

PRE-DEVELOPMENT FUNDING GRANT PROGRAM APPLICATION

Please note application must be completed in full to be processed.

SECTION 1 – ORGANIZATION INFORMATION

Organization Name:	
Mailing Address:	
Primary Contact/Applicant:	
Position in Organization:	
Contact Email:	Phone:

SECTION 2 – PRIORITY POPULATIONS

Please indicate the groups that your project will serve

Income Groups:	<input type="checkbox"/> Low-income	<input type="checkbox"/> Median-income	<input type="checkbox"/> Moderate-income
Priority Populations:	<input type="checkbox"/> Working individuals	<input type="checkbox"/> Seniors	<input type="checkbox"/> Youth
	<input type="checkbox"/> Single parent families	<input type="checkbox"/> Other:	
Number of 3+ Bedroom Units:			

SECTION 3 – PROJECT INFORMATION

Project Name:

Project Address:

Type of Site Control: Ownership Long-Term Lease Other:

Proof of Site Control: Yes (attached)

Describe your project (*please Include preliminary concept, building typologies, unit size, tenure, target populations*):

Project Budget:

Pre-development Activity:	Cost:
	\$
	\$
	\$
	\$
	\$
	\$
	\$

SECTION 4 – APPLICATION REQUIREMENTS CHECKLIST

Number	Submission Requirements	Description	Applicant Initial
1	Proof of non-profit status	Society registration, charitable status, or other documentation. Confirms eligibility for the Pre-development Funding program	
2	Proof of site control	Title search, long term lease agreement, or other	
3	Preliminary project concept (drawings, massing, unit mix, etc.)	Early-stage materials describing the project, such as drawings, massing studies, conceptual layouts, unit breakdowns, feasibility summaries, or development intent.	
4	Budget for predevelopment activities	A breakdown of anticipated costs for the early-stage work that PDF funding would support (e.g., environmental studies, geotechnical assessments, architectural design, feasibility analysis, or early engineering). This shows how the grant funds will be used.	
5	Timeline for pre-development activities	A proposed schedule outlining the stages of pre-development activities and estimated completion dates.	
6	Project rationale and alignment with program priorities	A brief explanation of how the project supports affordable rental housing and aligns with the program’s priority areas (income groups served, target populations, family-friendly housing, geographic distribution, alignment with the Housing Needs Report). This helps the City assess eligibility and impact.	

SECTION 5 – APPLICANT STATEMENT

By submitting this application, I/we confirm that:

All information provided is accurate to the best of my knowledge

Funds will be used only for eligible pre-development activities such as:

- Site assessments & due diligence
- Environmental or geotechnical studies
- Early architectural or design work
- Planning, zoning, or feasibility analysis
- Community or stakeholder engagement
- Pre-development project coordination; or
- Other _____
- Note that construction costs are not eligible

I understand that receiving Pre-development Funding from the City through this program does not guarantee development permit or building permit approval

Primary Contact/Applicant:

Print Name:

Signature:

Date:

Questions and completed applications with required documents attached can be submitted to the City of Port Coquitlam Community Planning Division:

planning@portcoquitlam.ca

604-927-5442