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## 1. Applicant Profile

Local government:

## 2. Primary Contact Information

Primary contact (for this application):	Position/title:
Telephone:	Email:

## 3. Overview

Provide a description of the housing development(s) the community wishes to incentivize:

Outline how the housing development aligns with your community’s housing needs assessment:

Provide a description of how the community plans to market and promote the program:

Outline how your housing incentive program policy has been customized to meet the community’s housing needs/goals:

## 4. Development Plan

Project address:		
Type of project:		
New construction	Conversion to residential from:	
Identify the housing type:		
Condominiums	Townhouses	Triplex
Apartments	Duplex	Quadplex (or more)
Tenure:		
Ownership	Rental	Mixed

## 5. Unit Type

Unit type:	# of Units:	Unit size (square foot):
Bachelor		
1 Bedroom		
2 Bedroom		
3 Bedroom		
<b>Total number of housing units:</b>		

## 6. Project Milestones

Stage of project:	Scheduled date: (dd-mmm-yyyy)	Describe the current stage of the project:
1) Project start date		
2)		
3)		
4)		
5)		
6) Project completion date		

## 7. Economic Impact

Nature of positions:	Number of new positions to be created:	Hours of employment per week (average):	Total person months of employment to be created (average):	Position(s)/title(s):
Direct permanent jobs:		hours/week	months/year	
Direct temporary jobs (construction):		hours/week	months/year	
<b>TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION:</b>				
† Full-time equivalent (FTE) job creation is aggregated from information provided above. 1.0 FTE is equal to 1 new position working 35 hours/week for 12 months/year.				

Expected total project cost (attach proposed budget):	Expected sale price or monthly rental revenue/unit:
\$	\$
Current property's tax revenue:	Expected property's tax revenue at completion:
\$	\$

## 8. Funding Request

Number of applicable units	x	Amount per unit (max \$10,000)	=	<b>Grant Request (max \$200,000)</b>
	x		=	

## 9. Attachments

Document name:
1) <b>Required:</b> Local government resolution of support
2) <b>Required:</b> Draft copy of local government's Housing Incentive Program policy and associated documents
3) <b>Required:</b> Copy of adopted housing needs assessment <i>(completed/adopted within the last 5 years)</i>
4) <b>Required:</b> Copy of board or council minutes adopting housing needs assessment
5)
6)
7)

## 10. Authorization

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I have read and understand the [Northern Housing Incentive Application Guide](#) including the eligible and ineligible costs.

I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.

I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I also agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree to publicly acknowledge funding and assistance by Northern Development.

I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.

I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name (organization signing authority): ✦ <i>Please type name.</i>	Position/title:	Date:

## 11. Submitting Your Application

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Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email. ✦ *Do not scan this form.*

Email: [info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca)