

# AFFORDABLE HOUSING GRANT PROGRAM APPLICATION FORM

## PROPERTY & CONTACT INFORMATION

Civic Address: \_\_\_\_\_

Property ID (PID): \_\_\_\_\_

Building Permit #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

I am applying on behalf of a registered:  Non-Profit Organization  Corporation

Non-Profit Organization/Corporation: \_\_\_\_\_

Preferred Method of Contact:  Email  Phone

Are you the legal owner of the property?  Yes  No – Please indicate the legal owner's contact information below

Owner: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

## TO BE COMPLETED BY PROPERTY OWNER

Are you currently in good standing with the City of Saint John, meaning you have no unpaid taxes, water/sewage fees, or outstanding property-related by-law violations?  Yes  No

\_\_\_\_\_  
Owner's printed name

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
DD/MM/YYYY

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## PROJECT DESCRIPTION:

Number of Units: \_\_\_\_\_

Number of Affordable Units: \_\_\_\_\_

Cost of Construction: \_\_\_\_\_

Cost of Construction Prepared by: \_\_\_\_\_

Describe the Project, including the target population, duration of affordable units (years), and any community partners:

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## PROJECT INNOVATION DESCRIPTION:

Please provide a description for how your project will meet one or more bonus evaluation criteria. *Note: Energy Efficiency supporting documents are to be provided after project completion. All bonus criteria may be subject to audit upon project completion. Supporting documentation is required.*

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## FEDERAL/PROVINCIAL FUNDING PARTNERS

Please describe which funding sources you are pursuing through Federal/Provincial Programs. Supporting documentation is required to provide proof of funding sources through the Province of New Brunswick's Affordable Rental Housing Program or a CMHC Funding Program is required.

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# AFFORDABLE HOUSING GRANT PROGRAM APPLICATION FORM

## AFFORDABLE HOUSING GRANT APPLICATION CHECKLIST

Please ensure your application is complete and includes the following supporting documents:

- Confirmation that the owner, if different from the applicant, is aware of the grant application
- Signature of the applicant and legal owner of the property
- Building Permit Number (if you have not obtained a building permit, please indicate anticipated date of application): \_\_\_\_\_
- Site Plan and Floor Plans
- Letter from the Province of New Brunswick or CMHC
- Confirmation of funds from a Canadian banking institution

## SIGNATURES

I hereby request that this application be considered under the *Affordable Housing Grant Program Policy* of the Growth & Community Services Department of The City of Saint John.

By signing below, I certify that all information included on this application form is truthful and accurate.

\_\_\_\_\_  
Applicant's printed name

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
DD/MM/YYYY

### **General Collection Statement**

*This information is being collected in order for the City of Saint John to deliver an existing program/service; the collection is limited to that which is necessary to deliver the program/service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent.*

*The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act.*

*For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer.*

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