

**Community Housing Fund**

**Application Form**

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Contact information for the application / organization**

Applicant Name:

Organization Name:

Contact Info: (Phone / Email):

Brief Description of your Organization:

1. **Proposed Project**
* Project Name:
* Please described the proposed project:
* How will this project increase the inventory of affordable housing offered in Prince Edward Island?
* Do you or your organization have experience in undertaking similar projects?
1. **Target Market and Demand**
* Will this project target a particular demographic or vulnerable population group?
* What is the demand for this type of housing and how was the demand determined? (i.e. partner organization, waitlist, etc.)
1. **Project Timeline**
* Outline the start / end date for the project as well as major activities and milestones. Include who is responsible for those activities if working with multiple parties.
1. **Benefit of the Proposed Project**
* What are the expected results and how will you measure whether this project is successful?
* How will this project impact (benefit) your Community?
* Do you foresee any barriers / risks that could affect the completion of the project?
1. **Project Budget**
* Please attach a budget for the proposed project. The budget should include the following information:
	+ List all project costs and funding. Total funding should equal total project costs.
	+ How much are you asking for from the Community Housing Fund?
	+ Is your organization contributing to the project?
	+ Pro Forma financial statements should be attached (if applying for construction support)

|  |  |
| --- | --- |
| **Cost Description** | **Amount ($)** |
| 1) |  |
| 2) |  |
|  |  |
| Non-Recoverable HST |  |
| Total |  |
| **Funding** | **Amount ($)** |
| Community Housing Fund Ask |  |
| Applicant Contribution |  |
| Other Funding (please describe) |  |
| Total |  |

1. **How will the project achieve sustainability from a Human Resources and Financial perspective?**

1. **Affordable Rent for Project (indicate for each type of unit)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **# of Units** | **Type** | **Unit size** **(sq ft)** | **Affordable Rent** | **Market Rent** |
| \_\_\_ | # of bedrooms, # of bathrooms | \_\_\_ | $\_\_\_ | $\_\_\_ |

**Please note that the applicant, if successful, will be required to provide the following services, the cost of which is included in the monthly rent set above:**

* 1. Heat – heat that is provided through electric means (for example, a heat pump) shall be serviced through the electrical hook-up for the building, the cost for which is the responsibility of the tenant.
	2. Hot water - hot water that is provided through electric means (for example, individual hot water heaters in units) shall be serviced through the electrical hook-up for the building, the cost for which is the responsibility of the tenant.
	3. Electrical – electricity costs shall be serviced through the electrical hook-up for the building, the cost for which is the responsibility of the tenant.
	4. Water and sewer service.
	5. Energy Star refrigerator.
	6. Energy Star kitchen stove.
	7. Energy Star microwave.
	8. Energy Star dishwasher.
	9. Dedicated Laundry per unit.
	10. Parking – 1.2 spaces per unit, including accessible spaces.
	11. Snow removal.
	12. Grass cutting.
	13. Garbage storage.
	14. Temperature control accessible by each tenant in each unit.
	15. Wireless Internet, cable and telephone hook-up apparatus.
	16. Air exchange in each unit.

*Applicants may be contacted if additional information is required. Application evaluation may differ based on financial ask from the CHF program.*

Contact:

Please reach out to us if you have any questions:

Robbie Ashley

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