



# Saanich Affordable Housing Reserve Fund Capital Grant Application Form

## A. DECLARATION

Pursuant to Section 224 of the Community Charter:

I, \_\_\_\_\_ (NAME) of \_\_\_\_\_ (STREET ADDRESS),  
\_\_\_\_\_, (CITY/TOWN), Telephone NO. \_\_\_\_\_ or \_\_\_\_\_

In the Province of British Columbia, do solemnly declare THAT:

I am the \_\_\_\_\_ (POSITION CURRENTLY HELD WITHIN ORGANIZATION) of the  
\_\_\_\_\_, (NAME OF CORPORATION, ASSOCIATION, SOCIETY OR ORGANIZATION)

Have knowledge of the facts hereinafter detailed with respect to the applicant and proposed property for which **Saanich Affordable Housing Reserve Fund - Capital Grant** is being applied for.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## B. AFFORDABLE HOUSING PROJECT INFORMATION

### 1. Address/Location of project:

### 2. The lands are registered in the name of:

Organization:

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### 3. Owner and operator of the housing project:

#### Owner:

Organization:

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Operator (if different from owner):

Organization:

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3.1 If the housing operator is not also the owner, does the operator hold a long-term lease that secures the use of the land for affordable housing? Yes No



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## 4. Project Description:

4.1 Please provide a brief description of the project location, scale, target population, supports and amenities, etc

4.2 Is the project primarily residential?      Yes      No

4.3 What is the total number of proposed units in the affordable housing project:

4.4 Are existing units being demolished?      Yes      No      If yes, how many?

4.5 While non-market housing providers are exempt from the District's Tenant Assistance Policy, it is expected that they consider potential impacts on existing tenants. Will existing tenants at the site be displaced due to this development?

Yes, and I am aware of Saanich's [Tenant Assistance](#) resources      No

4.6 Does the project exclusively offer *rental* housing?

Yes, the project is rental tenure only      No, the project includes owner-occupied units.

4.7 Please indicate the number and affordability type of units: (Note: This information is collected for reporting purposes only. Unit affordability level does not affect the calculation of the grant amount.)

# Units:	Affordability Level
	Deep subsidy (Very low income)
	Rent geared to income (Low income)
	Housing Income Limits (Median income)
	Below-market rental (Moderate income)
	Market rental
	Other (Please indicate):

4.8 Please indicate the unit sizes provided:

# Units:	Unit Type
	Studio
	1-Bedroom
	2-Bedroom
	3-Bedroom
	4-Bedroom



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5. Describe how the funding model will support long-term financial sustainability and housing affordability.

6. Please list your expected expenditures.  
(Please take note of the ineligible costs in the SAHRF Policy)

Expenditures:	Amount:
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total:</b>	<b>\$</b>

7. Please list financial contributions from other funding sources. (It is understood that the following list may not be final and is subject to change. This information is collected for reporting purposes only.)

Source of Funding:	Amount:	Confirmed (C) / Pending (P)
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total:</b>	<b>\$</b>	

8. The amount requested by the applicant should be based on the number and sizes of units provided in the housing project:

Unit Size	Amount per door
Studio	\$2,000
1-bedroom	\$2,500
2-bedroom	\$3,000
3-bedroom	\$3,500
4-bedroom	\$4,000

8.1 Please indicate the total amount requested from the SAHRF Capital Fund: \$

8.2 Please indicate how the proponent would like to receive the SAHRF Capital Funds. Select one of the following:

Prior to construction: The proponent signs a Grant Agreement with the District, which includes stipulations for returning the funds if the project is not realized. Upon signing of Grant Agreement, 80% of total funds are released. The remaining 20% are distributed with the Occupancy Permit and upon satisfaction of applicable conditions of the Grant Agreement.

After construction is completed: The proponent submits invoices to Planning staff for incurred capital costs and receive the total funding amount after the work is completed.

9. Does the project have a Development Permit? (If not, please note that the project must receive a Development Permit within two years of receiving the Capital Grant funds): Yes No

10. Project Timeline. (Please note construction must begin within two years of receiving a Development Permit)

Construction start date: Target completion date:



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## C. ORGANIZATION INFORMATION

<b>1. Full name/title of organization:</b>	
<b>2. Mailing address of the organization (including Postal Code):</b>	
<b>3. Organizational mandate (The applicant must offer supportive or affordable housing within their mandate):</b>	
<b>4. Provide a brief history of the organization's provision of affordable rental housing:</b>	
<b>5. Is this a Registered Non-Profit Organization?</b>	Yes      No
<b>6. Year of Incorporation:</b>	
<b>7. Primary Contact</b>	
Name:	Title/Position:
Phone:	Email:
<b>8. Contact information of two other officials in organization (i.e., Pastor, President, Manager, etc.)</b>	
<b>Contact 1:</b>	
Name:	Title/Position:
Phone:	Email:
<b>Contact 2:</b>	
Name:	Title/Position:
Phone:	Email:



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## D. OTHER INFORMATION

Provide any other information that may support your application (Optional)

## DOCUMENTATION REQUIRED

Proof of Non-profit status

Proof of mandate to supply affordable rental housing (e.g. Covenant, Housing Agreement, Operating Agreement, Board Statement etc. related to the provision of affordable rental housing).

At least one of the following:

- Certificate of Title
- Copy of an executed legal agreement that secures affordability and rental tenure.  
(Note: The agreement may be with an entity other than the District of Saanich. You may submit an agreement that is not yet executed, but please note that capital grant funds can not be distributed until the District receives an executed agreement.)

## DISCLOSURE OF INFORMATION:

The Proponent agrees that any information provided in this proposal may be disclosed to the District of Saanich staff, committees, and Council for the purposes of evaluating this proposal.

*Collection is authorized under the Local Government Act, Community Charter and sections 26(c),(e) of the Freedom of Information and Protection of Privacy Act. Questions about privacy can be directed to the District of Saanich Privacy Officer at 770 Vernon Ave, Victoria BC, V8X 2W7, 250-475-1775, [foi@saanich.ca](mailto:foi@saanich.ca)*

Proponent  
Name:

Proponent  
Signature:

Date of Application Submission:

**Thank you!**

Please submit this application to [housingreferrals@saanich.ca](mailto:housingreferrals@saanich.ca), or by mail or in person to the Planning Division, Saanich Municipal Hall, 770 Vernon Ave, Victoria BC, V8X 2W7.

Applications are reviewed by Planning staff. Final approval is provided by Council.

The District of Saanich offers other forms of support for non-profit housing providers, including fast-tracking approval processes and tax exemptions. Please see [Support for Non-Market Housing](#) on the District's website.