



Affordable Housing Pilot Grant

Housing Delivery Grant Bulletin

Created: September 2026



Affordable Housing



For Profit & Non-Profit Housing Providers



Up to \$350,000 in funding



Housing Delivery Project Funding



Application Intake:
September 28,
2026 to December
17, 2027

What is the Affordable Housing Pilot Grant Program?

The Affordable Housing Pilot Grant Program supports the delivery of affordable housing by providing financial assistance during key stages of project development. The program helps eligible housing providers address project challenges, advance development activities, and bring new affordable homes to the community sooner.

What is the Housing Delivery Grant?

The Housing Delivery Grant helps support new housing projects with six or more homes that include affordable housing and are ready to move toward construction. The funding can help offset certain project costs, such as development cost charges and permit fees, making it easier for projects to move forward and include affordable homes. The grant is available to both private sector and non-profit housing providers that deliver affordable housing. Funding levels vary based on the type of applicant and how long the homes will remain affordable, ensuring greater support for projects that provide longer-term community benefits. There are two funding tiers:

Tier 1 Funding

Tier 1 supports eligible **market rental and non-market** housing projects that provide affordable units at least **10% below CMHC average market rents in West Kelowna**. Affordable units must be secured for a minimum of 10 years.

Tier 2 Funding

Tier 2 provides funding for eligible **non-market housing providers delivering 100% non-market housing**, that provide 20% of units as affordable and at least **20% below CMHC average market rents in West Kelowna**. Affordable units must be secured for a minimum of 60 years or the life of the building, whichever is greater.



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Affordability Requirements

Project Requirements	Tier 1	Tier 2
Affordability Minimum Requirements	10% Below CMHC average market rent in West Kelowna*	20% below CMHC average market rent in West Kelowna*
Minimum Years Secured	10	60
Maximum Grant per Project	\$250,000	\$350,000

*When units ‘turn over’, new rents will be reset based on the then-current discount to the CMHC average market rent for West Kelowna. Current average market rents are shown below. Average studio rental rates are from CMHC Data for Kelowna, BC, as West Kelowna data for studios is not available.

Current CMHC Average Market Rents, Discounts & Annual Income Thresholds by Unit Type	CMHC Average Market Rent (2025)	Grant Program Rent (Tier 1)- 10% Discount	Annual Household Income Required to be Affordable (Tier 1)**	Grant Program Rent (Tier 2)- 20% Discount	Annual Household Income Required to be Affordable (Tier 2)**
Studio	\$1,392*	\$1,253	\$50,120/yr	\$1,114	\$44,560/yr
1-Bedroom	\$1689	\$1,520	\$60,800/yr	\$1,351	\$54,040/yr
2-Bedroom	\$1,912	\$1,720	\$68,731/yr	\$1,530	\$61,139/yr
3-Bedroom +	\$2,422	\$2,180	\$87,200/yr	\$1,938	\$77,520/yr

** Affordable units must be occupied by households that make no more than the gross annual household income required for the unit to be affordable, based on a household spending no more than 30% of gross income on housing. Current income thresholds are detailed in the table below.

Per Unit Funding Available	Tier 1	Tier 2
Grant Per Unit (Studio<29sqm)	Not Eligible	\$5,000
Grant Per Unit (Studio >29sqm)	\$5,000	\$10,000
Grant Per Unit (1-Bedroom)	\$10,000	\$15,000
Grant Per Unit (2-Bedroom +)	\$15,000	\$20,000



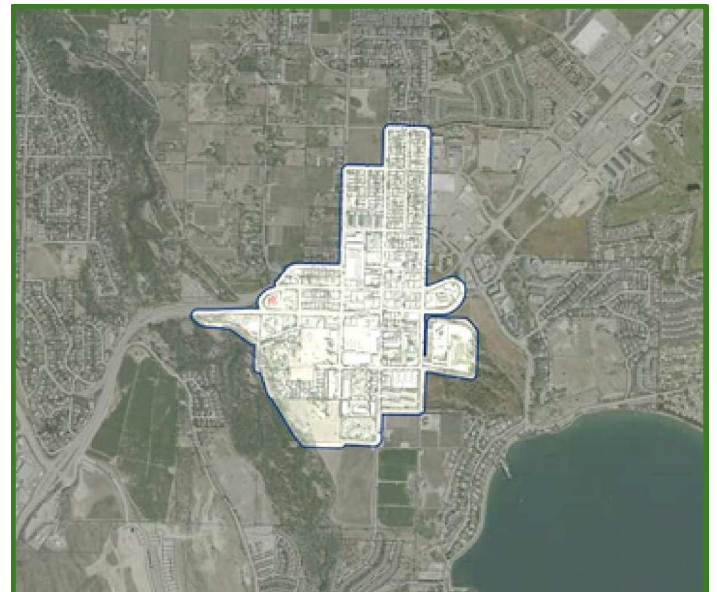
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Eligible Project Areas

Grant funding is available for projects located within the Westbank Urban Centre and Boucherie Urban Centre. To confirm project location, please refer to the City's online WestMap portal or contact Andrew.Mckay@westkelownacity.ca.



