



## Completing your application

Before completing the Application form, please note the following:

- 1. Read the Housing Priorities Grant Program Not-For-Profit Organizations and Cooperatives Guidance document.
2. If you have images or other materials you would like to submit, reference them in the form with clear, descriptive file names and attach them to your email when you submit your application.
3. Be concise in your responses to the questions outlined in the form and keep to the suggested maximum word count.
4. If you have any trouble using the form, contact the Affordable Housing Office to request alternative formats.
5. Do not print the form out to complete any aspects manually.

## Submitting your application

Email completed application forms and any supporting attachments to affordablehousing@richmond.ca by 5:00pm on March 26, 2025.

### Funding Stream:

- Grant Funding 1A: Build-Ready Projects Grant Funding 1B: Feasibility Funding

### 1. Applicant Profile

Legal name of organization: \_\_\_\_\_

Trading name (if different): \_\_\_\_\_

Contracting entity (if applicable): \_\_\_\_\_

Entity type (e.g. Incorporated Society, Incorporated Cooperative, Company, Trust): \_\_\_\_\_

Society incorporation number, business number and/or corporate registry number (as applicable): \_\_\_\_\_

Charitable registration number (as applicable): \_\_\_\_\_

BC Housing registration number (as applicable): \_\_\_\_\_

Date of incorporation (as applicable): \_\_\_\_\_

Registered office (as applicable): \_\_\_\_\_

Other relevant information about the applicant (e.g. include other partners):

Empty rectangular box for additional information.

Describe the aims of the organization (100 words maximum):

## 2. Key Contact

Contact person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone number (Business): \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Role in the project: \_\_\_\_\_

## 3. Site Information

Name of development: \_\_\_\_\_

Street address: \_\_\_\_\_

Legal description of land: \_\_\_\_\_

Development applications (as applicable) [List any active development application file numbers for the site]:

Name of landowner entity if not the applicant (attach [Letter of Authorization](#)): \_\_\_\_\_

Developer entity (as applicable): \_\_\_\_\_

## 4. Housing Benefits of Your Proposal (45% weighting)

This section evaluates the extent to which your proposal addresses Richmond’s affordable housing needs. Applicants should demonstrate how their project contributes to increasing the supply of affordable rental homes, the depth of affordability achieved, and how the proposed housing aligns with the specific needs of the community, such as family-friendly homes or accessible homes.

[The Richmond Affordable Housing Strategy](#) identifies the following priority populations; families, seniors, persons with disabilities, Indigenous peoples, persons experiencing homelessness, women and women with children fleeing violence, and individuals with mental health and addiction challenges.

### 4.1 Proposed Unit Mix (see Glossary for definitions)

\_\_\_\_\_ Shelter rates

\_\_\_\_\_ Rent-Geared-to-Income (RGI)

\_\_\_\_\_ Low-End Market Rental (LEMR) housing (rents at or below 90% of CMHC rental market average)

\_\_\_\_\_ Moderate rental housing (rents based on BC Housing’s Household Income Limits (HILs))

\_\_\_\_\_ Market rental

\_\_\_\_\_ Affordable homeownership (outline affordability in 4.2 below)

\_\_\_\_\_ Ownership / strata

## 4.2 Priority Populations Served by the Proposal

How will your project provide housing to priority populations as recognized in the City’s Affordable Housing Strategy and Official Community Plan? Please include information on proposed unit sizes, accessibility and any information that showcases the units address housing gaps in the area (e.g., through housing needs reports, demographic data, or community studies **(500 words maximum)**).

## 5. Cost and Co-funding (20% weighting)

This section evaluates how the requested funding will enable the project to advance more quickly or at a larger scale than currently expected. Applicants should demonstrate how the grant, combined with additional funding sources, will accelerate timelines, expand the scope of the project, or overcome financial barriers that would otherwise delay or limit development.

Projects that deliver strong value for money and show clear evidence of how the additional resources will significantly enhance the pace or scale of affordable housing delivery will score the highest. Detailed budgets, co-funding commitments, and clear timelines illustrating the impact of the funding are key to a strong application under this criteria.

