

1. Program purpose and objectives

The Building Sustainable Communities Program fosters thriving sustainable communities. Grant assistance in partnership with other funders, will leverage investments to provide a high quality of life for Manitobans.

Community development projects that help to build thriving, sustainable communities are eligible. These include but are not limited to projects in the following areas:

- planning activities that inform community or regional decision making about priorities and plans for future development
- capacity building of organizations with the intent of acting on identified community issues, realizing on development opportunities, enhancing charitable giving and volunteerism, and improving community well-being and stability
- community or regional initiatives that enable communities or regions to initiate local actions that address identified needs or opportunities
- capital infrastructure that supports new community, culture and recreation development, as well as projects that extend, improve or enhance existing public use community facilities and spaces

2. Who can apply

Eligible applicants

- Non-profit organizations, charitable organizations, municipalities (including local authorities such as planning districts) and Northern Affairs Community Councils are eligible.
- A non-profit organization is defined as one whose activities are carried on with no financial gain to any of its members. To be eligible, non-profit organizations must be able to provide evidence, on request, that the organization is active and in good standing.
- Eligible charitable organizations must be registered as a charitable organization and must use their resources for charitable purposes.

Ineligible applicants

- for-profit organizations
- individuals

3. What we fund

Eligible projects and activities

Eligible projects may include the following:

- planning, feasibility and needs assessment projects
- capital projects that add to, extend, improve or enhance existing community facilities and spaces
- activities and training that support the development of leadership and organizational capacity
- new community initiatives (e.g., new programs, organizational start-up, prototyping and pilot projects)
- hosting of a community event (e.g., symposiums and workshops)
- equipment (e.g., furniture, sports equipment and technology)

Ineligible projects and activities

The following projects are not eligible for funding:

- projects or programs that do not provide a community benefit
- private or commercial sector projects or programs
- programs or projects with restricted or limited public access
- private residential or group housing projects or programs
- gaming activity regulated under The Liquor and Gaming Control Act
- capital projects and related leasehold improvements in privately-owned buildings, where the lease does not extend more than five years past project completion
- core or essential municipal, provincial, federal projects or programs and services that are the responsibility of the municipal, provincial or federal body
- projects or programs that receive regular, budgeted provincial or federal support (e.g., hospitals, medical facilities, long-term care facilities, schools and day cares)
- post-secondary institution projects for academic purposes, or facilities that provide provincially-regulated programs, services or training for accredited programs
- projects that are linked to the delivery of core education, or health and social services programs, delivered through provincial or federal governments
- ongoing programs (that have existed more than two years)
- projects, programs or services outside of Manitoba

Eligible project costs

- all costs directly related to the completion of an eligible project, excluding those identified under ineligible costs
- up to 2.5 per cent for administrative costs (including insurance coverage) relating directly to the project

Ineligible project costs

- costs incurred prior to the application intake deadline
- costs incurred for cancelled projects
- land acquisition, real estate fees and related costs
- leases for land, buildings, facilities and equipment not directly related to the completion of the project
- salaries and other employment benefits of any employees of the applicant or their partners
- administrative costs greater than 2.5 per cent of eligible project costs
- financing charges, loan costs, debt reduction, legal fees and loan interest payments
- hospitality and travel expenditures beyond Manitoba government guidelines
- gifts associated with the hosting of events
- out-of-province travel expenditures
- any goods or services costs that are received through donations or provided in kind
- costs associated with operating expenses for equipment and regularly scheduled maintenance work
- costs for purchasing equipment and furnishings that do not remain with the proponent at project end
- costs related to religious activities

NOTE: Donations of materials, equipment and labour are encouraged and will be recognized as part of the assessment of the project. However, the donations will not be considered part of the matching contribution.

4. When to apply

There will be two application intakes each year, with application deadlines of **May 22** and **December 15**.

Projects can span a maximum of two fiscal years (April 1-March 31). Project completion dates will be established in the Project Contribution Agreement.

