



Targeted Sector Support (TSS) Initiative Cost-Shared Grant Application Information

This document has been created to describe the TSS Cost-Shared Grant Initiative, determine project eligibility and support the application process.

After reviewing this document, if assistance or more information is needed, please contact the TSS Coordinator at info@targetedsector.ca or call 306-525-3727.

OVERVIEW

What is the Targeted Sector Support (TSS) Initiative?

Targeted Sector Support (TSS) Initiative is a cost-shared grant program that uses a portion of Municipal Revenue Sharing (\$1.5 million per fiscal year) to support projects that strengthen municipalities' core operational capabilities through increased regional cooperation. Projects under this program are intended to assist in supporting more efficient and effective municipal service delivery, and enhanced governance and administrative capacity in Saskatchewan.

The TSS Initiative provides cost-shared grants for projects undertaken by two (2) or more Saskatchewan communities which lead to:

- Improved inter-community relationships and regional co-operation.
- Enhanced governance.
- Increased administrative capacity; and
- Assistance for municipal restructuring and transitions.

An approved project is provided 75 per cent of ELIGIBLE costs to the specified maximum funded amount of \$100,000.

Who oversees the TSS initiative?

A steering committee consisting of representatives from the Saskatchewan Association of Rural Municipalities (SARM), the Saskatchewan Urban Municipalities Association (SUMA), the Saskatchewan Association of Northern Communities (New North) and the Saskatchewan Ministry of Government Relations oversee the TSS Initiative. The TSS initiative is administered by the Saskatchewan Urban Municipalities Association (SUMA) on behalf of the TSS Steering Committee.

What are the expectations of the TSS Steering Committee?

Project applications must support partnership projects (applicants need at least one (1) partner) related to achieving improvements in municipal operating capabilities for all partners. The cost-shared grant program provides funding towards projects which are intended to 'change the status quo' and advance inter-community collaboration and municipal government capacity development.



What are examples of some past projects?

- Municipal Governance Training.
- Combined Digital Safety Manual.
- Feasibility Studies for Municipal Transitions (i.e. creation of a municipal district).
- Regional Treated Water Feasibility Study; and
- Conflict Management Workshop.

PROJECT FUNDING AND STREAMS

How does the cost-shared grant funding work?

The grant program is based on four (4) funding streams, as outlined below. Each stream offers funding up to a maximum of \$100,000. If a project does not fit with at least one (1) of the four (4) funding streams, it is likely not an eligible project for TSS Initiative funding.

The TSS Initiative will provide funding assistance on a cost-shared basis. **For successful projects, the TSS Initiative will offer 75% of the project's ELIGIBLE costs to the specified maximum amount of \$100,000.** This means that the applicant and project partners will be required to contribute at least 25% of the eligible costs. Partners may use funding from other grant programs towards their portion of eligible costs, if allowed by other programs.

What are the four funding streams?

Stream 1	Stream 2	Stream 3	Stream 4
Capacity Building	Regional Co-operation	Municipal Corporate Transition	Relationship Building & Dispute Resolution
Goal			
Enhance capacity in communities in areas of administration, governance and understanding.	Support communities to work together to create joint or sharing of resources.	Support communities adapting to change as a result of municipal restructuring (e.g. creating a municipal district) that will lead to overall better service delivery and governance.	Foster improved relationships between communities and create a co-operative spirit.
Outcome			
Projects increase and/or strengthen the capacity of municipal leaders, administration and partners or strengthen the municipalities' understanding of their capacity needs.	Projects promote cooperative and regional initiatives between two or more communities, which strengthen municipal governance and/or core municipal administration responsibilities.	Projects support the restructuring and transition of municipalities to achieve greater sustainability, capitalize on economies of scale and realize opportunities.	Projects build relations and/or resolve issues to support communities working together on joint initiatives such as capacity building and regional planning for sustainability.
Funding			
75% of the project's ELIGIBLE costs to the maximum amount of \$100,000.			