### 5.1 Cost Contributions and Cost Sharing

Total Estimated Project Cost: \$ \_\_\_\_\_

Funding sources and approximate contribution:

Contribution from your organization: \$ \_\_\_\_\_

Contribution from BC Housing: \$ \_\_\_\_\_

Contribution from CMHC: \$ \_\_\_\_\_

Contribution from other sources: \$ \_\_\_\_\_

**Contribution sought from the Housing Priorities Grant Program:** \$ \_\_\_\_\_

If your project includes contributions from other sources, provide a high-level overview of these sources.

### 5.2 Grant Funding Impact

What impact will grant funding have on the housing development advancing, or on the pace and scale at which it will advance compared to what is currently expected? (250 words maximum)

### 5.3 Intended Use of Grant Funds

For Grant Funding Stream 1A, outline the City fees to be offset by the grant;  
 For Grant Funding Stream 1B, outline the services to be contracted to further develop your project. If more space is required, please provide a separate attachment outlining intended use of grant funds.

Activity: Item and / or Supplier (outline individual items in the rows below)	Total Amount \$ (excl GST)
	\$
	\$
	\$
	\$
	\$
	\$

## 6. Capability and Immediacy (20% weighting)

This section assesses the readiness and capacity of your organization and partners to deliver the proposed housing project efficiently and at pace. Applicants should demonstrate their experience in delivering similar projects, the resources available to advance the project, and the alignment between all necessary stakeholders to ensure success. Scoring will prioritize projects with strong evidence of organizational capacity, established partnerships, and readiness to proceed.

### 6.1 Experience

Describe your organization's experience in delivering affordable housing projects. Include examples of similar projects completed in the past five years. Provide details on project leadership, management structure, and relevant qualifications. (250 words maximum)

### 6.2 Partnership Arrangement

Are there any partnerships in place for this project (e.g. with other non-profits, developers, or government agencies)? Outline how you will ensure alignment and coordination between all parties. (250 words maximum)

### 6.3 Key Activities and Timeframes

Outline key activities and timelines. If more space is required, provide a separate project work plan as an attachment. **Note all grant funding must be spent before December 14, 2027.**

Activity: \_\_\_\_\_

Project start date: \_\_\_\_\_ Project end date: \_\_\_\_\_

Activity: \_\_\_\_\_

Project start date: \_\_\_\_\_ Project end date: \_\_\_\_\_

Activity: \_\_\_\_\_

Project start date: \_\_\_\_\_ Project end date: \_\_\_\_\_

## 7. Supports Long-term Sustainable Affordable Housing Delivery (15% weighting)

This criterion evaluates how your proposal supports the long-term sustainability of affordable housing in Richmond. Applicants should demonstrate plans for reinvesting or recycling funding to address future housing needs, fostering collaboration through local leadership and prudent partnerships, and delivering wider community benefits.

### 7.1 Long-term Benefits

How will the project support long-term housing outcomes in Richmond? (250 words maximum)

- The extent to which the proposal addresses recycling or reinvestment of funding for future housing needs.
- The extent to which the delivery model enables local leadership, collaboration or use of prudent commercial partnerships to deliver projects.
- The extent to which the proposal enables wider well-being outcomes (e.g. job creation, utilization of Indigenous enterprises, climate change adaptation, design for community, etc.)

## 8. Project Risk and Risk Management

### Risk Management

What are the possible risks to the successful delivery of your project and how will these be managed or mitigated? Using the table below, outline the potential risk, the impact should the risk occur, the likelihood of the risk happening, and your mitigation plan.

Risk to Project:

Management / Mitigation Measure:

Risk to Project:

Management / Mitigation Measure:

Risk to Project:

Management / Mitigation Measure:

### Conflict of Interest

Does anyone in your organization have an existing relationship (professional or personal) with the City of Richmond, or any of its employees, that may require managing as a real or perceived conflict of interest?

Yes

No

If yes, how will such conflict be managed? (250 words maximum)

### 9. Other (Additional Funding or Support Needed)

Provide any additional information that will assist the City in reviewing your proposal, including any additional funding or support needs outside the scope of this Program.

## Declaration

Initial each section and sign the declaration as appropriate.

