

GRANT INFORMATION

Purpose, Intent and Eligibility

The purpose and intent of the [Community Housing Incentive Program](#) (CHIP) grant is to assist non-profit and co-op housing providers in constructing affordable housing on their own land in Vancouver. This program complements the patchwork of senior government funding programs to meet the City's range of affordability objectives across unit types and rent mix. Through CHIP's Stream 1, the City will support non-market housing projects that are self-sustaining, leveraging capital funding and low-cost senior government financing. Through CHIP's Stream 2, the City will support non-market housing projects targeting a deep level of affordability that rely on ongoing operating subsidies from senior governments (e.g. BC Housing's CHF and IHF). This application is for CHIP Stream 1 only. **For more detailed information, and support in completing the application, please consult the [CHIP Guidelines for Stream 1](#).**

Section 1: APPLICANT INFORMATION

1.1: Legal Name of Society applying for or sponsoring grant (Please indicate the full legal name as shown on your organization's incorporation documentation)		
1.2: Mailing Address		Website
1.3: Contact Person	Telephone	E-mail
1.4: Brief history and description of your organization:		
1.5: Describe your organization's objectives:		

1.6: A list with the name, bios, and position of your Board of Directors.	ATTACHED
1.7: Are staff permitted to be voting members on the Society Board?	YES NO
1.8: Constitution and bylaws that include the provision of affordable housing is attached	ATTACHED
1.9: Applicant Portfolio List	ATTACHED

Section 2: PROJECT INFORMATION

2.1: Name and Brief Description of Capital Project		
2.2: Street Address of Project		Postal Code
2.3: Project Manager (if different from Contact Person)	Telephone	E-mail

Section 3: STREAM 1 ELIGIBILITY

The following questions are required and used to determine eligibility for the program. See Guidelines for more information on eligibility criteria.		
Section 3.1: Your organization must be registered under one of the following. Please indicate the act under which your organization is incorporated:		
Societies Act (British Columbia)	YES	NO
Co-operatives Act (British Columbia)	YES	NO
Other (please specify)		
→ Provide your incorporation number (e.g. BC Society Number or equivalent):		
Section 3.2: Charitable status		
Is your organization registered with Canada Revenue Agency as a registered charity?	YES	NO
→ If applicable, provide your registration number:		
Section 3.3: Organization Status:		

Is your organization in good standing under its incorporating statute?		YES	NO		
Certificate of Good Standing.		ATTACHED			
Most recent annual report including audited financial statements.		ATTACHED			
Section 3.4: Funding Status					
Identify the funding sources secured, total value committed, and confirmation of funding provided.					
Secured	Source	Program	Type	Value	Proof
Yes No	Ministry of Housing	BC Builds	Grant		Attached
Yes No	BC Housing		Low-cost financing		Attached
Yes No	CMHC	Affordable Housing Fund	Grant/Loan		Attached
Yes No	Applicant equity	Fundraising or organizational equity	Equity		Attached
Yes No	Federation of Canadian Municipalities	Green Buildings	Grant/Loan		Attached
Yes No	CMHC	CHDP	Grant/Loan		Attached
Yes No					Attached
Yes No					Attached
Additional Comments on Funding Status:					
Summarize the total estimated cost of the project and attach the most recent project cost estimates. → Note: at minimum Class B is required					\$ ATTACHED
Attach complete Project Proforma, USE PROVIDED TEMPLATE.					ATTACHED
Project Delivery Team: List of organizations and roles of the Project Delivery Team.					ATTACHED
Describe how your organization will address any unexpected circumstances during the project period, such as a shortage of funding or unexpected expenses.					
Section 3.5: Zoning Status					

Does the site have the appropriate zoning in place for the project? → If enactment is pending, provide estimated date for enactment	YES NO PENDING	Est. Enactment
Section 3.6: Ownership of Project		
What is the ownership status of the project?		
Clarify the form of ownership if other than fee-simple		

