



2026 City of Orillia Per Door Grant Program Guidelines

Please read the following before filling out the application.

The Per Door Grant is an incentive program offered by the City of Orillia through the support of the CMHC Housing Accelerator Fund to accelerate construction of affordable housing units, for **primary non-profit or charitable applicants**. Funding is awarded on a competitive basis.

The 2026 Intake period for the Pre-Application Per Door Grant Form is May 1, 2026 – May 31, 2026. All pre-applications will be reviewed, and staff will determine whether the primary applicant can proceed to the next step in the application process. The primary applicant will receive a response within 5 business days from the date the City received the application. If City staff determine the application is eligible, they will be invited to complete the Detailed Per Door Grant Application Form, and they will have 30 days from the date of notice, to submit a complete application. Up to \$1.1 million in total funding is available to award to successful primary non-profit or charitable applications during the 2026 intake period.

Applicants must provide a rationale for the incentive amount requested. City staff will evaluate whether the amount is justified based on affordability, length of affordability, and the total number of new affordable housing that will be created.

Approved grant money may be used for capital costs and a one-time legal fee to cover the cost of registering the parcel of land for the affordable housing project, but only if necessary. The grant cannot exceed the total development costs or be used for operational expenses. If awarded a grant, an agreement between the City and the primary non-profit or charitable applicant will be required, which will set the terms, duration, and default provisions of the grant provided. This agreement will be registered on title of the subject lands.

When reviewing applications, City staff will comprehensively consider the basic eligibility criteria and program specific criteria noted in the guidelines.

Per Door Grant Program Objectives

1. Increase the supply of affordable housing units.
2. Target lower income households.
3. Encourage the development of housing in priority areas, such as near transit and jobs.

2026 Funding Details

Total Funding: \$1.1 Million

The City recognizes that each organization has different funding requirements to bring new affordable units to market for low income households, based on numerous factors such as size, scale, location, and project details. **For this reason, rather than setting a fixed grant amount, applicants are responsible for determining a reasonable amount of incentive per affordable housing unit that will be required for their project, taking into consideration requirements such as depth and duration of affordability, and type of development.**

City of Orillia Per Door Grant Program may be stacked with other government programs and funding including the City of Orillia Affordable Housing Incentive Fund, the County of Simcoe, Canada Mortgage and Housing Corporation, and the Federation of Canadian Municipalities.

How to Apply for the Per Door Grant

Step 1- Pre-Application Form – Complete and submit the 2026 Pre-Application Per Door Grant Form via email to affordablehousing@orillia.ca. City staff will review the Pre-Application Per Door Grant Form within 5 business days from the date of submission. They will determine whether the application and proposal are eligible to proceed to Step 2 of the application process.

Step 2- Detailed Per Door Grant Application Form - City staff will invite the primary applicant to complete a Detailed Per Door Grant Application Form. The completed form must be submitted within 30 days from the date of notice and can be submitted via email at affordablehousing@orillia.ca. The submitted Detailed Per Door Grant Applications will be evaluated based on the Per Door Grant Score Card.

A Pre-Application Per Door Grant form can only be submitted during specific intake periods and will be reviewed for compliance with the eligibility criteria established in the guidelines. The 2026 intake period for Pre-Application Per Door Grant submissions is May 1, 2026 – May 31, 2026 at 4:30 pm EST.

To accept a Detailed Per Door Grant application as complete, primary applicants must submit or attest to the following:

- ✓ Complete and signed application form
- ✓ Owner's Authorization form, if applicable (included with application form)
- ✓ Cover Letter (see details on application form)
- ✓ Confirmation that the current Zoning By-law permits proposed use (included on application form)
- ✓ Confirm that Building Permits were issued after January 1, 2025.
- ✓ Agree to enter into a legal agreement with the City of Orillia if you are approved for a Per Door Grant (included on application form)

All applicants must meet the General Eligibility and Requirements, which include:

- **Application Intake Period:** Primary Applicants must submit a completed application form, in addition to all required supporting information and materials, must be received by the application intake deadline.
- **Eligible Costs:** Capital project costs incurred prior to an approved application under the Per Door Grant Program shall be eligible for funding, provided the Building Permits were issued after January 1, 2025. Additionally, the approved grant money may be used for a one-time legal fee to register the funding agreement on the parcel of land for the affordable housing project, but only if necessary. The grant cannot exceed the total development costs and cannot be used for operational expenses. Eligible costs cannot exceed project development or redevelopment costs. Applicants will be required to submit overall project costs.
- **Agreement Requirements:** An agreement between the City and the primary applicant (registered or assessed owners of lands/buildings) will be required for all successful applicants. The agreement will set out the terms, duration, and default provisions of the incentive(s) to be provided; this will be registered on title of the subject lands. The City may discontinue or rescind any financial incentive where there is noncompliance with an executed agreement.
- **Development Status:** Projects need to confirm that the current Zoning By-law permits the proposed use, prior to making an application to the Per Door Grant Program. Projects with confirmation that the current Zoning By-law permits the proposed use and can demonstrate the ability to quickly submit a Building Permit application will be given preference.
- **Non-profit and Charitable Organizations:** The Per Door Grant Program is only available to primary non-profit and charitable applicants. The City encourages partnerships between non-profit/charity and other organizations. The Per Door Grant Program and its application form are intended for Primary Applicants.

