



Sustainable Planning and Community Development
 1 Centennial Square
 Victoria, BC V8W 1P6
 T 250.361.0382
 E housing@victoria.ca

Victoria Housing Reserve Fund Application for Funding

The [Victoria Housing Reserve Fund Program Guidelines](#) contain important information on project eligibility and the application process. Please review the guidelines prior to completing an Application for Funding.

The entire Application for Funding must be completed along with all other documents identified on the Application Checklist. Please attach additional pages if more space is needed.

An appointment is strongly encouraged prior to applying for funding to ensure the project meets eligibility criteria. To make an appointment, email housing@victoria.ca.

If you have any questions about the criteria or the process, please contact the Community Planning Division at housing@victoria.ca or 250.361.0382.

1. Letter to Mayor and Council

Please include a letter to Mayor and Council providing an executive summary of the proposed project including the amount of funding being requested. Please highlight key aspects of the proposed project and how it meets the objectives of the Victoria Housing Reserve Fund Program as outlined in the Program Guidelines.

2. Proponent Information

Organization Name _____ Non-profit Society Yes No

Contact Person/Position _____

Business Address _____

Telephone _____

Email _____

Date of Incorporation _____

Canada Revenue Agency Charity # _____

Previous Projects Funded through the Victoria Housing Reserve Fund, if any: _____

I have read and understand the Victoria Housing Reserve Fund Program Guidelines

I understand funding is a one-time, non-renewable grant

Application Date mm/dd/yyyy _____

Applicant Signature _____

3. Project Summary

Submission of building and site plans are required as part of the application package.

Address/location of project _____

Developer and contact information (if different from the Proponent) _____

Project Architect and contact information _____

Owner and Operator of Housing _____

Housing type (strata/apt etc.), number of units and sizes (bedrooms) _____



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Fund Request Summary

Please list the units which are proposed to receive funding in the table below. Please refer to the VHRF Guidelines for more information about the program's Affordability Levels and Grant Eligibility Amounts.

Unit Type	Number of Units	Monthly Rent Amount	Identify the Affordability Level		Eligible VHRF Grant per Unit	VHRF Total Contribution
			City of Victoria Affordable Rents (Very Low, Low, Median)	BC Housing Rents (Deep Subsidy, RGI, HILs)		
Studio						
1 Bed						
2 Bed						
3+ Bed						
Total Units						

Project Units Summary

Total housing units on existing site: _____

Total proposed units in the affordable housing project: **Gross** _____ **Net** _____

Target Population or Group as defined in the Program Guidelines (E.g., Seniors, youth, women and children, persons with disabilities, etc.)

Support services provided (if any)

How does the project meet the objectives and project priorities of the Victoria Housing Reserve Fund Program as described in the Program Guidelines?

What development approvals are required or have been received?

Target Completion Date



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4. Experience and Capacity to Develop and Manage Affordable Housing

Outline the proponent's experience in the development and management of affordable housing. How does this project compare to this previous experience and the proponent's capacity to complete the project in the short-term and manage it over the long-term?

5. Project Financing and Sustainability

Describe how the funding model will support long-term financial sustainability and housing affordability. Please also attach a detailed Capital Budget and 10-year Operating Budget.

6. Partnerships

List partners in this project (developers, agencies, other levels of government etc.), and detail their involvement.



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7. Tenant Assistance

Adherence with the [Tenant Assistance Policy](#) is required to be eligible to receive VHRF grant funding. Please identify whether a [Tenant Assistance Plan](#) is required as part of the development approvals for this project:

- Yes, there are tenants at the existing site that will be displaced as a result of the proposed development and a Tenant Assistance Plan has been prepared.
- No, tenants will not be displaced as a result of the proposed development.

Note: Please be advised that additional information may be requested as part of the Tenant Assistance Plan for Council's consideration.

8. Other Information

Provide any other information that supports your application.