



Targeted Sector Support (TSS) Initiative

Cost-shared Grant Application Guide

This guide has been created to describe the cost-shared grants under the TSS Initiative, determine eligibility and assist applicants in filling out and submitting a complete application. The guide describes the purpose of the TSS Initiative and what the evaluation committee is looking for in each application.

Instructions for completing the application can be found within the application.

Please keep in mind that approval of the cost-shared grant depends considerably on the applicant's ability to complete the application as comprehensively and accurately as possible.



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A. What is the Targeted Sector Support (TSS) Initiative?

Targeted Sector Support (TSS) is a portion of Municipal Revenue Sharing (\$1.5 million per fiscal year) used to encourage inter-community collaboration, help build capacity and promote good governance in all Saskatchewan municipalities. The funds are used to support projects that help municipalities strengthen their core governance and administration responsibilities, and advance the priorities set by the Steering Committee.

The Steering Committee consists 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 Ministry of Government Relations.

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
- assistance for municipal transitions

The TSS Initiative has been established to improve the viability and long-term sustainability of municipal governments by providing funding support for projects which meet the above goals.

B. Eligibility

The TSS Steering Committee is looking for project applications by partnerships of two (2) or more Saskatchewan communities willing to work together to improve co-operation, capacity, administration, and governance. The cost-shared grant program has been designed to provide funding towards projects which are intended to 'change the status quo' and advance inter-community collaboration and municipal government capacity development. Applicants are encouraged to think about projects which maximize the potential for change.

Applications for the cost-shared grant **must be submitted** by a municipal government established by or under provincial statute. Applicants **must partner** with other communities on proposed projects.

Other communities may include, but are not limited to, other municipalities, regional committees, district planning commissions, First Nations, organized hamlets, parks, etc.

Projects which are **ineligible** include: **economic development projects, tourism development projects, infrastructure projects, capital projects** or any other projects that are **normal municipal operations** and, at the discretion of the Steering Committee, do not justifiably advance the TSS Initiative's objectives.

Applicants **must submit** a cost breakdown and quote for services in their application.

IMPORTANT:

Salaries, remuneration, honorariums, per diems, and other employment benefits of employees of the recipient and their partners are **NOT** eligible expenses.



Eligible and ineligible costs include (not exhaustive):

Eligible	Ineligible
Costs incurred between the agreement effective date and the agreement end date, as set out in the Funding Agreement (to be awarded following a grant approval by the TSS Steering Committee).	Costs incurred prior to the agreement effective date and the agreement date, as set out in the Funding Agreement.
All costs that are considered to be 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.	Costs incurred for cancelled projects. All capital costs. Any overhead costs, including salaries, remuneration, honorariums, per diems and other employment benefits of any employees of the recipient and their community partners, in relation to the activities normally carried out by employees.

Legislative compliance, such as the Municipal Revenue Sharing Eligibility Requirements, may be a consideration of the TSS Steering Committee when screening applications.

C. Application Intake

The TSS Initiative accepts applications during intake periods as determined by the Steering Committee, with the aim of holding two (2) intakes per fiscal year. Typically, announcements regarding an upcoming intake are provided ahead of time and throughout the intake's duration.

Municipalities are limited to **one (1) application as the lead applicant** per intake period. However, municipalities that are applying as the lead applicant **CAN be a partner on other projects** during the same intake period.

Unapproved applications from previous intakes may be re-submitted as a new application for the same project, provided that grant eligibility requirements are met. Previous grant recipients may submit a new application for a previously approved TSS grant for a different component of the same project, if the project was found to have evolved and still meets grant eligibility requirements.

D. Project Funding

The grant program is based on **four (4)** funding streams, as outlined below. Each stream offers funding up to a specified maximum amount. The maximum amount increases between streams due to complexity, potential for increased costs and the ability for projects to impact the normal business operations for municipalities. For example, Stream 1 – Dispute Resolution & Relationship Building, is eligible for a smaller amount of funding than Stream 4 – Municipal Transition. This is because Stream 4 is more complex, has higher potential costs and has the greatest potential to change the status quo.



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 in each stream, as funds are available.** This means that 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 the other grant program allows it.

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.