ELIGIBLE AND INELIGIBLE PROJECTS AND COSTS

What are **ELIGIBLE** project examples under each stream?

Stream 1	Stream 2	Stream 3	Stream 4
Capacity Building	Regional Co-operation	Municipal Corporate Transition *	Relationship Building & Dispute Resolution
Project Examples			
<ul style="list-style-type: none"> • Governance Training • Administration or governance capacity building workshops • Inter-community administrative training • Efficiency seminars • Developing training or best practice manuals • Asset management development 	<ul style="list-style-type: none"> • District or regional Official Community Plan or Zoning Bylaws • Start-up costs of shared Community Safety Officer (CSO) • Feasibility Study for regional co-operation • Joint-emergency management plans • Joint community planning and land-use management plans • Engagement strategy for regional co-operation • Joint municipal council and partner strategic planning 	<ul style="list-style-type: none"> • Feasibility study for restructuring projects such as municipal districts and mergers • Asset and services consolidation study towards establishing a municipal district • Restructuring agreement study • Explore feasibility of boundary alteration • Joint municipal transition plan 	<ul style="list-style-type: none"> • Facilitation • Engagement • Memorandums of Understanding • Mediation

Municipal Corporate Transition Funding - *Note: If applying for a feasibility study, please also indicate if there is the potential to proceed beyond the initial study. If so, providing a preliminary cost estimate regarding a second phase is encouraged. For example, if a project was to determine the feasibility of creating a municipal district and the feasibility study determined it was positive, a second implementation phase of the project may be eligible for further TSS cost-shared grant funding.

The TSS Steering Committee may give priority consideration to these projects outside of TSS intake time periods.

If a second phase is unknown at the time of application, applicants can apply in the future.



What are **INELIGIBLE** projects?

Ineligible projects include:

- Projects that do not have an identified partner **AND** do not clearly explain how the project **will strengthen or support the core governance and/or administrative responsibilities** of the municipality(ies) involved.
- Economic development projects.
- Tourism development projects.
- Infrastructure projects.
- Capital projects.
- Projects where all or a part of the **funding being requested is to hire municipal employees.**
- Projects that do not include with the application, evidence of a council resolution confirming financial support for the project if it is approved for TSS funding.
- Projects that are normal municipal operations; and
- Any other projects, at the discretion of the Steering Committee, which do not justifiably advance the TSS Initiative's goals.

What are **ELIGIBLE** project costs?

- Approved project costs incurred from the start to the end date set out in a Funding Agreement are eligible. Funding Agreements are drafted by SUMA, who manages the program, following project approval by the TSS Steering Committee.
- All costs that are direct and necessary for the successful implementation of an eligible project, excluding those identified as ineligible.
- Costs for consultant fees such as training, feasibility studies, etc.
- Start-up costs for one-time funding for a regional Community Safety Officer (CSO) program. Note: Funding for CSOs is dependent on an approved business case and proof of a Special Constable Appointment. For details, please contact the TSS Coordinator at info@targetedsector.ca.

In addition to the cost breakdown within the application, what else is required related to project costs?

A formal quote from an independent supplier(s) outlining the costing for the proposed services for the project in detail **must be attached** to the application. The cost breakdown and quote must align.

What are **INELIGIBLE** costs?

Ineligible costs include:

- Reimbursement of salary dollars for direct employees of the municipality. Contracting for specialized consultants related to the project may be eligible and should be described in detail in your application.
- remuneration of council members.
- Honorariums.
- per diems; and
- other employment benefits of employees of the recipient and their partners.



COUNCIL

Does the application require formal support from council?

Yes, the applying municipality must submit a formal letter from council that provides the Council Resolution number to confirm that the grant application is supported and authorized by their council. This provides recognition that there is a legitimate commitment to the project and that the applicant's 25 per cent share of the project's costs stem from an approved funding source.

For similar reasons, the application requires the applicant's declaration that its project partners are also supportive of the grant application and to describe their financial or in-kind contribution.

APPLICATIONS

Who can apply?

