



Affordable Housing Grant Application

Revised: September 2026

Please note that **deadline for submitting this grant application is December 17, 2027**, or until funding is fully committed, whichever comes first.

As part of the Housing Accelerator Fund (HAF) program, in line with our CMHC Contribution Agreement requirements, the City of West Kelowna has developed an Incentives Program for Priority Housing, which includes grant funding for the development of affordable housing.

Instructions for Applicant (Completing Your Application)

1. Please read the **Housing Delivery Housing Grant Bulletin** or **Pre-Development Grant Bulletin**, depending on the selected funding stream.
2. Ensure you meet **Eligibility & Requirements (Part B)**
3. Complete the **Application Form**
 - Ensure all information is concise.
 - Any attached files should be in PDF Format and have a maximum file size of 10MB.
 - Refer to Bulletins, or contact the West Kelowna Housing Manager if clarification is needed (Angele.Clarke@westkelownacity.ca)
4. Ensure all required documents are attached
5. Submit Application Form
 - Once completed, the Application Form can be submitted to Angele.Clarke@westkelownacity.ca
 - Forms of submittal are electronic only. Do not print the form out to complete any aspects manually. If you are unable to add an electronic signature to the form, we accept a typed name instead of a signature.

6. Funding Stream

Before selecting a funding stream, applicants must refer to the respective bulletin(s) for Pre-Development funding or Housing Delivery funding to determine eligibility and understand the requirements and parameters of each type of grant. These bulletins can be found here: (Pre-Development Bulletin) (Housing Delivery Bulletin)

Please choose the funding stream you wish to apply to:

☐ **Pre-Development**

The Pre-Development Grant Stream supports early-stage planning and design work for eligible non-market housing projects. This grant provides one-time funding up to \$50,000 to eligible applicants that include a minimum of 20% affordable housing units in their development.

☐ **Housing Delivery (Tier 1)**

Tier 1 is available to eligible for-profit market rental and non-market (not-for-profit rental and affordable home ownership [AFO], and co-operative) housing projects that secure affordable units, with rents set at a minimum of 10% below CMHC average market rents, for a minimum of 10 years. Funding is provided on a per-unit basis. Up to a maximum of \$250,000. Refer to Housing Delivery Bulletin for Tier 1 details.

☐ **Housing Delivery (Tier 2)**

Tier 2 provides support for 100% non-market housing developments, with rents at least 20% below CMHC average market rents in West Kelowna. Affordable units must be secured through a Housing Agreement for a minimum of 60 years, or the life of the building, whichever is greater. Funding is provided on a per-unit basis. Up to a maximum of \$350,000. Refer to Housing Delivery Bulletin for Tier 2 details.

Please note that **the deadline for submitting this grant application is December 17, 2027, or until funding is fully committed, whichever comes first.**

B. Eligibility & Grant Requirements

Please confirm that you meet the following Eligibility Requirements by checking the details below:

Pre-Development Grant Eligibility

- ☐ The development must be located within the Westbank Urban Centre (WUC) or Boucherie Urban Centre (BUC).
- ☐ Must be a not-for-profit organization, housing co-operative, and/or faith-based institution working in partnership with a non-market housing operator.
- ☐ The project has a minimum of 6 residential units.
- ☐ Must identify a larger housing funding initiative being pursued, such as a BC Housing, Federation of Canadian Municipalities, or CMHC program.
- ☐ Have not submitted a Development Permit Application before grant application.

Housing Delivery Grant Eligibility (Both Tiers)

- ☐ The development must be located within the Westbank Urban Centre (WUC) or Boucherie Urban Centre (BUC).
- ☐ Zoning alignment with proposed project in place (post RZ adoption).
- ☐ The project has a minimum of 6 residential units.
- ☐ Be able to demonstrate project viability and ability to proceed toward construction and Building Permit issuance.
- ☐ Must be a non-market housing provider (not-for-profit rental or AHO, or co-operative). **(Tier 2 Only)**
- ☐ Must be a 100% not-for-profit-owned building. **(Tier 2 Only)**
- ☐ Have not submitted a Building Permit Application before grant application.

Grant Requirements

Each Grant type has specific requirements that must be committed to and executed to maintain compliance with grant program parameters and timelines. Requirements for each grant type are listed below.

Pre-Development Grant Requirements

- Minimum of 20% affordable housing units in the development at a minimum of 20% below CMHC average market rent rates for West Kelowna.
- Commitment to secure affordable units with a Housing Agreement for 60 years, or the life of the building, which greater. A memorandum of understanding must be signed acknowledging the requirement to secure future housing agreement(s)

Housing Delivery (Tier 1) Grant Requirements

- A market rental or non-market housing project must provide affordable units at least 10% below CMHC average market rents for West Kelowna.
- Secured affordable units through a housing agreement for a minimum of 10 years.

Housing Delivery (Tier 2) Grant Requirements

- A non-market housing provider delivering 100% non-market housing that provides affordable units at least 20% below CMHC average market rents in West Kelowna.
- Secure affordable units with a Housing Agreement for 60 years or the life of the building, whichever is greater.