	Stream 1	Stream 2	Stream 3	Stream 4
	Dispute Resolution & Relationship Building	Capacity Building	Regional Co-operation	Municipal Transition
Goal	Foster improved relationships between communities and create a co-operative spirit.	Enhance capacity in communities for overall administration, governance and understanding.	Support communities to work together to create joint or sharing of resources between communities.	Communities adapt to change and are supported in transitions that lead to overall better service delivery and governance.
Outcome	Projects resolve issues and/or build relations to support communities working together on joint initiatives such as capacity building and regional planning.	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 administration capacity.	Projects support the restructuring and transition of municipalities to achieve greater sustainability, capitalize on economies of scale and realize opportunities.
Funding	75% of the project's ELIGIBLE costs to the maximum amount of \$100,000 as funds are available.			
Examples	<ul style="list-style-type: none"> • Mediation • Facilitation • Engagement • Memorandums of Understanding 	<ul style="list-style-type: none"> • Governance Training • Administration or governance capacity building workshops • Inter-community administrative training • Efficiency seminars • Training manuals that advance governance and administration 	<ul style="list-style-type: none"> • New district Official Community Plan and Zoning Bylaws • Feasibility Study for regional co-operation • Joint-emergency management plans • Joint growth management plans • Engagement strategy for regional co-operation • Joint strategic plan • Regional cost recovery study 	<ul style="list-style-type: none"> • Feasibility study for Municipal District • Asset study towards establishing Municipal District • Restructuring agreement study • Explore feasibility of boundary alteration • Joint municipal transition plan



E. Council/Administration Support

The applying municipality **must submit** a formal letter from Council to provide the Council Resolution number or Administration Bylaw number, whichever is applicable, to confirm that the grant application is supported and authorized by their council or a delegated municipal administrator. This provides recognition that there is a legitimate commitment to the project and that the applicant's 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.

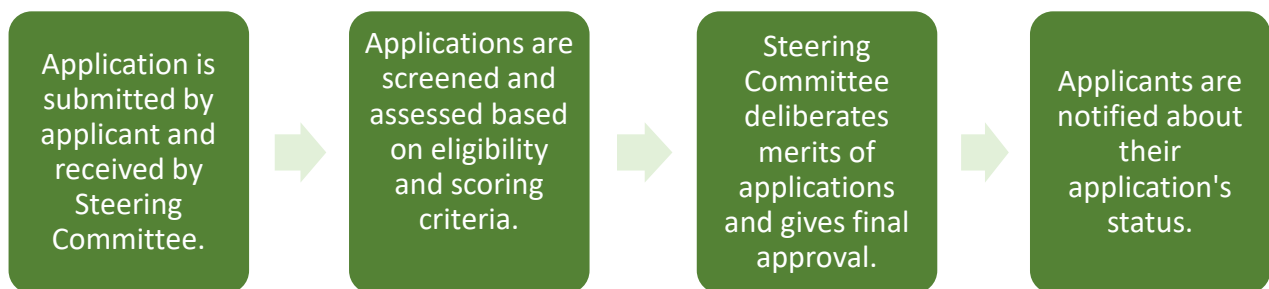
F. Application Evaluation and Scoring

Applications will be awarded points based on the following scoring criteria. Applicants are encouraged to clearly demonstrate how their project will meet these criteria in their applications. Preference will be given to projects that have clearly demonstrated how their project aligns with TSS's intended outcomes and the impact the project will have on all partners.

Scoring Criteria:

- 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 normal municipal business operations
- Feasibility of attaining the project's objectives in relation to the actual or projected timelines
- Evidence of council or administration support

Applications will be processed through the following steps:





G. Reporting

The TSS Steering Committee will require a report from the lead applicants on all successful projects. Reporting requirements will be clearly outlined in the Funding Agreement signed by the lead applicant and the TSS Steering Committee. For each application, reporting includes:

Project Report – this report will be provided upon substantial completion of the project. It must include a summary of the completed project, issues associated with the project, an assessment of project outcomes as they relate to the objectives of the TSS initiative, a description of how outcomes were measured, and a list of project expenditures supported by supplier invoices and consultant reports.

H. Funding Agreement

Successful applicants will be required to enter into a Funding Agreement with the TSS Steering Committee. 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 funding must ensure that contracts will be awarded in a way that is fair, transparent, competitive, and consistent with value-for-money principles, 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*.

I. Application Status

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

For assistance or more information, please contact:

info@targetedsector.ca