A Primary Applicant is defined as an organization that:

- Has non-profit or charitable status
 - Holds the funding agreement
 - Has the legal authority to bind the project
 - Controls decision-making related to affordability, outcomes, and compliance
 - Is responsible for financial reporting and audits
 - 51% ownership by the primary applicant
- **Prior Experience:** Primary applicants are not required to have had prior experience developing the housing proposed, however preference will be given to those applicants who can demonstrate they have successfully completed projects of a similar nature in the past or have retained the expertise to do so.
 - **Location:** Projects must be located within the City of Orillia. Project sites located near transit, and near community resources and services (e.g., retail, community amenities, parks, schools, childcare facilities, medical facilities, libraries, community centres, etc.) will be given preference and scored higher. Project sites shall not be located on lands subject to flooding hazards, erosion hazards, including wetlands.
 - **Building and Site Design:** Primary applicants who incorporate energy efficiency and reduced environmental impact above minimum standards will be given preference and scored higher. Additionally primary applicants who incorporate high quality urban design, a mix of uses on site or within the building or provide additional on-site amenities such as childcare facilities and community amenities, will be given preference and scored higher.
 - **Accessible Design:** Primary applicants who provide accessible/barrier-free units above minimum requirements will be given preference and scored higher.
 - **Municipal Services:** Primary applicants must demonstrate, to the satisfaction of the City of Orillia, that there are adequate and available municipal services (i.e. including sewer, water, and storm water) and utilities with appropriate capacity to service the proposed development.
 - **Legal Action:** The primary applicant shall not be involved in litigation or other legal actions against the City of Orillia.
 - **Taxes:** The property under consideration shall not be in a position of property tax arrears or shall have a payment schedule acceptable to the Chief Financial Officer at the time of application.
 - **Minimum Number of Affordable Units:** Projects must result in at least one (1) new affordable housing unit. Projects that include a higher percentage of affordable units will be given preference. For projects that provide shared living/co-living arrangements will qualify as one new affordable housing unit.

- **Affordability:** Affordable rental units must meet the applicable 80% affordable rent criteria based on the CMHC Rental Market Survey Data for the City of Orillia, for 25 years and or affordable homeownership purchase price set at a maximum of \$311,700.

The City of Orillia CMHC Average Market Rent (AMR) Table (excluding utilities):

	Bachelor 80% AMR	1 Bedroom 80% AMR	2 Bedroom 80% AMR	3 Bedroom 80% AMR
City of Orillia	\$738.40	\$1,180.00	\$1,244.80	\$1,395.20

- **Types of Housing Permitted:** There is no restriction on built form or density, but projects must be new construction or a conversion of non-residential buildings to affordable residential rental housing or affordable homeownership. Projects can be standalone residential development or mixed-use. Only the affordable homeownership units with a maximum purchase price of \$311,700 and or rental housing units that will be listed at the CMHC 80% rate, for 25 years within a development will be considered in the rationale for the Per Door Grant Program incentive.
- **Housing Tenure Permitted:** Rental Housing (where there is a landlord-tenant relationship, and tenants are recognized by the Residential Tenancies Act), and other affordable housing units (transitional, supportive, or shared living accommodations) are all permitted as an eligible housing units in the Per Door Grant Program. Affordable homeownership is also eligible for the Per Door Grant Program.
- **Affordability Period:** Affordable units must remain affordable for a minimum of 25 years following initial occupancy. Projects guaranteeing affordability for more than 25 years will be given preference.

What is “Affordable”?

To be eligible to apply for the Per Door Grant Program the affordable units need to meet the affordable definition for the City of Orillia. Affordable rental units are defined as being rental housing units whereby the rent of a unit, exclusive of all utilities, is set at or below 80% of Canada Mortgage and Housing Corporation’s (CMHC) Average Market Rent, by bedroom type, in the regional market area, for a minimum of 25 years. Affordable homeownership units with a maximum purchase price of \$311,700 as stated in the Ontario Ministry of Municipal Affairs Bulletin, are eligible housing units.

Application Review and Approval

All Detailed Per Door Grant Applications will be scored using the **Per Door Grant Score Card**. These scores will be used in conjunction with the submitted project details, explaining the amount of funding requested. Please review the score card for details regarding the maximum number of points available under each scored criteria.

1. The City will issue a request for proposals one time per calendar year, subject to available funding. The details of the application intake period and amount of funding available will be released on the City's dedicated Housing webpage and advertised by the City through established communication methods (e.g. City website, news release, social media, and emails to interested parties).
2. Submit your completed application and required supporting materials during the intake period and before the application deadline. Applications must include all the required supporting information and documents as indicated on the application form and in this guide.
3. All applications and supporting documentation will be reviewed by Development Services staff as received to ensure they are complete and meet eligibility requirements. If applications are incomplete, missing supporting documentation, or basis eligibility requirements are not met or cannot be confirmed, staff will contact the applicant via email so they can correct or submit the additional information. Similarly, applicants will be informed if their application is acceptable for review and consideration.

Payment Schedule

The disbursement of payments for the Per Door Grant shall be as follows:

- a) 10% of funding upon execution of the Legal Agreement.
- b) 30% of funding when the building permits have been issued
- c) 40% of funding upon confirmation by the Chief Building Official that the Approved Project has started construction, determined by the date of the first footing inspection.
- d) 10% of funding upon confirmation by the Chief Building Official that the Approved Project has been issued the first Occupancy Permit.
- e) 10% of funding upon confirmation by the Chief Building Official that the Approved Project has been issued the final Occupancy Permit.