

Housing Accelerator Fund Non-Profit Capacity Building Grant

(hereinafter referred to as the “Program”)

1. Purpose

The need for affordable housing solutions is well known in Fredericton, but for many non-profit groups, community organizations and other smaller housing providers there can be a lack of practical knowledge on how to navigate the complex maze of consultants, regulations and approvals needed to develop affordable housing with or without long-term government funding.

The City of Fredericton’s 2022 Affordable Housing Strategy reported that a variety of groups (the 3rd sector) pursuing more community housing projects is critical to addressing housing needs in Fredericton. However, as senior government funding has been limited in the past, there is a lack of capacity in this sector in terms of the number of active groups and the ability of existing groups to grow.

The goal of this City of Fredericton Housing Accelerator Fund (HAF) Program is to provide grant funding to assist non-profit, housing cooperatives and charitable organizations evaluate gaps in capacity and develop strategies to close those gaps to expand the community housing sector within the City of Fredericton. Funding can be used to help determine growth potential from both an organizational and asset-base perspective.

The Program is designed to help groups who may wish to develop, build, and operate affordable rental housing, gain an understanding of the processes, and ensure the organizational model supports its housing goals and objectives. Program funding can assist with early start-up and organization costs for newly formed non-profit and co-op housing providers and provide navigation support to help groups identify and access other funding to support further capacity building.

During the three-year Canada Mortgage and Housing Corporation (CMHC) HAF program (2024-2026), subject to receipt of annual funding, a successful applicant is eligible for one grant of up to \$15,000 to assist with these costs. Grants are not designed to cover all organizational/capacity building costs. Applicants are encouraged to contribute to these costs and seek out other funding sources such as Housing New Brunswick, the Regional Development Corporation (RDC) or CMHC.

Capacity Building Grants are available only to a charitable or non-profit organization or other incorporated entity.

The Director of Planning and Development, or designate, is solely responsible for administering this Program including approving applications receiving funding and determining the grant amount for each successful application.

2. Eligible Groups:

- Charitable or non-profit organization or other incorporated entity

Grant funds must be used to build capacity for projects located in the City of Fredericton.

3. Eligible Activities:

- Assist new, prospective, and existing non-profit housing groups to evaluate growth potential from an organizational and asset-base perspective

- Early start up costs for newly formed non-profit, cooperative, or charitable housing groups
- Consultant resources to provide support and assist with organizational capacity efforts
- Feasibility studies
- Business planning
- Incorporation – legal and other costs to establish a non-profit, co-op or charitable organization
- Development and/or review of mission, vision, and core values
- Board training and education – development of competencies and skills needed to undertake various housing related activities
- Membership in sector organizations to allow for access to already existing programs and support
- Portfolio reviews – for existing housing providers
- Strategic planning and organizational reviews
- Project and property management support
- Asset management plans

4. Ineligible Expenses:

- Costs incurred for activities undertaken before grant approval – including the cost of preparing the application
- Expenses related to construction activities including site preparation or other hard costs
- Land purchases, infrastructure, and capital assets
- Operating expenses of the applicant
- Hospitality
- Fundraising campaigns
- Any expenses not related to the Program

5. Application Requirements

An Application Form in the form of Appendix A must be completed and submitted to the City of Fredericton. Section 2 of the Application Form outlines the documents that must also be attached to the signed Application Form.

Successful applicants must enter into a Grant Agreement with the City of Fredericton in the form of Appendix B Grant Agreement. The agreement sets out the terms and conditions of the grant which include the grant amount, eligible expenses, and reporting requirements. Grant funding must be spent within two (2) years of the execution of the agreement.

6. Project Evaluation

Applications will be reviewed and evaluated in the order they are received. Grants will be disbursed in the order of received fully completed applications that the application review committee has approved. The number of successful applications will depend on available Program funds.

