

SECTION 1: APPLICATION CHECKLIST

- Application form completed and signed
- Constitution and bylaws that include the provision of affordable housing attached
- Documentation of property pre-qualification from the Rental Protection Fund
- Copy of Society incorporation or registration attached
- Documentation of being in good standing (if applicable)
- Audited financial statements, including auditor's report and notes to financial statements for past three years
- List of names, occupations and positions of all members of Board of Directors attached or link to organization's webpage with this information

SECTION 2: APPLICATION INFORMATION

- Legal Name of Society applying for a grant: _____
Select applicable:
Registered non-profit society under B.C. *Societies Act*
Incorporated non-profit housing co-operative under B.C. *Co-operatives Act*
- Date of Incorporation: _____
- Incorporation Number: _____
- Is your organization registered with Canada Revenue Agency as a registered charity?
Yes No If yes, provide registration number: _____
- Is your organization in good standing under its incorporating statute?
Yes No If yes, provide documentation: _____
- Applicant
 - Name: _____
 - Position: _____
 - Telephone: _____
 - Email: _____
- Business address: _____
- Website: _____

In the last three years, has your organization done business with the City, including:

- Grants received from the City of Burnaby
Yes No If yes, provide amounts, and details of the project/site that received a grant(s):

- Leases of City property
Yes No If yes, provide addresses: _____
- Land approvals or permits
Yes No If yes, provide addresses: _____
- Existing contracts with the City
Yes No If yes, provide details: _____

Brief history and description of your organization (500 words max):

Outline the organization's experience in the operation of non-market housing. Include information about projects that the organization is currently operating, including location, completion year (if applicable), years managed (if applicable), number of units, target population(s), funding sources, etc. A minimum of five years of experience is required for grant eligibility. (500 words max):

SECTION 3: PROJECT INFORMATION (DETAILS OF THE BUILDING BEING PURCHASED)

- Name of building: _____
- Building Address: _____

SECTION 4: PROJECT DESCRIPTION

- Number of rental units by rental rate to be secured in a housing agreement and covenant:

	Proposed Unit Mix				
Affordability level	Studio	1 bed	2 bed	3 bed	Total
Shelter Rate					
RGI (HILs)					
Other					
Total					

Shelter rate unit: A unit occupied by a household receiving income assistance or disability assistance and rented to that household at the shelter allowance as determined by the provincial government.

Rent Geared to Income (RGI) unit: A unit occupied by a household whose income is at or below BC Housing's Housing Income Limits (HILs) and rented at a rate not exceeding 30% of the household's gross income.

SECTION 5: PROJECT FUNDING

- Committed Funding from the B.C. Rental Protection Fund (\$): _____
- Committed funding from non-government sources, if any:

	Source 1	Source 2	Source 3	Source 4
Funder				
Financing or Grant				
Amount				
Anticipated date of final funding approval				

SECTION 6: GRANT REQUEST

Requested grant amount is less than 10% of property purchase price

Requested grant amount does not exceed the capital contribution from the B.C. Rental Protection Fund

Requested grant amount does not exceed the maximum per unit grant amount permitted by the unit mix and level of affordability

Grant request: \$ _____

SECTION 7: CERTIFICATION AND SIGNATURE

If my application is successful, I agree to enter into a Housing Grant Agreement, Housing Agreement and Covenant, and any other legal agreements required by the City of Burnaby

I understand the Affordable Housing Reserve provides one-time (per project, per organization), non-renewable capital grants

APPLICANT SIGNATURE

DATE