

**Date of Application:** \_\_\_\_\_ **Customer ID (if known):** \_\_\_\_\_

In order to be eligible to apply for the New Construction Grant, a City of Edmonton Housing and Homelessness representative must have provided permission for your project’s application submission.

Have you contacted Housing and Homelessness: \_\_\_\_\_ Yes \_\_\_\_\_ No

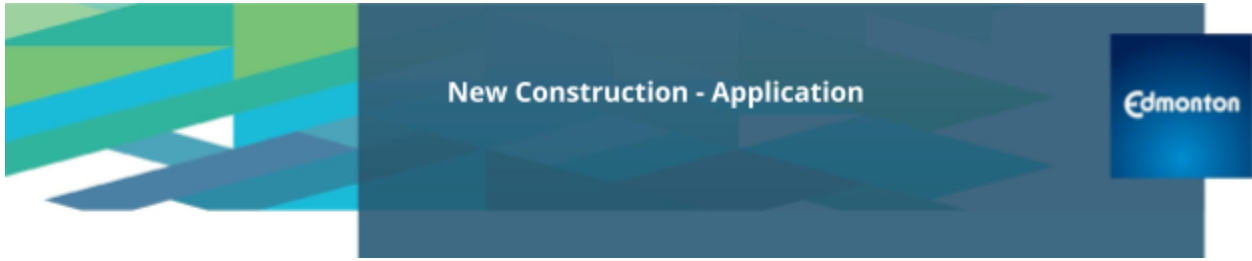
If yes, please indicate who you have been in contact with (First Name, Last Name):  
 \_\_\_\_\_

Please see [\[link\]](#) for the New Construction Information Guide.  
 For questions about this application, please contact \_\_\_\_\_

**Part 1 - Applicant Information**

Please fill out the table below if a Customer ID has not been provided or if you require updates to your Customer ID profile.

Legal Name of Applicant Organization	
Operating Name of Applicant Organization	
Mailing address of Applicant Organization	
Email for Applicant Organization	
Phone Number for Organization	
Date of incorporation or other constating instrument for Applicant Organization	
Applicant is	<input type="checkbox"/> For-profit <input type="checkbox"/> Non-profit
<b>Primary Contact Information</b>	
Name / Title	
Email	
Mailing Address	



Phone Number	
<b>Secondary Contact Information (if applicable)</b>	
Name / Title	
Email	
Mailing Address	
Phone Number	

Please provide the following information regarding the applicant organization:

- a) What is your Organization’s mission and history?  
\_\_\_\_\_
- b) What kind of affordable housing experience does your Organization have? Please provide a description of your projects, including those in progress and those already completed.  
\_\_\_\_\_
- c) If your Organization does not have affordable housing experience, what kind of general housing development experience does your Organization have? Please provide a description of your projects, including those in progress and those already completed.  
\_\_\_\_\_
- d) If self-managed, what kind of property management experience does your Organization have? If not self-managed, what kind of experience does your Organization have using property management firms?  
\_\_\_\_\_
- e) If applicable, please describe the types of housing and size of portfolio your Organization has managed.  
\_\_\_\_\_

**Part 2 - Project Team Information**

Please provide project team information in the table below:

Project Team Member Name	Project Role	Experience	Professional Designations




**Part 3 - Property and Location Information (if applicable)**

Legal Site Description (Plan, Block, Lot)	
Project Address	
Lot Size (sq ft)	
Current Zoning	
Proposed Zoning (if applicable)	
Type of Structure(s)	
Proposed Occupancy (Rental, Co-op, other)	
Building Size (sq ft)	
Total Estimated Capital Cost	

Please describe the proposed project concept, including, but not limited to the following:

- Project design and details
- Third party entities (i.e. partnerships) involved in the delivery of this project (if applicable)
- Alignment with City initiatives (if applicable). Please see [link](#) for list of initiatives.
- Proposed and/or ongoing community conversations (i.e., Community Engagement Plan) and commitment to community (i.e., Good Neighbour Plan)
- Demonstrated need and demand for type of housing
- Pricing and marketing strategy
- Occupant selection and eligibility criteria (if known)
- Property management and human resources plan
- Nature of any proposed Support Services to be offered to occupants
- Description of any commercial or market residential aspects of the proposed development