Each grant application will be evaluated by a committee. The committee will be comprised of:

Affordable Housing Development Coordinator - Chair
Director, Planning and Development or designate
City Treasurer or designate

The committee's role is to confirm eligibility of each application and evaluate the application based on the following criteria:

- Clarity of the request
- Community housing sector impact
- Identified use of funds

Applicants who demonstrate they have invested their own resources or leveraged other funding will receive bonus points as part of the review and evaluation process.

This Program funding is dependent on the receipt of federal funding for the HAF and grants will be available until HAF funding is depleted for any year under the three (3) year Program. The grant may be cancelled by the City of Fredericton at the sole and absolute discretion of the Director of Planning and Development where the HAF funding is depleted or revoked.

7. Disbursement Process

The grant amount will be disbursed to the applicant as follows:

- All payments will be made by direct deposit only.
- Fifty percent (50%) upon signing of the grant agreement
- The remaining fifty percent (50%) of the grant will be paid upon receipt of supporting documentation for all expenditures and submission of the final report detailing activities undertaken and next steps in the process.
- Any advanced funds not expended after nine (9) months shall be returned to the City of Fredericton and used to fund other projects.

Contact Information

Affordable Housing Development Coordinator
housing@fredericton.ca

Appendix A

Housing Accelerator Fund Non-Profit Capacity Building Grants

Application Form

SECTION 1 – Applicant Information

Applicant Name _____

Legal Name of Applicant (if different) _____

Contact Person Name _____ Position _____

Phone Number _____ Email Address _____

Person authorized to legally bind / sign documents on behalf of the entity: _____

Mailing Address _____

Postal Code _____

Organization Type

Non-profit organization

Other incorporated entity

Is this your first time applying for Capacity Building Grant Funding? Yes No

SECTION 2 - Documents to attach:

1. Incorporation Status – Attach letters patent or other incorporation documents (if applicable)
Incorporated _____ Date _____
2. For existing providers - overview and history of the charitable or non-profit organization or corporation:
 - i. Applicant capacity – profile of the organization including history and experience with developing, managing affordable housing developments
 - ii. Mandate and services provided
 - iii. Articles of incorporation including any relevant corporate by-laws
 - iv. Current list of board of directors – if applicable
 - v. List of development team members and their roles
 - vi. Indicate the address, and number of units in, of each affordable housing project in the City of Fredericton that your organization currently manages – if applicable
3. For groups looking to evaluate the feasibility of creating a new non-profit housing group, an overview of your organization and the reasoning and rationale behind the need and focus of a new group must be provided. The overview should explain the structure of the organization that may be created.
4. Financial statements over the past three (3) years demonstrating the financial health and stability of the non-profit Applicant. An exemption may be given for newly established non-profit organizations, or those groups looking to form a new non-profit corporation.
5. Description of the activities to be undertaken using the grant funding (“Project”).
6. Anticipated outcomes.



- 7. Detail of any partnerships (e.g., any working relationships with NB Non-Profit Housing Association, CHF Canada etc.)

CERTIFICATION

The Applicant acknowledges, accepts and certifies that it will comply with and abide by the terms and conditions of the of the Program and the Grant Agreement.

The Applicant certifies that it has read and understands the requirements of the Program and the Grant Agreement.

The Applicant certifies that that information contained in this Application Form is true, correct, and complete and that it may be verified by the City of Fredericton.

The Applicant further acknowledges and agrees that the Program is subject to cancellation and/or change at any time by the City of Fredericton, in its sole and absolute discretion.

Dated at the City of Fredericton, this _____ (day) of _____ (month),
_____ (year).

Applicant name (or authorized agent)

Title

Applicant signature (or authorized agent)

I have the authority to sign on behalf of the organization named below:

Submit the completed application and attachments via email to: housing@fredericton.ca



FOR LOCAL GOVERNMENT USE ONLY

To be completed by City of Fredericton staff

Application Number: _____

The application is/is not approved in the amount of \$ _____ payable to

_____.

Director of Planning and Development (or designate)

Date: _____, 20__