Section 4: PROJECT QUANTITATIVE INFORMATION

The following section is intended to evaluate the quantitative aspects of the project.	
Section 4.1: Affordability	
How would CHIP improve viability and affordability of the project? For example, will it be used to:	
a) <i>Only meet the affordability requirements of funding sources outlined in Section 3.4 above?</i> b) <i>Meet the City's definition of Social Housing (e.g. 30% of units at or below HILs)</i> c) <i>Exceed the City's definition of Social Housing</i>	
Section 4.2: Operating Efficiencies	
Describe the amenity spaces included in the project and their purpose.	
What proportion of accessible units are included the project? Note: VBBL minimum is 5%	%
What is the targeted overall building efficiency? This is calculated as the total residential floor area divided by Gross Livable Area (GLA).	%

Section 5: PROJECT QUALITATIVE INFORMATION

The following section is intended to evaluate the qualitative aspects of the project.	
5.1 Readiness	
Permit Status	

Permit	#	Status	Anticipated Date of Permit Submission
Development Permit (DP)		Application Issued Pending	
Building Permit (BP)		Application Issued Pending	
Other permits (specify)		Application Issued Pending	
Other permits (specify)		Application Issued Pending	

High Level Project Schedule	ATTACHED
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Estimated start of construction (mm/yyyy):	
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Estimated occupancy date (mm/yyyy):	
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5.2: Mix
Proposed Unit Mix

UNIT TYPE	#	% OF TOTAL
STUDIOS		
1 BR		
2 BR		
3 BR		
4+ BR		
TOTAL UNITS		
TOTAL FAMILY UNITS		

Who is the target tenant population group? (See Appendix A)

5.3: Other City Goals

Are you a member of Metro Vancouver Aboriginal Executive Council (MVAEC) or Aboriginal Housing Management Association (AHMA) or do you have leadership representation from xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and/or səliwətaʔ (Tsleil-Waututh) Nations?	YES NO
What is the targeted sustainability levels for your project? e.g. specific step code, Passive House, LEED,	
If your project incorporates other social purpose or community serving spaces (i.e. arts and culture space, childcare, etc.), please describe.	
How does this project advance other City policies and objectives (see Appendix B)?	

CHIP grant request: \$

SIGNATURES

We certify that, to the best of our knowledge, the information provided in this Civic Grant request is accurate and complete and is endorsed by the organization which we represent. We also certify that our organization meets the basic eligibility criteria below:

Eligibility:

Registered non-profit societies and community service co-operatives that provide social or co-op housing to Vancouver residents are eligible to apply for Community Housing Incentive Program grants. Societies must be in good standing with the Registrar of Companies, be financially stable with sound administration, and have a proven track record of public service.

The organization shall have an independent, active governing body composed of volunteers. Its main responsibilities shall be program and policy development and fundraising. The Board is held responsible for the effectiveness of services provided and the financial accountability for funds received from all sources. Voting members of the Board of Directors of a Society receiving funds from the City of Vancouver may not be remunerated for services to the society, but they may be reimbursed for expenses.

Signature of one signing authority of the organization (**STAFF**):

Signature	Title	Date
Name (Printed)		

Signature of two signing officers of the Board of Directors (**NOT STAFF**):

Signature	Title	Date
Name (Printed)		

Signature	Title	Date
Name (Printed)		

APPENDIX A – PRIORITY POPULATIONS

Ethnically Diverse Populations

[Multiculturalism](#)

<https://vancouver.ca/people-programs/multiculturalism.aspx>

[Anti-Racism and Cultural Redress](#)

<https://vancouver.ca/people-programs/anti-racism-and-cultural-redress.aspx>

[Racial and Ethno-Cultural Equity Advisory Committee](#)

<https://vancouver.ca/your-government/racial-and-ethno-cultural-equity-advisory-committee.aspx>

[Vancouver Immigration Partnership](#)

vancouver.ca/people-programs/vancouver-city-local-immigration-partnership.aspx

Urban Indigenous

[City of Reconciliation](#)

vancouver.ca/people-programs/city-of-reconciliation.aspx

[Indigenous communities](#)