Eligibility Checklist

- ☒ Project has a minimum of 6 residential units.
- ☒ Be able to demonstrate project viability and ability to proceed toward Building Permit issuance, before the deadline of June 30th, 2028.
- ☒ Zoning alignment, rezoning amendment/adoption is complete, but no building permit application has been submitted.
- ☒ Must be a 100% not-for-profit-owned building & non-market housing provider. **(Tier 2 Only)**
- ☒ Must be located within Westbank or Boucherie Urban Centre
- ☒ Have not submitted a Building Permit application before grant application.



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Application Deadlines



The grant program is open from September 28, 2026, to December 17, 2027, or until funding is fully committed, whichever comes first.



Approved grant funds will be held/committed until disbursement. Approved applicants must reach funding disbursement milestones by June 30, 2028, or funds may be reallocated to other HAF programs.

Application Evaluation

When multiple applications are submitted and there isn't sufficient funding for both projects, the following assessment criteria will be applied to select applicants:

- Project milestones & timeline
- Financial feasibility & funding pathway
- Site potential, concept and development plans
- Experience & team capacity
- Housing benefits of proposal

Grant Housing Agreement

Affordable units will be secured through a registered Housing Agreement prior to building permit issuance. Starting rent and rent increase requirements will be secured through a Housing Agreement registered on title prior to any release of grant funding.

Grant Application Process

Pre-Application Inquiry



Submit Application



Eligibility Screening



Project Evaluation



Approval Decision



Grant Agreement



Housing Agreement Registration



Funding Distribution





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Application Requirements

Owner's Authorization

Proof of property ownership or owner's authorization is required to submit any application with the City. Fill out the sheet provided as part of the application package.

Certificate of Incorporation, Trust Deed, Constitution / Rules or Memorandum of Association.

These documents confirm the applicant's legal status, organizational structure, and authority to operate and enter into agreements. Required to verify that the organization meets the program's eligibility requirements. Proof of the applicant conducting this project as a non-profit is required for Tier 2 applicants only.

References

Three references confirming your ability to develop and manage affordable housing projects.

Project Overview

Provide a detailed overview of the proposed project, including the housing type, number of units, target population, and affordability objectives. Describe how the Grant funding will help advance the project toward building permit issuance.





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Application Requirements Continued

Proposed Milestones & Timelines

A breakdown of the planned development process using milestones (key activities) with projected start and projected completion dates for each activity will be required as an attachment for the application. This should be formatted as a table. Examples of this would be:

Start Date	End Date	Milestone Activity
01-01-2027	01-02-2027	Site Grading
01-10-2027	01-04-2027	Phase 1 Construction
02-04-2027	01-08-2027	Specific Building Inspection #1
03-22-2027	02-39-2027	Building Permit Issuance

This information provides not only information that can be used as checkpoints, but also allows staff to assess the readiness and capacity of the applicant to deliver the proposed housing project prior to the funding disbursement deadline.

Housing Benefits of Your Proposal

A breakdown describing the extent to which your proposal addresses West Kelowna'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 units.



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How and when will funding be distributed to successful applicants?

The funding will be administered at the time of Building Permit issuance, subject to confirmation that eligibility requirements have been met and that housing agreement terms are understood, executed, and registered on the property title.

What happens if funding obligations are not maintained?

Before Construction:

Proof of the housing agreement being registered on title shall be required prior to grant funding being released. An approved grant may be rescinded if construction does not begin within 1 year of the issuance of the project's building permit.

Post Construction:

For long-term assurance that affordability agreements are being maintained, the housing agreement registered on title will outline a process requiring proof of ongoing affordability.

Where will the money go if not used?

Any funds from the Housing Grant that have not been disbursed by June 30, 2028, may be reallocated to another Housing Fund Initiative.

How to use the Funding?

Per-unit grants can offset DCC fees depending on the size of eligible units. In some cases, there will be funds remaining to allocate to other areas of the project to help deliver rental units more quickly, including general construction costs, etc. Ultimately, funding is allocated on a per eligible unit basis, but development teams have the flexibility to allocate funds where they are most needed to ensure projects are completed in a timely fashion.

Where is the grant funding coming from?

The Housing Delivery Grant is funded through the City of West Kelowna's Housing Accelerator Fund (HAF) initiative. The City has allocated up to \$1,000,000 to this pilot program, allowing the City to support multiple projects.

Questions Regarding the Application?

For additional details and answers to frequently asked questions on the Affordable Housing Pilot Grant program, please visit the program webpage. If you have questions, please contact Angele Clarke, Housing Manager, at angele.clarke@westkelownacity.ca.

