



# **Building Better Homes and Communities**

[www.actprogram.com](http://www.actprogram.com)

**Affordability and Choice Today**

## *ACT Grant Application*

### **1. Identification**

PROJECT TITLE:

APPLICANT:

*(The applicant must be an organization, business or association that is a legal entity.)*

NAME OF CONTRACT SIGNING AUTHORITY:

PROJECT COORDINATOR:

TEL:  FAX:

E-MAIL:

MAILING ADDRESS:

### **PROJECT TEAM**

Please provide the name and organization for each of your team members. Remember: your team must include a builder, renovator or other Home Builders' Association representative, as well as a representative of your municipality. ***Depending on the nature and scope of your project, you may want to invite a representative from your provincial/territorial ministry responsible for housing to participate on the team.***

#### **Industry representative(s)**

Name:

Organization:

#### **Municipal representative(s):**

Name:

Organization:

**Non-profit representative(s):**

Name:

Organization:

**Community resident/other(s):**

Name:

Organization:

## 2. Project Description

**AMOUNT REQUESTED** (maximum \$5,000)

**TOTAL BUDGET**

**TIMING** Session date(s) (if applicable):

Confirmed

Tentative

Estimated project completion date:

*Please provide a short description of your project using the headings below. The space provided for each heading below is limited to 1000 characters. If additional space is required please send us the information electronically to [info@actprogram.com](mailto:info@actprogram.com) and include the name of the applicant and your project title in your submission.*

### THE REGULATORY ISSUE(S)

Explain what **specific** housing-related **regulatory issue(s)** your project will address and what you hope to achieve through your ACT project.

**THE PLAN**

Outline the activities you intend to undertake to address the regulatory issue(s) you described above and explain how the ACT grant will be used. Also provide the current status of your project.

**PROJECT IMPACT AND RELEVANCE**

Explain how you expect your project to impact on housing cost, choice, and the housing needs and issues faced in your community. Describe how it is part of a broader effort, or how it fits with other housing initiatives in your community.

**TEAM AND COMMUNITY CONSULTATION**

Describe the expertise of your project team members and how they will participate in the project. How will others, e.g. community residents, be involved (if appropriate to the project)?

**DELIVERABLES**

Please indicate the specific deliverables that will be provided to ACT. Some examples are a session agenda and proceedings with conclusions and next steps, a recommendations report, a survey, a research report, an approved by-law; and so forth. A financial report on all project funding and in-kind contributions received and their disbursement must be included as part of your final deliverables.

## PROJECT COST

Provide a breakdown of total project costs and revenues, including other sources of funding and any in-kind contributions. Eligible projects that include matching financial support or in-kind contributions from other sources will be scored higher than those that do not.

## 3. Project Endorsement

Applicants other than municipalities must send us a letter from their municipal government endorsing the project. The letter may be signed by a senior elected municipal official (e.g. mayor), the chief administrative officer or another senior staff member (e.g. senior planner, building permit department manager). You can scan the letter and submit it electronically to [info@actprogram.com](mailto:info@actprogram.com).

## 4. Certification

PROJECT TITLE:

APPLICANT:

By checking the box below I certify that all funds received pursuant to this application will be used for the purposes stated in the attached submission.

*I Agree*

**SAVE  
APPLICATION**

**SUBMIT  
APPLICATION**