



BUILDING  
*Communities*  
P R O G R A M

*Saskatchewan!*

# Program Overview

The Building Communities Program will provide \$100 million over three years, beginning in 2006. The Program will support rehabilitation, renovation, retrofitting and new construction of cultural and recreational infrastructure. The Program is designed to benefit regional partnerships and ensure the on-going sustainability of cultural and recreational infrastructure.

## Objectives

**The objectives of the Building Communities Program are to:**

- Ensure that cultural and recreational infrastructure is based on a sustainable regional plan.
- Assist communities in meeting the cultural, social and recreational needs of provincial residents.
- Assist communities in developing and improving basic cultural and recreational infrastructure that contribute to the region's and the province's economic prosperity.

## Funding Allocation

- The Program will have two streams - Stream A and Stream B. Stream A is for submissions where the total project cost is more than \$10 million, while Stream B is for submissions where the total project cost is between \$1 million and \$10 million.
- Submissions under either stream are eligible for up to 25 % of the total allowable costs under the formulas presented below.
- Proponents will be able to submit proposals to the Program one time only and must choose whether to submit under Stream A or Stream B. Submissions may include multiple projects.

<b>STREAM A – Submissions of more than \$10 million</b>	<b>STREAM B – Submissions of more than \$1 million but less than \$10 million</b>
<ul style="list-style-type: none"> <li>• The grant will be based on the following formula to a maximum of 25% of allowable costs:               <ul style="list-style-type: none"> <li>➤ 15 % of total allowable submission costs; plus,</li> <li>➤ \$50 per capita*</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The grant will be based on the following to a maximum of 25% of allowable costs:               <ul style="list-style-type: none"> <li>➤ \$75 per capita*</li> </ul> </li> </ul>

\* per capita is based on the most recent Census data and includes all municipalities that have endorsed the regional partnership proposal.

- Submissions with a total cost of less than \$1 million will not be considered.
- Recognizing the unique challenges of northern Saskatchewan, \$2 million in total will be allocated to the Northern Sport, Culture, and Recreation District for distribution to northern submissions.

## Eligible Partners

- Eligible partners include all municipalities, not-for-profit organizations, First Nations, private contributors, or other public sector organizations with municipal support in the form of a council resolution.
- Regional partnerships must include a combination of partners that, together, fairly represent the region.
- All submissions must include a minimum of three partners who will be significant financial contributors. The provincial government is not to be considered an eligible partner.

## Criteria for receipt of funding

The criteria for receipt of funding are the basis for submission approval. In order to address these conditions, the Business Plan must detail how the criteria will be met.

The Program seeks to maximize investments while ensuring the public interest is being served. Each submission must demonstrate the following:

1. **Regional Sustainability:** All projects included in the submission will demonstrate sustainability through feasibility studies; financial planning; operational planning; ongoing maintenance; and, technical analysis and efficiency. Populations of municipalities being served will be a factor in considering the size of the grant.
2. **Accessibility:** All projects included in the submission will demonstrate access for all citizens, including geographic accessibility.
3. **Program Delivery:** All projects included in the submission will demonstrate integrated program plans that optimize facility usage through a range of activities and organizations.
4. **Regional Collaboration:** The projects included in the submission will not displace or duplicate other infrastructure initiatives. Successful submissions will explore all available options to partner infrastructure projects with existing/proposed projects in the region (e.g. new or existing schools or community centres). In addition, successful regional partnerships will show how the project(s) aligns with existing infrastructure in the region.
5. **Accountability:** All successful submissions must demonstrate accountability and transparency (including financial reporting).
6. **Cultural Value, Heritage Value and Environmental Impact:** Consideration will be given for the cultural and heritage value of the project(s) and on the environmental impact of the project(s).

## Submissions

The program will have two submission deadlines:

- April 30, 2007
- April 30, 2008

Funding for 2006 has been allocated.

All submissions are to be provided to the Department of Culture, Youth and Recreation and must include a Business Plan for each discrete project within the submission. Decisions will be announced no later than July 31 of each year.

The success of the submission will depend on how well the Business Plan(s) reflects the criteria and the Building Communities Program objectives.

## **Business Plan**

Business Plans must include the total estimated budget including projected revenues and expenses. For submissions involving multiple projects, a Business Plan is required for each project. All estimates must include any assumptions including inflationary pressures.

