City of Regina Market Housing Capital Grant Application Form

Section 1.0 Introduction

This form may be used to apply for capital grants for market housing units under the Housing Incentives Policy (HIP) (see *https://www.regina.ca/home- property/housing/housing-incentives/* for the policy*)*. Refer to the HIP for eligibility criteria and details on capital grant amounts and requirements.

Capital grants are available to projects that meet the following criteria as defined in the HIP:

- The project must be located in the Downtown or Centre Square Neighbourhood.
- The project must be more than 20 units.
- At least 30% of the project site has been identified by the City as an underutilized surface parking lot and must be redeveloped as part of the project land assembly
- The project must be a new development and not already have a development permit or building permit, nor can it be in the application process of either aforementioned.

The property owner must enter into a legal agreement with the City to receive HIP incentives. To enter into an agreement, the applicant must be current on all property taxes, utilities, parking, and other charges owing to the City.

Applications for this grant will be accepted starting on November 1, 2026 and will be awarded to eligible projects on a first-come basis until available funds are exhausted or when the application window closes on September 30, 2027, whichever occurs first.

The grant will be paid as follows;

- 30% at agreement signing
- 30% at the Development Permit being issued
- 30% at substantial completion
- 10% once all conditions have been met

All grant applications will be reviewed for completeness and will be evaluated on their financial viability, developer's experience, project timelines, and project suitability for the proposed neighbourhood site

Complete this form and return by:

Mail/Drop off:
City of Regina
C/O Housing Team, 12th Floor
Ambassador Desk, Main Floor, City Hall
2476 Victoria Avenue, PO Box 1790
Regina, SK S4P 3C8

OR

Email:
CHS@regina.ca

Section 2.0 Applicant Information

Applicant Name: (Include registered company name, including numbered companies)

_____

Contact Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Corporate Status:

☐ Charitable Non-Profit

☐ Membership Non-Profit (affidavit must be provided)[1]

☐ Private Sector or Individual

☐ Other

Please indicate one of the following:

☐ I am the landowner

☐ I am not the landowner but I have an accepted agreement to purchase the land[2]

☐ I am applying on behalf of the landowner[3] (*If not the landowner, please provide the contact information for the legal landowner and a statement authorizing an application on their behalf)*

[1] To be considered as a Non-Profit Housing Provider under the Housing Incentives Policy, all membership non-profit corporations must submit an affidavit with its application confirming that the corporation provides housing primary for the benefit of the public at large instead of its members. If the affidavit is not provided it will be considered a Private Sector application.

[2] If you are in the process of transferring ownership, please provide the Agreement to Purchase.

[3] If you are applying on behalf of the owner, please provide contact information for the legal landowner and a statement authorizing an application on their behalf. Only the landowner is eligible to receive the capital grant incentive. Payment may be made to a third party if an agreement between the owner and the third party is provided.

Section 3.0 Project Information

Project Name: _____

Est. Development Permit Date: _____ (dd/mm/yyyy)

Est. Construction Start Date: _____ (dd/mm/yyyy)

Est. Completion Date: _____ (dd/mm/yyyy)

If you are applying for other funding sources and would like a support letter, please provide the following information:

Funder: _____

Program: _____

Address: _____

The following information and attachments must be included:

☐ A completed Project Description Spreadsheet with the following information for each property in the project (see *https://www.regina.ca/home-property/housing/housing-incentives/* for spreadsheet)[4]

- ☐ Civic address of each property and unit in the project
- ☐ Legal land description of each property in the project
- ☐ Project type
- ☐ Unit type (Principal dwelling unit, secondary or backyard suite, on-site support suite)
- ☐ Number of bedrooms in each unit
- ☐ Tenure type for each unit (affordable/market, rental/ownership, on-site support suite)
- ☐ Approximate unit size (sq. ft.)

☐ Proof of Ownership (Legal land title or signed purchase agreement)

☐ Concept drawings (Floor, site, elevation, etc. Drawings must be approximately 40-60% complete and include all details required by *The Regina Zoning Bylaw, 2019*. It is strongly recommended applicants familiarize themselves with the regulations and engage a designer.)

☐ Project Budget

☐ Project Pro Forma

☐ ISC Registration (Certificate of Status, Profile Report, etc.)

The City may require additional information to confirm eligibility for incentives under this policy.

[4] Properties that may be included in the project are subject to criteria in the Housing Incentives Policy.
[5] An approved building permit and a legal land title are required before the City can enter into an agreement.

Please submit a project summary (max 3 pages) with the following details:

- ☐ How many units does the project include?
- ☐ What housing form will the building provide?
- ☐ How will the financial viability of the project be ensured?
- ☐ How accessible is the project to nearby amenities and services?
- ☐ How will the project contribute to increasing housing supply?
- ☐ How tall is the proposed building? How many stories does it contain?
- ☐ What parking or transportation options are included?
- ☐ Does the project include ownership units, rental units, or both?
- ☐ What is the accessibility options with the project?

Please indicate if the property is eligible for, has applied to receive or is already receiving a tax exemption under one of the following programs:

	Not Applicable	Eligible	Applied	Receiving
Heritage Incentives Policy	☐	☐	☐	☐
Other (please specify): _____	☐	☐	☐	☐

Section 4.0 Declaration

I hereby certify that the above information is correct and complete, and that the applicant and owner agree to the terms and conditions of The Housing Incentives Policy. I acknowledge that the information collected on and within the application documents is handled and maintained in accordance with The Local Authority Freedom of Information and Protection of Privacy Act. It will be retained as a record of my application and may be used to contact the parties involved in this project. The application and the information contained therein may also be used by the City for compliance or other legal action pursuant to The Housing Incentives Policy, The Cities Act, The Construction Codes Act, the City's Building Bylaw, The Planning and Development Act and any other bylaws, legislation, or regulations.

Applicant Name (Printed) (Or authorized representative)	**Applicant Signature** (Or authorized representative)	**Date (dd/mm/yyyy)**