by the City of Lethbridge.

Municipal Housing Strategy located at: www.lethbridge.ca/communitysocialdevelopment

RECOGNITION:

If your application is successful, how will you recognize the support from the City of Lethbridge? Include a list of various public recognition events, activities, and/or placements in media and applicable dates.

NOTE: Credit to the City of Lethbridge for financial assistance must be acknowledged in any publicity prepared in relation to this project.

ADDITIONAL SUPPORTING DOCUMENTS:

- Board of Directors - Please provide a List of your current Board of Directors (Registered Charities, Municipalities, and groups applying in partnership are required to upload this document)
- Audited Financial Statement¹ – Please upload most recent audited financial statement (this step is required for Registered Charities, Municipalities, and groups applying in partnership with Charities or Municipalities)
- Letters of Support if required (ie. Daycare)
- Any additional information, such as photos, brochures, posters etc., to do with your project

¹(The City of Lethbridge recognizes that organizations may need to build financial reserves in an effort to ensure sustainability and good financial management. Please outline the intended purpose of any financial reserves that appear on the financial statement)

INTEGRITY DECLARATION

The City of Lethbridge ("**City**") wishes to ensure that due consideration is given to the integrity of persons and entities applying for financial assistance or any other benefits from the City and, further, that due consideration is to be given to the effect that a proposed transaction or business relation would have on the City's reputation and the ability to attract and retain other persons or entities to use the City's programs and services.

Accordingly, the City requires applicants for financial assistance or other City benefits to complete this declaration prior to, and to remain eligible for, receipt of financial assistance or other benefits from the City.

Declaration

_____ [insert full legal name of Applicant] (the "**Applicant**") hereby declares¹ and confirms the following on the express understanding that the City is relying on this Declaration in making a determination of eligibility of the Applicant to be provided with financial assistance or other benefits:

- The Applicant and its affiliates² have not, under Canadian (including federal, provincial or territorial), foreign or international laws, been convicted of any crime or penal or regulatory offence, in relation to any financial matters, including without limitation, forgery, fraud, bribery, corruption, international sanctions, taxation or money laundering;
- The Applicant and its affiliates have not been found to be in breach or violation of any agreement or other arrangement with the City, under any of its prior or existing programs;
- The Applicant and its affiliates have not previously been declared by the Government of Canada or any provincial, territorial or local government in Canada to be ineligible to do business with such government, including under the Government of Canada's Integrity Regime³;
- There are no facts known or which ought reasonably to be known by the Applicant, which, on the opinion of the Applicant, acting reasonably, could give rise to the City having a concern with:
 - Entering into and/or maintaining a business relationship with the Applicant; or
 - The Applicant's integrity; and
- The Applicant has fully disclosed to the City all information that may be relevant to the determination by the City of the Applicant's integrity.

For the duration of its business relationship with the City, the Applicant agrees to and shall immediately inform the City of any change in circumstances which would thereafter prevent the Applicant from maintaining this Declaration.

If the Applicant is not an individual, then the Applicant hereby declares and confirms the matters in (a) to (e) above in respect of each of its directors, officers, members, shareholders and beneficial owners.

The Applicant acknowledges that providing false or misleading information to the City on this Declaration of otherwise in connection with the Applicant's application may result in a determination by the City that the Applicant is not eligible to receive financial or other benefits from the City.

The Applicant makes this Declaration this ____ day of _____, 20__

Full legal name of Applicant _____

By: _____

Authorized Signatory

Name and Position: _____

By: _____

Authorized Signatory

Name and Position: _____

I/We have authority to bind the Applicant.

¹ If for any reason you are unable to make the present Declaration, you must explain why. Your explanation must be provided in a separate document to be included with this Form. The City may request additional information from you. You authorize the City to collect and use the information provided, in addition to any other information that may be required to make a determination of eligibility.

² An affiliate of the Applicant is another person or entity that directly, or indirectly through one or more intermediaries, controls or is controlled by, or is under common control with, the Applicant.

³ Please refer to the Government of Canada's Integrity Regime which can be accessed at: <https://www.tpsgc-pwgsc.gc.ca/ci-if/ci-if-eng.html>

AFFIRMATION:

I, declare that I am a duly authorized representative having legal and/or financial signing authority for the applicant organization.

- The information contained in this application and supporting documents is true, accurate and endorsed by the applicant.
- An accounting of spending, showing compliance with conditions of the grants shall be provided at completion of the project.
- Any grant money awarded shall be used solely for the purposes stated within this application and according to program parameters.
- Reporting will be required as outlined in the Agreement.
- As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received is hereby granted to the City Manager or his/her designated representative. For a period of 10 years from date grant agreement is executed.

<i>Name and Title (please print)</i>	<i>Authorized Signature</i>	<i>Date (mm/dd/yyyy)</i>
Date Received at CSD Office:	Click or tap to enter a date.	Initials:

The personal information collected on this form is in accordance with section 33 of Alberta's Freedom of Information and Protection of Privacy Act (the Act). It will be used for the purpose of determining eligibility for Community Capital Project Grants. The information will be disclosed in accordance with section 40 of the Act which may include public disclosure. If you have any questions in regards to the collection, use or disclosure of this information, please contact Catherine Champagne, (403) 320-3051 or Catherine.Champagne@lethbridge.ca.

PART E - DEFINITIONS:

Adequate housing – housing that is reported by residents as not requiring any major repairs. Housing that is inadequate may have excessive mold, inadequate heating or water supply, significant damage, etc.

Affordable Housing – Any type of housing, including rental/home ownership, permanent/temporary, for-profit/non-profit, that costs less than 30% of a household's pre-tax income.

Core housing need – when a household spends more than 30% of its pre-tax income on housing costs.

Emergency sheltered – staying in overnight emergency shelters designed for people who are experiencing homelessness.

Housing First – a recovery-oriented approach to ending homelessness that centers on quickly moving people experiencing homelessness into independent and permanent housing. It is followed by provision of additional supports and services as needed.

Life Cycle Funding - Protects the investment of the City of Lethbridge through a negotiated amount of rental avenues for the purpose of maintenance. This funding will be designated for this purpose and is a requirement of the agreement.

Mixed Market Housing – Model of affordable housing designed to have a diverse group of tenants with different income levels, all living in the same building. Rent is [aid based on a percentage of your income. The amount of rent you pay depends on your gross monthly household income.

Permanent supportive/Supported housing – combines rental or housing assistance with individualized flexible and voluntary support services for people with high needs related to physical or mental health, development disabilities and substance use. It is an option to house chronically homeless individuals with high acuity.

Rental supplement program – refers to rent-geared-to-income housing with private landlords. Rent supplements are subsidies paid by government to private landlords who are part of this program.

Social housing – any housing that is funded/subsidized by a level of government.

Suitable housing - housing has enough bedrooms for the size and composition of the resident household, according to National Occupancy Standard (NOS) requirements.

Supportive Housing – Development providing accommodation for multiple residents and associated support programs meant to foster self-sufficiency. This use may include common kitchen and dining facilities, showers and bathrooms, training rooms, relaxation areas and laundry facilities as well as offices and accommodation for staff.

Transitional housing – refers to supportive, yet temporary type of accommodation that is meant to bridge the gap from homelessness to permanent housing by offering structure, supervision, support, life skills, education, etc.