



Sustainable Planning and
Community Development
1 Centennial Square
Victoria, BC V8W 1P6

T 250.361.0382
E communityplanning@victoria.ca

Victoria Housing Reserve Fund Application for Funding

The Victoria Housing Reserve Fund Program Guidelines contain important information on project eligibility and the application process. Please review the guidelines prior to completing an Application for Funding.

The entire Application for Funding must be completed along with all other documents identified on the Application Checklist. Please attach additional pages if more space is needed.

An appointment is strongly encouraged prior to applying for funding to ensure the project meets eligibility criteria. To make an appointment, email communityplanning@victoria.ca.

If you have any questions about the criteria or the process, please contact the Community Planning Division at communityplanning@victoria.ca or 250.361.0382.

1. Letter to Mayor and Council

Please include a letter to Mayor and Council highlighting key aspects of the proposed project and how it meets the objectives of the Victoria Housing Reserve Fund Program as outlined in the Program Guidelines.

2 Proponent Information

Organization Name _____ Non-profit Society Yes ☐ No ☐

Contact Person/Position _____

Business Address _____

Telephone _____

Fax _____

Email _____

Date of Incorporation _____

Canada Revenue Agency Charity # _____

Previous Projects Funded through the Victoria Housing Reserve Fund, if any: _____

I have read and understand the Victoria Housing Reserve Fund Program Guidelines ☐

I understand funding is a one-time, non-renewable grant ☐

Application Date mm/dd/yyyy _____

Applicant Signature _____

3. Project Summary

Submission of building and site plans are required as part of the application package.

Address/location of project _____

Developer and contact information (if different from the Proponent) _____

Project Architect and contact information _____

Owner and Operator of Housing _____

Housing type (strata/apt etc.), number of units and sizes (bedrooms) _____



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Target population, incomes (as defined in the Program Guidelines) and target rents or sale price per unit

Support services provided (if any)

Additional features

Target Completion Date

How does the project meet the objectives of the Victoria Housing Reserve Fund Program as described in the Program Guidelines?

Describe how the project is consistent with the City's Official Community Plan (OCP), Neighbourhood Plan policies and zoning.

What development approvals are required or have been received?



4. Experience and Capacity to Develop and Manage Affordable Housing

Outline the proponent's experience in the development and management of affordable housing. How does this project compare to this previous experience and the proponent's capacity to complete the project in the short-term and manage it over the long-term?

5. Project Financing and Sustainability

Describe how the funding model will support long-term financial sustainability and housing affordability. Please also attach a detailed Capital Budget and 10-year Operating Budget. For affordable home ownership projects, detail how the units will be affordable and will remain so over time.

6. Partnerships

List partners in this project (developers, agencies, other levels of government etc.), and detail their involvement.



7. Tenant Assistance

If there are existing tenants involved in the project, describe how the tenants will be assisted throughout the project. Refer to the [Tenant Assistance Policy and Guidelines](#) for further information. Please indicate the following:

a. Compensation by Tenancy Length

b. Notification to End Tenancy

c. Moving Expenses

d. Relocation Assistance

e. Right of First Refusal

f. Vulnerable Tenants

Note: Please be advised that additional information may be requested as part of the Tenant Assistance Plan for Council's consideration.

8. Other Information

Provide any other information that supports your application.