

## 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 may include:

- 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 include:**

- 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 incurred on or after April 1, 2023, 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 April 1, 2023.
- 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

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

#### 4. 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.
- For capital projects with eligible project costs of over \$150,000 (larger capital) a maximum provincial contribution of 50 per cent of eligible project costs incurred to complete the project, up to a maximum grant of \$300,000.
- 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.

***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.*

#### 5. How to apply

- Submit a completed application form to [BSC@gov.mb.ca](mailto: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.
- For capital projects with eligible project costs of over \$150,000 (larger capital) two contractors' quotes/estimates will be required.
- 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.

#### 6. How decisions are made

Applications will be reviewed and assessed by department officials, in consultation with other government departments. The Association of Manitoba Municipalities will be involved in reviewing and providing feedback on project applications. Officials responsible for the Program have the authority to assess each application on its own merits and will exercise their discretion in project approvals.

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 Affairs 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.** Criteria will include the segments of the population that will be impacted by the project and how the project enhances accessibility.

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

## 7. 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.

## 8. 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.

## 9. Reporting on outcomes and results

- 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.

## 10. Contact Us

<b>For further information and assistance:</b> <b>Manitoba Municipal Relations – Community Development Branch Offices</b>	
<p><b>Central Region</b>                      Box 50075, A - 536 Stephen Street                      Morden MB R6M 1T7                      Ph: 204-822-2933                      Fax: 204-822-2847                      E-mail: <a href="mailto:Cindy.Kowalski@gov.mb.ca">Cindy.Kowalski@gov.mb.ca</a></p>	<p><b>Interlake Region</b>                      Room 103, 235 Eaton Avenue                      Selkirk MB R1A 0W7                      Ph: 204-642-6014                      Fax: 204-785-5155                      E-mail: <a href="mailto:Ian.Goodall-George@gov.mb.ca">Ian.Goodall-George@gov.mb.ca</a></p>
<p><b>Eastern Region</b>                      Box 50, 20 1<sup>st</sup> Street South                      Beausejour MB R0E 0C0                      Ph: 204-268-6021                      Fax: 204 268-6070                      E-mail: <a href="mailto:Roger.Langlais@gov.mb.ca">Roger.Langlais@gov.mb.ca</a></p>	<p><b>Parkland Region</b>                      Ph: 204-761-5912                      Fax: 204-726-6583                      E-mail: <a href="mailto:Phil.Flamand@gov.mb.ca">Phil.Flamand@gov.mb.ca</a></p>
<p><b>Northern Region</b>                      Ph: 204-268-6021                      Fax: 204-268-6070                      E-mail: <a href="mailto:Roger.Langlais@gov.mb.ca">Roger.Langlais@gov.mb.ca</a></p>	<p><b>Midwestern Region</b>                      Rm. 335, 340 9<sup>th</sup> Street                      Brandon MB R7A 6C2                      Ph: 204-726-6068                      Fax: 204-726-6583                      E-mail: <a href="mailto:Charlene.Dysart@gov.mb.ca">Charlene.Dysart@gov.mb.ca</a></p>
<p><b>Winnipeg</b>                      Manitoba Municipal Relations                      6<sup>th</sup> floor – 800 Portage Avenue                      Winnipeg MB R3G 0N4                      Ph: 431-334-5633                      Fax: 204-948-4042                      E-mail: <a href="mailto:Amber.Mamchuk@gov.mb.ca">Amber.Mamchuk@gov.mb.ca</a></p>	<p><b>Western Region</b>                      Rm. 335, 340 9<sup>th</sup> Street                      Brandon MB R7A 6C2                      Ph: 204-726-6069                      Fax: 204-726-6583                      E-mail: <a href="mailto:Kris.Doull@gov.mb.ca">Kris.Doull@gov.mb.ca</a></p>
<p style="text-align: center;"><b>General Support</b>                      E-mail: <a href="mailto:BSC@gov.mb.ca">BSC@gov.mb.ca</a></p>	<p style="text-align: center;"><b>Toll-Free Calling</b>                      1-855-644-0401</p>