<https://vancouver.ca/people-programs/indigenous-communities.aspx>

[Urban Indigenous Peoples' Advisory Committee](#)

<https://vancouver.ca/your-government/urban-indigenous-peoples-advisory-committee.aspx>

LGBTQ2+ & TGV2S people

[2SLGBTQIA+ community](#)

<https://vancouver.ca/people-programs/lgbtqia-community.aspx>

[LGBTQ2+ Advisory Committee](#)

vancouver.ca/your-government/lgbtq-advisory-committee.aspx

[Supporting Trans* Equality and an Inclusive Vancouver](#)

council.vancouver.ca/20160713/documents/cfsc6.pdf

People with Mental Health & Addiction Challenges

[Mental Health & Addictions](#)

<https://vancouver.ca/people-programs/mental-health-and-addiction.aspx>

Building for Accessibility

[Accessible City](#)

<https://vancouver.ca/people-programs/accessible-city.aspx>

[Accessibility Committee](#)

<https://vancouver.ca/people-programs/accessibility-committee.aspx>

[Building for Accessibility](#)

vancouver.ca/people-programs/building-for-accessibility.aspx

Seniors

[Programs and Support for Vancouver's Seniors](#)

<https://vancouver.ca/people-programs/seniors.aspx>

[Seniors' Advisory Committee](#)

vancouver.ca/your-government/seniors-advisory-committee.aspx

Vulnerable Children, Families & Youth

[Children and Childcare in Vancouver](#)

<https://vancouver.ca/people-programs/childcare.aspx>

[Children, Youth and Families Advisory Committee](#)

vancouver.ca/your-government/children-youth-and-families-advisory-committee.aspx

[Giving Vancouver's Youth a Strong Voice](#)

vancouver.ca/people-programs/youth.aspx

[Vancouver's approach to children and childcare](#)

<https://vancouver.ca/people-programs/vancouvers-childcare-approach.aspx>

Women and Girls

[Supporting and Celebrating Women in Our Communities](#)

<https://vancouver.ca/people-programs/women.aspx>

[Women's Advisory Committee](#)

vancouver.ca/your-government/womens-advisory-committee.aspx

[Women's Equity Strategy](#)

<https://vancouver.ca/people-programs/womens-equity-strategy.aspx>

Renters

[Protecting Renters and Rental Housing](#)

[http://vancouver.ca/people-programs/protecting-tenants.aspx](https://vancouver.ca/people-programs/protecting-tenants.aspx)

[Renter Supports and Protections](#)

<https://vancouver.ca/people-programs/rental-and-renter-protection.aspx>

[Renters Advisory Committee](#)

vancouver.ca/your-government/renters-advisory-committee.aspx

[Single Room Accommodation Bylaw](#)

vancouver.ca/people-programs/single-room-accommodation-bylaw.aspx

APPENDIX B – KEY CITY STRATEGIES & POLICY AREAS

Housing & Homelessness

[Housing Vancouver Strategy](#)

<https://council.vancouver.ca/20171128/documents/rr1appendixa.pdf>

[Housing Vancouver 10-Year Housing Targets \(2024-2033\)](#)

<https://vancouver.ca/files/cov/housing-vancouver-10-year-targets-2024-2033.pdf>

[Housing Vancouver Progress Report Dashboard 2023 Q3 Update](#)

<https://vancouver.ca/files/cov/housing-vancouver-progress-report-dashboard-q3-2023.pdf>

[Housing](#)

<https://vancouver.ca/people-programs/housing-and-homelessness.aspx>

[Homelessness and low-income resources](#)

<https://vancouver.ca/people-programs/homeless-and-low-income-resources.aspx>

Healthy People, Community & Environments

[Community Economic Development \(CED\) Strategy](#)

vancouver.ca/people-programs/ced-strategy.aspx

[Culture|Shift: Blanketing the city in arts and culture](#)

<https://vancouver.ca/parks-recreation-culture/culture-shift.aspx>

[Healthy City Strategy: our goals](#)

<https://vancouver.ca/people-programs/healthy-city-strategy.aspx>

[Transportation 2040](#)