C. Site Information

Site Address: _____

Site Legal Description (PID): _____

Registered Owner(s): _____

File Number (If Applicable): _____

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

D. Application Information

Legal name of organization: _____

Trading name (if different): _____

Entity type (e.g. Company, Trust): _____

Business number and/or corporate registry number (as applicable): _____

Date of incorporation (as applicable): _____

Registered office address: _____

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

E. Key Contacts

Contact person: _____

Title: _____

Phone number: _____

Email address: _____

Mailing address: _____

Role in the Organization: _____

F. Housing Benefits of Your Proposal

This section evaluates the extent to which your proposal addresses West Kelowna's affordable housing needs. Please describe how your project contributes to increasing the supply of affordable homes and how the proposed housing aligns with the specific needs of the community, such as family-sized units or accessible housing units. In the context of this program, West Kelowna's Housing Strategy identifies the following priority populations: families, seniors, persons with disabilities, Indigenous peoples, persons experiencing homelessness, and households requiring diverse unit sizes. Include information on proposed unit sizes, accessibility, and any information that showcases the units' ability to address housing gaps in the area (e.g., through housing needs reports, demographic data, or community studies) (500 words maximum).

G. Tenure & Estimated Area

Please identify the tenure mix that will be included in your project.

_____ Non-market rental housing

_____ Market rental housing

_____ Co-Operative housing

_____ Affordable homeownership

Total estimated building area (square foot area used for floor area ratio calculations): _____ ft²

Estimated building area of dedicated affordable rental units: _____ ft²

H. Affordability

Describe how your project/dedicated units will be affordable to the target population. Include rental rates and what is included in the rent. Please provide affordable rents in the table below or provide as an attachment to this application.

Unit Type	Affordable Rent (\$)
Studio (Specify Size)	
1-Bedroom	
2-Bedroom	
3-Bedroom	

I. Management

Describe how the housing project will be operated/managed.

J. Funding & Financial Plans (Housing Delivery Grant Only)

This section evaluates how the requested funding will enable the project to advance more quickly or on a larger scale than currently expected. Please describe how grant funding will accelerate timelines, expand the scope of the project, or overcome financial barriers that would otherwise delay or limit development.

K. Funding & Financial Plans (Pre-Development Grant Applicants Only)

Description of other funding sources being sought. If your project has received or will receive funding from other sources, please provide a high-level overview of the sources and indicate whether the funding status is pending or secured.

Funding Contribution Source	Status: Applied, Approved, etc.	Total Amount

Grant Funding Impact (Pre-Development Grant Only)

What impact will grant funding have on the housing development advancing, or on the pace and scale at which it will advance? If application form space is insufficient, please provide funding impacts as an attachment.

L. Capability and Project Timeline

This section assesses the readiness and capacity of your organization and partners to deliver the proposed housing project efficiently. Please describe your experience in delivering similar projects, the resources available to advance the project, and the alignment between all necessary stakeholders to ensure success. Timelines should be provided as an attachment.

Current Development Status

Indicate the status of any existing development applications for the site. Check multiple boxes where concurrent applications are underway.

- | | |
|--|---|
| ☐ Pre-application | ☐ Development Permit application |
| ☐ Active rezoning application | ☐ Approved Development Permit |
| ☐ Approved rezoning | |

Current Project Milestones

Outline key activities and timelines. If more space is required, provide a separate project work plan as an attachment.

Activity: _____

Start date: _____ End date: _____

Activity: _____

Start date: _____ End date: _____

Activity: _____

Start date: _____ End date: _____

Activity: _____

Start date: _____ End date: _____

Activity: _____

Start date: _____ End date: _____

M. Other

Provide any additional information that will assist the City in reviewing your proposal.

Conflict of Interest:

Does anyone in your organization have an existing relationship (professional or personal) with the City of West Kelowna, 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)

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 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 West Kelowna or any of its employees that may require managing as a conflict of interest.

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 that funding decisions cannot be appealed.

Initial: _____

I agree that the City of West Kelowna may collect information about my organization from any third party (including a referee) to evaluate this application.

Initial: _____

I agree that the City of West Kelowna can use the information provided in this document for statistical purposes and policy development.

Initial: _____

I acknowledge that the City has the authority to publish project eligibility information from applicants to demonstrate that the project has met all eligibility requirements.

Initial: _____

I agree that funding support from the City of West Kelowna will be acknowledged in all communications material, media coverage, and verbal promotion related to the project.

Initial: _____

I acknowledge that the City reserves the right to accept or reject any application, or to fund differently from the funding framework above without limitation.

Initial: _____

Name and signature of the person(s) who completed this application.

Signature: _____

Full name: _____

Role: _____ Organization: _____

Date: _____

Supporting Information (Provided as Attachment)

For tables and responses that do not fit on this form, please provide attachments. Provide the following supporting information as required.

- ☐ Certificate of Incorporation, Trust Deed, Constitution / Rules or Memorandum of Association. **(Required)**
- ☐ Owner's Authorization if the applicant is not the landowner. **(Required if applicable)**
- ☐ Three References **(Required)**. **Note:** May also include letters of reference.
- ☐ Pre-Development Grant funding allocation summary (Intended use of funds). **(Required)**
- ☐ Proposed Milestones & Timelines. **(Required)**
- ☐ Project Overview. **(Required)**

Confidentiality

All documents submitted by Applicants to the City of West Kelowna 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 evaluation and analysis, and 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.