I confirm that the information in all sections of this application form or supplied in support of this application is complete, true and accurate. Initial: \_\_\_\_\_

I have the authority to submit the application, make the statements, and provide the information in the application on behalf of the applicant organization. Initial: \_\_\_\_\_

I confirm that I have disclosed any existing relationship(s) (professional or personal) with the City of Richmond or any of its employees that may require managing as a conflict of interest. Initial: \_\_\_\_\_

I confirm that this application complies with my organization's objectives, as contained in its constitution, trust deed, or other guiding document. Initial: \_\_\_\_\_

I confirm that the applicant organization is not in receivership or liquidation, and no trustees (as applicable) are undischarged bankrupts. Initial: \_\_\_\_\_

I understand there is no guarantee that our organization will successfully secure funding and Council funding decisions cannot be appealed. Initial: \_\_\_\_\_

I agree that the City of Richmond may collect information about my organization from any third party (including a referee) to evaluate this application. Initial: \_\_\_\_\_

I agree that the City of Richmond can use the information provided in this document for statistical purposes and policy development. Initial: \_\_\_\_\_

I acknowledge that if the application is successful, the name of our organization, the purpose of the funding and the funding amount will be made publicly available as part of the City of Richmond's accountability for public funds. Initial: \_\_\_\_\_

I agree that if successful, our organization and a target group of beneficiaries of the proposed project may be required to participate in an evaluation of the initiative. Initial: \_\_\_\_\_

I understand that if this application is approved, a project funding commitment is not made until the grantee and the City of Richmond have signed a Grant Agreement. Initial: \_\_\_\_\_

*Note: The City of Richmond cannot reimburse any costs incurred before both parties sign the Grant Agreement.*

**Signature:** \_\_\_\_\_ **Full name:** \_\_\_\_\_

**Role:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Supporting Information

Provide the following supporting information as required.

- Certificate of Incorporation, Trust Deed, Constitution / Rules or Memorandum of Association. **(Required)**
- Confirmation of organizational (governance and management) structures. **(Required)**
- Two years of audited financial statements, if available, or unaudited statements, including the balance sheet for the recently completed fiscal year. Where financial statements for the development owner are unavailable, the financial statements from parent companies or beneficial owners are acceptable. **(Required)**
- Letter of Authorization if the applicant is not the landowner. **(Required if applicable)**
- Legal titles for land subject to feasibility assessments. **(Required for Grant Funding 1B)**
- Existing funding agreements. **(Required for Grant Funding 1B)**
- Letters of support from partners or community stakeholders. **(Optional)**
- Project plans and timelines. **(Optional)**



## Confidentiality

All documents submitted by Applicants to the City of Richmond become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained within except to the extent necessary to communicate information to staff for the purpose of evaluation and analysis, as well as to Council for a recommendation report. The City will not release any of this information to the public except as required under the Province of British Columbia Freedom of Information and Protection of Privacy Act or other legal disclosure process.

## Glossary

**Shelter Rates:** Shelter rates refer to the maximum monthly housing allowances provided to individuals and families receiving income or disability assistance in BC. These rates are determined by the provincial government and are designed to cover housing costs, including rent and utilities. These rates are outlined in the [Income Assistance Rate Table](#) provided by the Province of British Columbia.

**Rent-Geared-to-Income (RGI):** RGI housing calculates rent based on a percentage of the tenant's gross household income, ensuring affordability. Typically, tenants pay approximately 30% of their gross income towards rent. This model adjusts rent according to income fluctuations, providing a fair and sustainable approach to housing costs. BC Housing offers a [Rent Calculation Guide](#) to assist housing providers in determining the appropriate rent for RGI units.

**Housing Income Limits (HILs):** HILs represent the maximum gross household income thresholds for eligibility in various affordable housing programs, including RGI housing. These limits are established by BC Housing and are periodically updated to reflect current market conditions. As of November 2024, BC Housing announced that a new set of HILs will be published in Spring/Summer 2025. Until then, the [2023 HILs](#) remain in use.

**Low-End Market Rental Units (LEMR):** Rental housing units affordable to low and moderate-income households. Maximum LEMR Rent Rates are set at 10% below the Canada Mortgage and Housing Corporation's (CMHC) average market rents for the City of Richmond, specific to each unit type and reported annually through CMHC's Market Rental Survey. Income thresholds for eligible tenant(s) are set such that Maximum LEMR Rent Rates, multiplied by 12 (months), represent 30% of the gross (before-tax) household income.

**Market Rental Housing:** Private rental market units provided by the private market. This includes purpose-built rental housing as well as rental housing delivered through the secondary rental market such as secondary suites, rental condominium units, or other investor-owned houses/units.