

The Following Information May Help With The Completion And Processing Of Applications

On October 31, 2005, the Minister of Municipal and Community Affairs (MACA) wrote to the heads of all community governing bodies, advising them of the process for accessing the above noted funding.

The Application Form, Payment Directive and Allocation Table are available on this website.

<p>Confirmation of community government support and that of other governing bodies:</p> <p>The Payment Directive requires <i>“clear evidence of support from all community governing bodies”</i> by way of <i>“a letter or band council resolution”</i> before funding is released</p>	<ul style="list-style-type: none"> • A community council motion or band council resolution will be accepted as evidence of support from the primary public governing body. • If no motion or BCR is provided, MACA will require a letter from the head of the other governing bodies, which must be copied to all Councilors or Board Members, indicating their support for the proposal. • When MACA receives a proposal, the Minister of MACA will forward the proposal to the appropriate MLA.
<p>On-going O&M costs:</p> <p>The Payment Directive states that <i>“the proposed community plan must not result in an ongoing funding requirement once the Community Capacity Building Funds have been depleted. Any ongoing O&M requirements that may result from the community plan will have to be supported in advance by the responsible department or absorbed by the incorporate community.”</i></p>	<ul style="list-style-type: none"> • Where required MACA regional staff are available to follow up directly with community government staff to review the potential ongoing O&M implications, including offering to assist with an analysis of the costs and the community’s ability to support from within existing funding envelopes. • MACA will require a letter from the Community government acknowledging the increased O&M costs and committing to cover those costs from within existing funding, or identifying an alternative funding source. • When the letter is received, the funding will be released.

Issues not anticipated in payment directive:

The Payment Directive requires that communities submit a budget with the projects they wish to complete. Once funding is approved, communities are required to submit an activity report in September of 2008, or sooner for this one time funding.

In situations when communities:

- change their priorities or change the scope of submitted projects; or
- due to budget changes, communities want to use unexpended funds for other purposes;

then communities must follow the conditions of the Contribution Agreement.

Contribution Agreement will read:
If the community changes the scope of the existing proposal, either by:

- a. Adding new projects;
- b. Significantly changing existing projects; and/or
- c. Change results in a difference of 10% or \$100,000 of the total proposal (whichever is the greater of the two);

the community must submit documentation of support from all community governing bodies and request approval for the change.