

Affordable Housing Grant Program Submission Request Form

CONTACT INFORMATION

Name of Organization

Project Title:

Federal Charity or NS Registered Joint Stock Number:

Contact Person:

Contact Information (phone/email):

Mailing Address:

PROJECT DESCRIPTION

Address of the Project:

Does your organization own the property?: Yes No

If your answer above is no – please provide a copy of a signed letter or agreement confirming the property or units will be conveyed to your organization.

Number of Residential Units: Total Units: Total Affordable Units:

Please indicate the residential unit breakdown:

Unit Type	Number of Units Total	Number of Units Affordable	Average Size
Bachelor			
1 bedroom			
2 bedroom			
3+ bedroom			
Unknown			

Please describe what level of affordability and what population groups your development will target. Please include current/anticipated rents:

Please provide additional information regarding the development that you feel is relevant to your project (is the development exclusively residential, are other uses included, are support services be provided)

Anticipated Date to Start Development:

Anticipated Date of Completion:

Please describe the status of the project and identify any barriers that may delay the development of the project (zoning, access to land, operating costs).

REQUEST FOR FUNDING

Amount of Funding Requested (please note requests less than \$500 will not be considered):

Total Amount of Funding Required for Development:

Please List Other Sources of Funding Confirmed: (please attach complete list if more than 3 sources)

Amount	Source

Please List Other Sources of Funding Pending: (please attach complete list if more than 3 sources)

Amount	Source

Please describe how your organization will maintain operational expenses including any additional confirmed or pending funding from other sources.

PROJECTS FOR THE RENOVATION/REHABILITATION OF EXISTING AFFORDABLE UNITS

(please only complete if your project is proposing the renovation or rehabilitation of existing affordable units)

Please provide a description of the work to be completed, such as the extent of required repairs.

Please explain why the proposed renovations are necessary to maintain the availability of the affordable housing dwelling units (i.e. will the units become uninhabitable if not renovated; will the renovations bring uninhabitable units to a habitable state).

Please provide a description of how the project will improve the energy efficiency of the building

Please provide estimates from at least two professional contractors for the proposed repairs or renewal work (please attach a copy of all detailed estimates. We realize you may have more than 2)

Estimate 1	
Estimate 2	

PROJECTS FOR THE CONSTRUCTION OF NEW AFFORDABLE UNITS

(please only complete if your project is proposing the construction of new affordable units)

Have you confirmed with the Municipality that your development will comply with municipal land use rules? Yes No

Please provide a description of how the project will meet or exceed the energy efficiency requirements of the National Building Code

Please attach a project proforma that at a minimum:

- i. identifies hard and soft costs associated with the development,
- ii. identifies all fees payable to the Municipality,
- iii. identifies all sources of financing, both confirmed and unconfirmed,
- iv. estimates the operational costs and rental income, and
- v. the names and experience of the project management team for the project.

INFORMATION REGARDING YOUR ORGANIZATION

Number of years experience in providing housing:

Please list other residential properties your organization currently owns/manages: (please attach a complete list if more than 5 properties):

Address	Number of Units	Target Population	Other Services Provided	Number of Years the Owned by Organization

Please provide a summary of your organization including what services you offer and examples of similar projects you have participated in or have lead.

Please List the Board of Directors (please attach a complete list if more than 5 Board members)

Name	Position	Contact Information

Please share any additional information that should be considered when reviewing your application

DOCUMENT CHECK LIST

Please be sure to include the following information if applicable to your project

- a copy of a signed letter or agreement confirming the property or units will be conveyed to your organization (required if the development property is not owned by your organization).
- copies of detailed estimates from at least two professional contractors for the proposed repairs or renewal work (required if the development is for the renovation or rehabilitation of affordable units)
- a project proforma (required if the development is for the construction of new affordable units)

You are encouraged to provide any additional information you feel may compliment your application. Please note HRM may request additional information during our application review process.

Please submit your application to
the Affordable Housing Grant Program [by email \(maclelj@halifax.ca\)](mailto:maclelj@halifax.ca).



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