



# 2025 Housing Access Program Tech Grant Application

X 850 (2025-06)

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*This PDF WORKSHEET is provided to help applicants prepare their responses before completing the official online application. All applications must be submitted through the online form [here](#).*

***Emailed or printed applications will not be accepted.***

We encourage all applicants to contact [HousingAccessProgram@calgary.ca](mailto:HousingAccessProgram@calgary.ca) to ask any questions before applying.

For frequently asked questions about the Tech Grant, please refer to the updated Grant Guidelines on our [website](#).

## 1. Eligibility

### General Information

<b>Organization Name</b> (legal name)	
<b>Contact Name for Organization</b> (with signing authority and who has approved submission of this proposal)	
<b>Contact Email</b>	
<b>Contact Phone</b>	
<b>Mailing Address</b> (for grant document and cheque)	
<b>Street Address</b> (if different from above)	
<b>Project Name</b>	
<b>Primary Project Contact Name</b>	
<b>Primary Project Contact Email</b>	
<b>Primary Project Contact Phone</b>	
<b>Registration Number</b> (under Societies Act of Alberta or Companies Act of Alberta)	

### Organization Information

Is your organization a non-profit affordable housing provider (i.e., an organization or business that develops, owns, and operates non-market housing (transitional, supportive, community and/or affordable housing that is rented below market average)?

Yes       No

**Does your organization have the following in place? Please check all that apply.**

Please send supporting documents with your application.

- Audited or Board-Certified financial statements
- Proof of registration under the Societies Act of Alberta or the Companies Act of Alberta.
- Proof of registration as an Indigenous organization (i.e., planning affordable housing in Calgary, signatories of Treaty 7, the Métis Nation of Alberta). **(If applicable)**
- Organization mandate, mission, and vision
- Proof of adequate liability insurance (at least \$2,000,000)

**Is your organization committed and able to follow project reporting requirements?**

- Yes       No

## 2. Demonstrated Need

**Does your organization have limited or no web presence, such as no website, an outdated or inactive website, minimal information about their services online, poor mobile accessibility, or a low search engine ranking, making it difficult for the public to find or engage with them digitally?**

*Refer to the Grant Guidelines for a self-checklist.*

- Yes       No

**Describe your current digital presence. (e.g., Do you have a website? How frequently is it updated? Is it mobile-friendly?) (Max 825 characters)**

**What challenges have you or your clients faced due to limited online visibility? (e.g., Difficulty reaching potential tenants, staff time spent answering basic questions, etc.) (Max 825 characters)**

**What features or tools are missing from your website or application process that limit accessibility or usefulness?**

(e.g., no online forms, not mobile-friendly, no translation tools, outdated info, poor navigation, no accessibility features, limited search visibility) (Max 825 characters)

**Note: Applicants with an existing updated website may instead apply for add-ons such as digital marketing, translation, or accessibility enhancements.**

### **3. Implementation Capacity**

**Project Plan and Timeline**

Describe your plan for completing the project, including key activities and estimated timelines. (Max 2750 characters). **To submit a work plan in table format to support your project plan please include it as an attachment when sending in your application via email. Please note that the project must be completed within 6 months of funds disbursement as outlined in the Agreement.**

**Internal Capacity**

Who on your team will manage this project? Describe their role, relevant experience, and estimated time commitment. (Max 825 characters)

**Vendor Engagement**

Have you identified a vendor or partner to support this project? If so, describe who they are and their qualifications. If not, explain how you plan to find and secure a vendor. (Max 825 characters)

**Project Risks**

What risks or challenges could affect your ability to complete this project? Describe how you plan to manage or mitigate these risks. (Max 825 characters)

**Project Sustainment.**

How will you sustain this initiative after the Tech Grant ends? (Max 825 characters)

**Project Outcomes**

What outcomes are expected to be achieved with this project? (Max 825 characters Max 825 characters)

**Data Reporting**

What outputs/data will the organization collect and report on to assess project impact? (Max 825 characters)

#### 4. Budget Reasonableness

Do your Project Costs qualify under the eligible expense list? Refer to Grant Guidelines

Yes       No

Please refer to the Grants Guidelines or contact [HousingAccessProgram@calgary.ca](mailto:HousingAccessProgram@calgary.ca) for any questions regarding eligible expenses.

#### Summary of Expenses

Expense Category	Item Description	Estimated Cost (\$)	Grant Funded? (Y/N)	Amount Requested (\$)	Justification / Purpose
<b>Personnel/Staffing</b>	E.g., Project t/Management		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Website Development &amp; Design</b>	E.g., contracting a web designer or developer. Website domain and hosting services		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Digital Marketing &amp; SEO</b>	SEO (Search Engine Optimization) services		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Tools, Licenses, Subscriptions</b>	E.g., CMS tools, security plug-ins, translation tools		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Content Development</b>	E.g., professional photography, video production, graphics, copywriting		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Total Estimated Cost</b>					

#### Anticipated Funding from Other Sources

<b>Source</b>	
<b>Description of Funding</b>	
<b>Anticipated Amount</b>	
<b>Source</b>	
<b>Description of Funding</b>	
<b>Anticipated Amount</b>	
<b>TOTAL Funding from Other Sources (\$)</b>	

**TOTAL Funds Requested (\$)**

**If your organization would like to receive communications from the City of Calgary Housing Solutions, please check the box and provide an email address.**

Yes       No

**If yes, enter your email:**

## **5. Commitment to Joining the City-Facilitated Centralized Platform**

*The Centralized Housing Portal is an online platform, supported by The City of Calgary, that will connect applicants with non-market housing providers through a single, streamlined application process. Its goal is to improve access to affordable housing and reduce barriers for Calgarians seeking housing. Development of the portal is currently underway. While it is facilitated by The City, it is led and shaped by the housing sector to ensure it reflects sector needs and supports long-term collaboration. One of the key objectives of the Tech Grant is to help prepare housing providers for future integration with the portal. Applicants who demonstrate a clear commitment to joining the centralized housing portal once launched will receive additional points in the evaluation process and may be prioritized over those who do not.*

**Is your organization committed to joining the City-facilitated Centralized platform for Affordable housing intake when the time comes?**

Yes       No