

Guelph's Affordable Housing Seed Funding Grant Program Intake Form

Please drop off, mail or email your completed application to:

City of Guelph
Strategic Initiatives and Intergovernmental Services
Attn: Affordable Housing Seed Funding Grant Program
1 Carden Street
Guelph, ON N1H 3A1
Email: affordablehousing@guelph.ca

For more information or to request this form in an accessible format, contact:

Phone: (519) 822-1260
TTY: 519-826-9771

Collection of Information

The information you provide will be used to confirm your eligibility and evaluate your application, administer Guelph's Affordable Housing Seed Funding Grant Program, and communicate with you regarding related matters. Information provided is collected under the authority of the *Municipal Act (2002)*, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act (1990)* (MFIPPA).

The City of Guelph is subject to the access provisions of MFIPPA and may be required to disclose application information, including contact information and supporting documents, if it is requested through the Freedom of Information process. When completing your application, please clearly mark as confidential any information that you believe should be protected from disclosure. Please note that this does not automatically mean the information will be protected from disclosure, but it will assist the City when deciding if a record should be disclosed in response to a request. If the City receives a request for a record whose disclosure may affect your interests, you will be notified and given an opportunity to provide your views regarding disclosure.

By completing and submitting this form, you consent to the collection of this information and its use to facilitate your participation in this program, including verification, evaluation, and publication in City announcements related to the program and your eligibility to participate and evaluate your application. The corporation's name, grant amount, and type of project or activity of successful applicants may be shared publicly and reported to Council.

For questions regarding the City of Guelph's collection, use and disclosure of this information, please contact the City's Information and Access Coordinator by phone at 519-822-1260 extension 2349 or email privacy@guelph.ca

View the Seed Funding Program Information here: <https://guelph.ca/living/house-and-home/housing-in-guelph/funding/affordable-housing-seed-funding-grant-program/>

Eligibility

The Affordable Housing Seed Funding Grant Program will be available solely for registered charities and non-profit corporations to give more opportunity for charitable and non-profits to be successful in applications for seed funding grants. Corporations must meet the criteria of a non-profit developer under the [*Development Charges Act \(1997\)*](#) and be in good standing with either the *Not-for-Profit Corporations Act (2010)*, *Canada Not-for-profit Corporations Act (2009)*, or registered as a non-profit housing co-operative under the *Co-operative Corporations Act (1990)* with the primary objective of providing housing that is affordable.

Eligible Projects and Activities

Eligible projects include the development of new affordable or below market housing, conversion of non-residential to affordable housing, and renovation of existing affordable housing for the purpose of unit creation.

Eligible seed funding activities include, but are not limited to, the following:

- Special purpose surveys
- Financial feasibility studies
- Business plans
- Professional appraisals
- Site surveys
- Project viability studies
- Environment site assessments
- Accessibility modelling studies (cost-benefit analysis)
- Preliminary design assistance

Affordability

Should the proposed development move forward, affordable rents will be maintained by the corporation in receipt of funding.

The City of Guelph uses the [*Affordable Residential Units Provincial Bulletin*](#) to determine affordability rates. This Bulletin sets out the market-based and income-based thresholds to determine affordability, with the lower of the two approaches used as the benchmark for each year. Rents must remain affordable for a minimum of 25 years.

Legal Name and Contact Information of Corporation

If more than one corporation will be partnering, list the name and contact information of the lead corporation that will receive the seed funding.

Corporation Name:

Address:

City:

Province:

Postal Code:

Email Address or Phone Number:

Corporation Contact Person

First Name:

Last Name:

Phone Number:

Email:

Type of Corporation

Charity or Non-Profit Corporation

Housing Corporation

Housing Cooperative

Other:

Does your corporation have, or intend to have, charitable status? Yes

No

Are you applying on behalf of multiple corporations as the lead? Yes No

If yes, what other corporation(s) are you collaborating with?

Grant Request Amount

Amount of grant requested (\$25,000 or less)

Corporation Overview

Provide a brief introductory summary of your corporation(s)

Outline your corporation's intended use of the Affordable Housing Seed Funding Grant Program

Highlight your corporation's ability to develop, own/lease and/or operate affordable housing, including experience in housing provision and operation

Demonstrate your corporation's local housing knowledge, including local issues, gaps, opportunities and challenges, policy/regulatory context and key stakeholders collaborating within the affordable housing space

Corporation Structure

Outline your proposed housing model and governance structure (i.e. housing co-op, non-profit or not-for-profit housing corporation, or other)

Supporting Documentation

Provide any additional supporting documents that you think would be helpful in the evaluation of your application, such as a feasibility plan, operating model, or proforma on how seed funds would be used. Please mark any confidential information as confidential (i.e. financial information)

Corporation Attestation

We, the undersigned, declare that all information provided in and with this statement is factual and correct and that we have authority to sign on behalf of our corporation.

Name

Signature

Title

Date