

Canada – Saskatchewan

Water Supply Expansion Program

Application Guide – Multi-User Infrastructure (Tier 2) and Strategic Work (Tier 3)

Do not fill in shaded areas under Client Number, Project Number and AAFC File Number shown at the top of the page.

To ensure that your application is complete and contains the information required for assessing the proposal, please follow the instructions below in answering Parts A to D of the Canada Saskatchewan Water Supply Expansion Program (CSWSEP) application form. *If applying for more than one project please submit a separate application for each project.*

Part A (Applicant Information), Part B (Project Type) and Part D (Declaration and Signature) must be completed on the application form. However, due to insufficient space on the application form, you are encouraged to complete Part C (Project Information) on separate paper. Please append additional pages as necessary.

Please note that failing to provide all requested information will result in either a delay of the approval process or possible rejection of the proposal.

Application deadlines for the 2007/08 Program Year are:

Tier 2 – December 1, 2006

Tier 3 – December 1, 2006

PART A – Applicant Information

Fill in all boxes which apply. Include the Social Insurance Number, Business Number or GST (HST) Number of the applicant in the box provided.

Insert the name of the Rural Municipality in which your Group/Organization is headquartered in the box marked Rural Municipality /Municipal District/County Name.

PART B – Project Type

Question 1

Please answer this question if your proposal involves construction of a (Tier 2) water supply. Check off the appropriate box, or boxes, if you are applying for assistance for a pipeline, tank loader, well, water storage reservoir, irrigation or other water related infrastructure project

Question 2

Please answer this question if your proposal involves strategic work (Tier 3). Check off the appropriate box, or boxes, if you are applying for assistance to undertake groundwater studies, groundwater exploration, water management or water supply planning, feasibility studies, information extension or other strategic water-related projects

PART C – Project Information

Question 1

Provide the name of your group/organization and a brief history of your group/organization including its goals and objectives and how they relate to your proposed project under the CSWSEP.

Question 2

Describe the key objectives of the project.

Provide details on how these objectives will be achieved in this project.

The project design section should include details such as:

- Location(s) of project (give legal land description(s), attach map where appropriate)
- A description of the water source (e.g. volume, water quality, surface or ground water, etc.)
- The main components (activities) of the project (e.g. well, pumphouse, pipeline, reservoir, tank loader, test drilling).

Where appropriate, for each component (or activity) of the project, list:

- Methods/materials which will be used
- Experimental design (applicable to strategic initiatives involving research)
- Construction (e.g. where known, include information on designer/engineer, contractor, schedule, environmental precautions to be taken during construction)
- Description of analyses to be completed (applicable to strategic initiatives involving studies and groundwater exploration)
- Methods for technology transfer. Explain how the information will be communicated to others (applicable to strategic initiatives involving research or information extension)

** This information will be used to assess whether the project meets program criteria and objectives, meets technical requirements and whether the project is likely to be environmentally acceptable. The information provided will be reviewed to ensure that the proposal has a good work plan and to help identify eligible project costs. For infrastructure, water conservation and sustainability of supply are assessed through this description. For strategic work, experimental design, reach and the long-term benefit of the information obtained/demonstrated is assessed.. **Insufficient information will either cause a delay in the approval process or possible rejection of the proposal.***

Question 3

Complete question 3 on the CSWSEP application form if your proposal involves construction or distribution of a water supply.

In describing the number of people who will have access to the water, please include a breakdown (either by number or percentage) that shows the number of agricultural and non-agricultural users of the system.

In describing the intended use of water, indicate what portion of the water will be used for each of the following areas:

- Household
- Agricultural (including livestock)
- Non-agricultural related use
- Other

Estimate the total amount of water which will be used annually.

** This information assesses the intended use of the water supply to ensure that there is a significant agricultural water use component*

Question 4

Describe, in length, the problem or issue that your project will address and describe how the project meets the objectives of the CSWSEP.

** This description will be used to assess whether the project meets program criteria and objectives. For infrastructure projects, this description identifies the degree and seriousness of the water constraint and how the proposed project*

solves the constraint. For strategic work, this description identifies information needs and how the project addresses that need (including audience served).

Question 5

Provide background information about the problem, including what is already known about the issue and what information gaps, if any, exist. Briefly describe what your group has already accomplished or attempted in order to solve the issue.

Examples of steps that may have been taken to address an issue may include, but are not limited to:

- Conducted literature review/identified gaps in knowledge of issue
- Determined regulatory framework
- Held public meetings to discuss issues and/or surveyed community
- Started newsletter
- Conducted preliminary tests/completed pilot study
- Completed feasibility plan
- Held/attended workshops/conferences to learn about issue
- Talked with federal or provincial agencies

** This information helps define the seriousness of the problem and assess whether other options or approaches were considered. This allows for an assessment of the rationale behind the proposal.*

Question 6

Describe the benefits of the project to your group, the agriculture sector, society and the environment.

** This description is used to assess both the monetary and societal benefits to others and the public at large. In addition, the benefits regarding future expansion, diversification and agri-business opportunities can be assessed here. If there are water supply protection and conservation benefits of the project, these can be assessed as well.*

Question 7

If your proposal involves construction or distribution of a water supply, please attach a preliminary plan showing the approximate location and extent of the proposed project and any technical aspects of your project (e.g. diameter of pipeline, location of well/pumphouse, locations of potential service connections, river/stream crossings, oil/gas/fibre optics pipeline crossings).

** This information, in conjunction with the project description, will be used to assess the technical feasibility and environmental suitability of the project.*

Question 8

List any partners/collaborators (including those providing technical assistance) on this project and briefly describe their roles within the project (any letters of support that you have should be appended).

** This list and description provides information on the level of support for the proposal.*

Identify any groups or individuals that may be adversely affected by the project and describe how these issues will be addressed.

** This detail is required to assess the economic acceptability of the project and identify constraints that may need to be addressed.*

List any regulatory issues that may need to be addressed as a result of the project and describe steps taken to deal with those issues. Include water rights and environmental licensing needs, environmental assessments, as well as other federal, provincial, municipal or local regulatory requirements which will affect the project schedule. Estimate the amount of time

required to meet these requirements.

** This information is required to confirm project timelines and to assess the proposed steps needed to address regulatory concerns.*

Question 9

Identify in detail the major components of the project, what will be accomplished within each component and when, and the estimated costs to complete each component.

** This information is required to confirm project timelines and assess the proposed work plan. The details on project components will be used to assess eligible activities/items and costs under the program.*

Describe who will be responsible for managing the project and ensuring the project is completed.

** The project contact information is required for good communication in development of the project.*

If the project involves infrastructure development, describe who will be responsible for maintenance and operation of the infrastructure in the long-term.

** The operation and maintenance aspects of the project are part of a good work plan. This information will be used to assess the applicant's level of commitment to operate and maintain the system and the likelihood of future operational problems.*

List and describe other sources of funding that will contribute to this project.

** This information helps define the partnerships required to see the project through to success and confirm that requested financial assistance is within maximum funding percentages/levels.*