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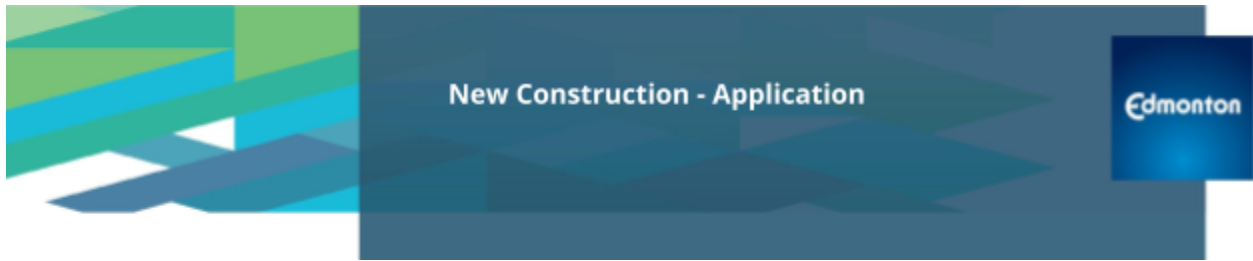


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Construction Completion		
Occupancy Permit		

**Part 4 - Financial Information**

Please complete and submit the attached [Financial Assessment Excel spreadsheet](#).

**Part 5 - Supporting Documents Checklist**

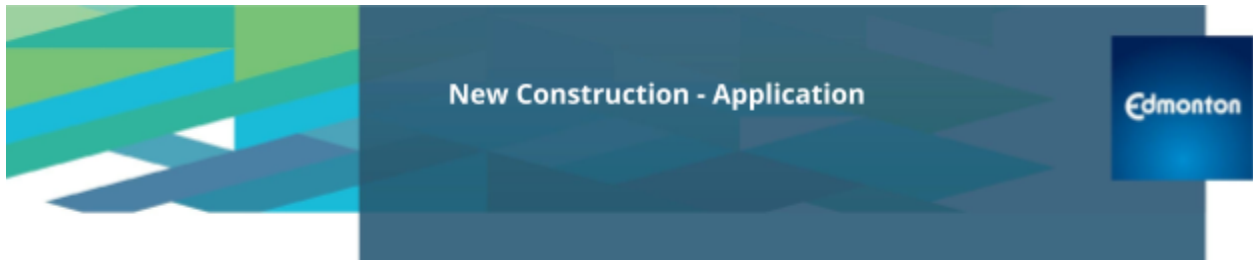
Please include the following documents:

- Audited financial statements for the previous three fiscal years
- Incorporation, registration or any constating documentation for the Applicant Organization
- Current copies of the following searches in respect of the Applicant:
  - Corporate Registry search
  - Personal Property Registry search
  - Bankruptcy search
- Confirmation whether the Applicant or any of its board members have ever been convicted of a criminal offence for fraud, theft, or money laundering.
- Confirmation of project lands (option to purchase or certificate of title)
- Land value appraisal
- Confirmation of appropriate zoning (if available)
- Development Permit (if available)
- Building Permit (if available)
- Copy of Crime Prevention Through Environmental Design (CPTED) Assessment Report (if available)
- Floor plans, elevation plans and site plans
- Community Engagement Plan
- Good Neighbour Plan
- Particulars of any and all performance bonds, labour and material payment bonds, and/or letters of credit for construction projects.
- Confirmation of the energy efficiency and GHG emissions reduction by a qualified energy professional
- Completed copy of the Financial Assessment Excel Spreadsheet
- Proof of minimum 10% unencumbered equity for overall project
- Project Cost Estimate (Quantity Surveyor's Report)
- Proof of other funding sources and/or financing

**Part 6 - Applicant Declaration and FOIP**

**FOIP Disclaimer**

Personal information about you and your team is collected for the purpose of administering the Affordable Housing Investment Program, determining eligibility for grants and for related analytical and reporting purposes. Information required to coordinate grants will be shared as required with



other government agencies. The collection is authorized by s. 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act.

Information provided in both successful and unsuccessful applications may be used to plan, evaluate, and review programs and generate statistics for these activities. Information shared when reporting in these ways will be anonymized and shared in aggregate. If you have any questions, please contact Grants Coordinator, 18th Floor, Edmonton Tower, 10111-104 Avenue NW T5J 0J4, at 780-496-4933 or [grants@edmonton.ca](mailto:grants@edmonton.ca).

**Statutory Declaration**  
**Signature Box for Applicant**