



Requirements for submission of grant applications

Continuing Care Capital Program
Small Care Home Stream
2023 – 2024



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Requirements for Submission of Grant Applications

The Grant Application submission must contain ***all*** of the following:

- a. One (1) **Cover Page**, which must include in summary format the following information in this order:
 - i. Project name,
 - ii. Project location,
 - iii. Project estimated construction commencement date,
 - iv. Project estimated completion date,
 - v. High level summary of what your proposal is offering (e.g., X number of capacity, proposed population, etc.),
 - vi. Number and type of total Eligible Units to be developed* in the Project,
 - vii. Number and type of total Ineligible Units to be developed in the Project,
 - viii. Number of total units to be developed in the Project,
 - ix. Applicant name (must be a legal entity),
 - x. Name and title of primary authorized contact who is responsible for the Grant Application submission and who is also responsible for the successful conclusion of the Project if approved,
 - xi. Phone and email information of the authorized contact, and
 - xii. A list of all attachments comprising the Grant Application submission;
- b. The legal name of the ***proposed care provider***, and this care provider must be a legal entity;
- c. Business Case Application Form – completed and **must remain in Excel format**;
- d. Land documentation including certificates of title or long term lease;
- e. An organization chart for the Applicant which clearly shows its relationship to any other affiliated legal entities and partners, including parent companies, Home land owner/leasing companies, and the Home operator if the Applicant is delegating operations upon conclusion of construction;
- f. Indicate Prime Consultant / Architect and provide company name, address, phone number, website and name of the contact person;
- g. Drawings/Plans of the proposed Residence — ***Plans must be readable and printable on an 11” x 17” page*** (PDF format) showing (at the application stage, an architectural sketch is sufficient):
 - i. The proposed site plan,
 - ii. Building footprint,
 - iii. Elevations,
 - iv. Floor layout for each floor of the Residence, and
 - v. Typical resident room(s) design, which must clearly show minimum design requirements are met as per the Small Care Home Design Requirements Checklist (i.e., barrier-free access to room, unobstructed turning radii in the ensuite washroom and the suite, access around three sides of the bed, and 1 m² closet space). The drawings must include square footage, dimensions, and furniture (to scale).
- h. The completed and signed [Small Care Home Design Requirements Checklist](#)
- i. The previous three (3) years Audited Financial Statements of the Applicant; or, if the Applicant is less than two (2) years old, the previous three (3) years Audited Financial Statements of the Applicant’s parent company must also be provided; or, in the absence of audited statements, notice to readers/engagement reviews prepared by a Chartered Professional Accountant for its previous three (3) years (or such lesser period as the Applicant has been operating) that include the following information:
 - i. Balance Sheet,
 - ii. Income Statement,
 - iii. Statement of Cash Flows, and
 - iv. Notes to the Financial Statements;

- j. A letter from your primary financial institution/lender that verifies and attests to the Applicant's financial status and viability; and
- k. If applicable, allocation methods used to allocate the estimates between Eligible and Ineligible Units.

Notes:

- **Developed** means new capacity.
- If you have any questions, please contact: Health.ContinuingCareCapitalPrograms@gov.ab.ca