5. How much we fund

- We fund a maximum provincial contribution of 50 per cent of eligible project costs incurred to complete the project, up to a maximum grant of \$75,000.
- A minimum non-government contribution of 10 per cent is required for all projects, except planning projects.
- Non-government sources can include funds raised through fundraising activities, donations from individuals, businesses, charitable organizations, community foundations and service clubs.

6. How to apply

- Submit a completed application form to BSC@gov.mb.ca.
- A letter of support from the local government should be attached to the application.
- For capital projects in a leased facility, the approval of the owner is required in advance of the application. Market value should be used in providing the estimates of in-kind and donated goods and services. For example, current market rates for trades should be used when these skills are necessary for project completion. The cost to purchase materials and resources should be used to estimate the value for donated materials.

7. How decisions are made

Applications will be reviewed and assessed by department staff, in consultation with other government departments. The Association of Manitoba Municipalities will be involved in reviewing and providing feedback on project applications.

The following criteria will be used to assess applications:

Project benefits for the province. This includes projects that fulfill responsibilities under provincial legislation or address government priorities.

Project benefits for the local government. This includes projects that address or identify key municipal or Northern Community Council priorities and result in a high level of community impact.

Project viability and financial feasibility to complete the project. The application demonstrates sufficient financial resources available to complete the project.

Accessibility. Which segments of the population will be impacted by the project and does the project enhance accessibility for others?

Other considerations – Criteria will include applications from organizations not previously funded, organizational capacity, proven extraordinary need, regional or provincial impact, and innovative projects.

8. Terms and conditions

- Following project approval, a project contribution agreement will be signed between the applicant and the Manitoba government, outlining the terms and conditions.
- Project contribution agreements will outline the terms, the acceptable use of funds, project end date, payment process and reporting requirements.

9. Payment process

- Sixty per cent of the approved funding will be provided upon signing the project contribution agreement.
- The remaining balance of up to 40 per cent will be available following project completion, and submission and acceptance of a final report and signed financial claim form (found in the agreement).
- Grant recipients with projects approved over two fiscal years (April 1 – March 31) are eligible to receive an interim payment of up to 30 per cent of their total approved funding subject to agreement reporting requirements.
- All payments are subject to the Legislative Assembly of the Province of Manitoba duly appropriating the funds payable by the Manitoba government in each year they are to be paid.
- Project funds may only be used for the purposes identified in the agreement. All surplus, ineligible, or unexpended grant funds are to be returned to the Manitoba government.
- Final program payment will be paid upon receipt and acceptance of the final report and supporting documents by Manitoba Municipal Relations.
- All projects are subject to audit by the Manitoba government.

10. Reporting on outcomes and results

- Projects approved over more than one fiscal year (April 1 – March 31) may submit a signed financial claim form as outlined in section 9 above.
- A final report is required within 60 days of project completion or by the final deadline identified in the project contribution agreement, whichever is sooner. As part of the final report, the signed financial claim form and the report form (both found in the agreement) must be completed in full. Final payment will not be issued until both reporting forms have been approved by the Manitoba government.

11.Contact Us

For further information and assistance: Municipal Relations - Community Development Branch Offices	
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<p>Eastman Region Box 50, 20 1st St. S. Beausejour MB R0E 0C0 Ph: 204-268-6021 Fax: 204-268-6070 Toll Free: 1-800-665-6107 E-mail: Roger.Langlais@gov.mb.ca</p>	<p>Parkland Region Box 14, 27 2nd Ave. S.W. Dauphin MB R7N 3E5 Ph: 204-622-2022 Fax: 204-622-2298 E-mail: Martijn.VanLuijn@gov.mb.ca</p>
<p>Norman Region 3 Station Road, North Central Mall Thompson, MB R8N 0N3 Ph: 204-679-8331 Fax: 204-677-0639 Toll Free: 1-855-644-0401 E-mail: Melissa.Branconnier@gov.mb.ca</p>	<p>Westman Region Rm. 335, 340 9th St. Brandon MB R7A 6C2 Ph: 204-726-6066 Fax: 204-726-6583 Toll Free: 1-800-259-6592 E-mail: Kris.Doull@gov.mb.ca</p>
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