<https://vancouver.ca/streets-transportation/transportation-2040.aspx>

[Vancouver Food Strategy](#)

<https://vancouver.ca/people-programs/vancouvers-food-strategy.aspx>

[Vancouver's Healthy City Strategy 2014-2025](#)

council.vancouver.ca/20141029/documents/ptec1_appendix_a_final.pdf

[Vancouver Mayor's Engaged City Task Force](#)

<https://vancouver.ca/files/cov/final-report-engaged-city-task-force-2014.pdf>

[VanPlay Report 2: 10 Goals to Shape the Next 25 Years](#)

<https://vancouver.ca/parks-recreation-culture/report-1-inventory-and-analysis.aspx>

Community Plans

[Vancouver Plan](https://vancouver.ca/home-property-development/vancouver-plan.aspx)

<https://vancouver.ca/home-property-development/vancouver-plan.aspx>

[Downtown Eastside Local Area Plan](https://vancouver.ca/home-property-development/dtes-local-area-plan.aspx)

<https://vancouver.ca/home-property-development/dtes-local-area-plan.aspx>

[Grandview-Woodland Community Plan](https://vancouver.ca/home-property-development/grandview-woodland-community-plan.aspx)

<https://vancouver.ca/home-property-development/grandview-woodland-community-plan.aspx>

[Joyce-Collingwood Station Precinct Review](https://vancouver.ca/home-property-development/joyce-collingwood-station-precinct-review.aspx)

<https://vancouver.ca/home-property-development/joyce-collingwood-station-precinct-review.aspx>

[Marpole Community Plan](https://vancouver.ca/home-property-development/marpole-community-plan.aspx)

<https://vancouver.ca/home-property-development/marpole-community-plan.aspx>

[Mount Pleasant Community Plan](https://vancouver.ca/home-property-development/mount-pleasant-community-plan.aspx)

<https://vancouver.ca/home-property-development/mount-pleasant-community-plan.aspx>

[Norquay Village Neighbourhood Centre Plan](https://vancouver.ca/home-property-development/norquay-village-neighbourhood-centre-plan.aspx)

<https://vancouver.ca/home-property-development/norquay-village-neighbourhood-centre-plan.aspx>

[West End Community Plan](https://vancouver.ca/home-property-development/west-end-community-plan.aspx)

<https://vancouver.ca/home-property-development/west-end-community-plan.aspx>

[DRAFT: Rupert + Renfrew Station Area Plan](https://syc.vancouver.ca/projects/rupe-rt-renfrew-engagement/rupe-rt-renfrew-draft-plan-eng-updated.pdf)

<https://syc.vancouver.ca/projects/rupe-rt-renfrew-engagement/rupe-rt-renfrew-draft-plan-eng-updated.pdf>

Sustainability

[Climate Change Adaption Strategy](https://vancouver.ca/green-vancouver/climate-change-adaptation-strategy.aspx)

<https://vancouver.ca/green-vancouver/climate-change-adaptation-strategy.aspx>

[Greenest City Action Plan](https://vancouver.ca/green-vancouver/greenest-city-action-plan.aspx)

<https://vancouver.ca/green-vancouver/greenest-city-action-plan.aspx>

[Neighbourhood Energy Strategy](https://vancouver.ca/green-vancouver/neighbourhood-energy-strategy.aspx)

<https://vancouver.ca/green-vancouver/neighbourhood-energy-strategy.aspx>

[Renewable City Action Plan](https://vancouver.ca/files/cov/renewable-city-action-plan-summary.pdf)

<https://vancouver.ca/files/cov/renewable-city-action-plan-summary.pdf>

[Resilient Vancouver](https://vancouver.ca/people-programs/resilient-vancouver.aspx)

<https://vancouver.ca/people-programs/resilient-vancouver.aspx>

[Zero Emissions Buildings Plan](https://vancouver.ca/files/cov/zero-emissions-building-plan.pdf)

<https://vancouver.ca/files/cov/zero-emissions-building-plan.pdf>