Applications for the cost-shared grant **must be submitted by a municipal government** established by or under provincial statute.

Note: Being compliant with the Municipal Revenue Sharing Eligibility Requirements will be a consideration related to the municipality submitting the application (lead applicant).

Does the applicant need a partner?

Yes, applicants must partner with a minimum of one other community on proposed projects, and it must be a real partnership, not just lending their name to the application. Communities may include, but are not limited to, other municipalities, First Nations, regional organizations, district planning commissions, for example. The project must have tangible benefit for all organizations included in the application.

Provincial associations are not considered community partners.

Wherever practical, project partners should be co-located regionally.

When can applications be submitted?

The TSS Initiative accepts applications on an ongoing basis, determined by the TSS Steering Committee.

How do I apply?

Applications are completed and submitted online. A link to the application is on the SUMA and SARM websites with links to the Government of Saskatchewan website.

How many applications can a municipality submit?

Municipalities are limited to **two (2) applications as the lead applicant** per calendar year. However, municipalities that are applying as the lead applicant **CAN be a partner on other TSS applications** during the same period.



Can a municipality submit again if a previous application was denied?

Yes, unapproved applications may be re-submitted as a new application for the same project provided the project is within the scope of the program and meets the eligibility criteria.

However, it is important to ensure that all grant eligibility requirements are met. This may not have been the case if the previous application was denied.

The TSS Coordinator can provide details related to eligibility criteria.

APPLICATION REVIEW

How will each application be reviewed?

Applications will be processed through the following steps:

1. Application is submitted by applicant and received by the TSS Steering Committee.
2. Applications are screened and assessed based on eligibility and scoring criteria.
3. The TSS Steering Committee deliberates merits of applications and gives final approval; and
4. Applicants are notified about their application's status.

What are the scoring criteria?

The scoring criteria are based on:

- Overall quality and completeness of the applicant's responses.
- Extent to which the project aligns with the funding stream outcomes.
- Justification for how the project advances or strengthens core municipal business operations (governance and/or administration).
- Feasibility of attaining the project's objectives in relation to the actual or projected timelines; and
- Evidence of council support.

APPLICATION STATUS

When will the outcome of the application be shared?

Applicants will receive notice of their application status within 90 days following the intake deadline.

FUNDING AGREEMENT

How will funds be distributed to successful applicants?

Successful applicants will be required to enter into a Funding Agreement. The Funding Agreement will include terms and conditions for using the TSS Initiative funds. Payment will be distributed according to the payment and reporting schedule of the Funding Agreement and is based on the total funding amount.

Recipients of TSS Initiative cost-shared funding must ensure that contracts will be awarded in a way that is fair, transparent, competitive, and if applicable, in accordance with international and domestic trade agreements. These trade agreements, include, but are not limited to: the



Canadian Free Trade Agreement, the New West Partnership Trade Agreement, and the Canada-European Union Comprehensive Economic and Trade Agreement.

REPORTING

What reporting is expected of successful applicants?

The TSS Steering Committee will require a **project report** from the lead applicants on all successful projects. Reporting requirements will be clearly outlined in the Funding Agreement. For each application, the **Project Report** will be provided upon substantial completion of the project and must include:

- A summary of the completed project.
- Any issues associated with the project.
- An assessment of project outcomes related to the goals of the TSS initiative.
- A description of how outcomes were measured; and
- A list of expenditures supported by supplier invoices and consultant reports.

CHECKLIST

Before an application is submitted, please ensure:

- ☐ The applicant is a municipal government and there is at least one community partner.
- ☐ The proposed project is in-line with at least one of the four funding streams.
- ☐ The proposed project clearly explains how the core governance and/or administration of the municipality (and all partner municipalities) will be strengthened upon completion of the project.
- ☐ A formal quote from an independent supplier(s) is attached with a detailed breakdown.
- ☐ The cost breakdown is in-line with the formal quote; and
- ☐ A formal letter from council is attached with the resolution number.

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