Be sure to include the following components:

- **Overview:** A description of all projects covered by the submission. The description must include:
  - A brief overview of all projects.
  - A signed resolution by the participating municipalities stating their support for the project.
  - Contact information for the lead partner who will receive and administer any funds received.
  - An outline of the start and end dates of the project.
- **Regional Plan:** A regional plan that outlines the accessibility of the project to other communities in the region. It must include the benefits/costs/risks for the communities. The plan should also include the demand for the facility in the context of existing and planned facilities in the region.
- **Partnership Profile:** A partnership profile will include information on the partners, their financial contributions (both cash and in-kind), roles and responsibilities, management and long-term responsibility for the project.
- **A Long-Term Sustainability Plan:** The plan will include information on the long-term plans to ensure the sustainability of the project with respect to capital and operational management.
- **Feasibility Assessment:** A feasibility assessment will include information demonstrating the feasibility of the project from a financial and operational perspective.
- **A Technical Analysis explaining:**
  - the technical features of the project;
  - how the proposed project is the best technical solution;
  - the unique innovative characteristics of the project; and,
  - that the project is the most cost-efficient solution.
- **Budget, Development Schedules and Work Plan:** A detailed budget and schedule of the major components of the project should include key milestones, timelines and costs.

- **Impacts:** Indication that the proponents have considered the potential need for environmental impact assessments and heritage resource assessments and have plans in place to proceed as required.
- **Other information required:**
  - ability to raise 75 % of the total costs;
  - ability to cash flow the project;
  - that the project will be publicly tendered;
  - the required permits and approvals will be obtained; and,
  - proposed manner for recognizing contributors (including the provincial government) during the various phases of construction.

## Eligible Costs

Eligible costs include the following:

- Capital costs of acquiring, constructing or renovating a fixed capital asset.
- Up to 15 % of the fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a submission.
- Voluntary and in-kind contributions that reasonably replace cash expenses will be considered for up to 15% of the total submission costs.
- Transportation and delivery costs.
- Equipment specifically needed for the operation of the facility.
- Site surveying costs.
- The costs of studies that are *directly* related to the project(s), including:
  - architectural and engineering studies related to a specific project;
  - risk assessment and technical studies; and,
  - environmental Impact Assessments and Heritage Resource Impact Assessments.
- Net taxes in connection with eligible direct costs.

## Ineligible Costs

Ineligible costs are as follows:

- Service or works normally provided by a regional partnership or any of their agencies or permanent staff. This includes overhead costs as well as direct or indirect operating or administrative costs of a regional partnership - specifically costs related to planning, engineering, architecture, supervision, management and other services provided by the regional partnership and the regional partnership's permanent staff.
- Taxes for which the regional partnership or a third party is eligible for a tax rebate, and all other costs eligible for rebates.
- Cost of Business Plan.
- Finance charges and interest costs.
- Cost of acquisition of land.
- Cost of rental of land, buildings and other facilities.
- Legal fees.
- Other costs deemed inappropriate.

## Other Considerations

### 1. **Heritage Value:** Any heritage value should be identified in the Business Plan(s).

- Sites that have aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present, or future generations may be considered to have heritage value.
- Examples of the kinds of sites that may hold heritage value for communities range from heritage buildings that accommodate homes or businesses, to engineering works such as bridges or water towers, to sacred Aboriginal sites.

### 2. **Cultural Value:** A demonstrated cultural value to the region that can be realized through the use of the facility as a part of the region's cultural infrastructure should be identified.

- Cultural value adds a sense of place and identity to a community. It makes a community more attractive to current and prospective residents. Sites such as archives, art galleries, community centres, fairgrounds, libraries, museums, theatres and performing arts venues all possess cultural value.

## Conditions for Retaining or Repaying Financial Assistance

The government's contribution is conditional on:

- The proposed facility owner remaining the owner of the facility for a period of at least 10 years following submission completion.
- The government being recognized for its contribution.
- The facilities being operated, used and maintained for the purposes for which the government contribution was granted.
- The completion of the project as planned.
- The lead partner who is the recipient of the government contribution obtaining prior authorization from the Minister of Culture, Youth and Recreation for any change that runs counter to the four conditions listed above.

If the actual submission cost is less than the budgeted cost (or the submission does not proceed), the change may result in a refund to the Government of Saskatchewan. Final decisions on any refunds rest with the government.

If the actual submission cost is more than the budgeted cost indicated in the Business Plan, the partners involved will not be eligible to apply for additional funding from the Building Communities Program.

## **Audit and Accountability Procedures**

Audit and accountability procedures are intended to allow the department to obtain assurance that the grants provided were used to fulfill the Program objectives.

All approved submissions must enter into an agreement with the province that will detail accounting and audit requirements. At minimum, all submissions will be subject to an audit and each organization receiving financial assistance must keep appropriate and precise accounts and records with regard to each project included in a submission funded under the Program.

A release of funds schedule will be established through the agreement.

### **For More Information:**

Contact Culture, Youth and Recreation at (306) 787-5729 or go online to Culture, Youth and Recreation [www.cyr.gov.sk.ca](http://www.cyr.gov.sk.ca)