

Building Sustainable Communities Grants Program

Overview for Applicants

2023/24 Intake

Application Deadline Extended to January 23, 2023



Building Sustainable Communities Program

The program was developed to:

- Foster thriving and sustainable communities.
- Help provide a high quality of life for Manitobans by responding to neighbourhood, municipal and regional priorities.
- Strengthen the non-profit sector and promotes capacity, sustainability and resilience in our communities.

Eligibility

Eligible Applicants

- Non-profit organizations
- Charitable organizations
- Municipalities
- Northern Affairs Community Councils

Ineligible Applicants

- For profit organizations
- Individuals

Funding

- Maximum provincial contribution of 50% of eligible costs
 - Up to a maximum grant of \$75,000
 - For larger capital projects up to a maximum grant of \$300,000
- Minimum non-government contribution of 10% required
 - Non-government sources include funds raised through fundraising activities, donations/support from individuals, businesses, charitable organizations, community foundations and service clubs
 - All projects except for planning projects

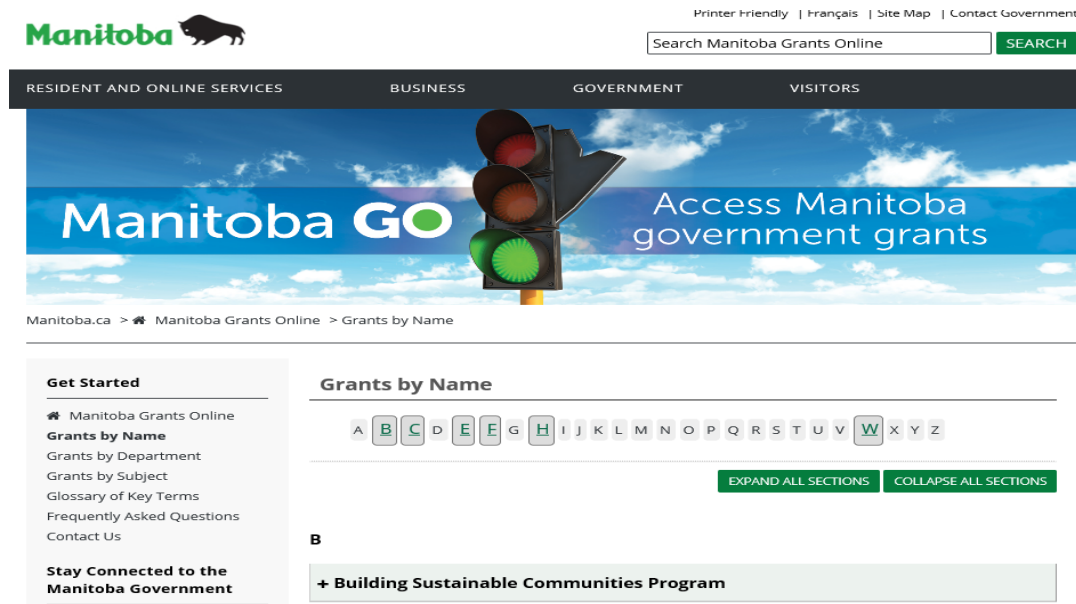
Larger Capital Projects

- Applications for larger scale community capital projects, requesting over \$75,000 and up to \$300,000, require additional information to evaluate, including:
 - Project phases including timelines of the project, if applicable
 - Status of the RFP or tendering process
 - Status of the plans/drawings (Class of drawings, etc.)
 - Two quotations

Program Guidelines

- Program Guidelines provide a detailed list of eligible projects and activities
- BSC Program Guidelines can be found at:

<https://www.gov.mb.ca/grants/grant-name.html>



The screenshot shows the Manitoba Grants Online website. At the top, there is the Manitoba logo and a search bar for 'Search Manitoba Grants Online'. Below the search bar is a navigation menu with categories: RESIDENT AND ONLINE SERVICES, BUSINESS, GOVERNMENT, and VISITORS. A large banner features the text 'Manitoba GO' and 'Access Manitoba government grants' with a traffic light graphic. Below the banner, the breadcrumb trail reads 'Manitoba.ca > Manitoba Grants Online > Grants by Name'. The main content area is titled 'Grants by Name' and includes an alphabetical index from A to Z, with 'W' highlighted. Below the index are two buttons: 'EXPAND ALL SECTIONS' and 'COLLAPSE ALL SECTIONS'. Under the letter 'B', a program is listed: '+ Building Sustainable Communities Program'. A sidebar on the left contains a 'Get Started' section with links to 'Manitoba Grants Online', 'Grants by Name', 'Grants by Department', 'Grants by Subject', 'Glossary of Key Terms', 'Frequently Asked Questions', and 'Contact Us'. At the bottom of the sidebar is a section titled 'Stay Connected to the Manitoba Government'.

Application Form

The 2023-24 application intake is now open
Deadline for submission of applications has been EXTENDED to January 23, 2023



Before you Start

IMPORTANT to have the most up to date version of Adobe

How to check Adobe version:

- 1) Open Adobe Reader
- 2) Click or tap on 'Help' from the menu bar
- 3) Click or tap on 'About Adobe Acrobat'

For more information on how to update Adobe visit:

<https://get2.adobe.com/reader/>

Instructions on how to use and save the fillable PDF can be found here:

https://www.gov.mb.ca/grants/pdf/fillable_form_instructions.pdf

Section A – Applicant Information

- Legal name needed for agreements
- Include operating name if applicable

→ Name of Applicant (Legal Name of Organization):
 → Operating Name (if different than above):

- Mailing address required
- Ensure information is complete

→ Organization Mailing Address Street or P.O. Box:
 City or Town:
 Postal Code:
 Email: (if available):

- Primary contact will:
 - receive all correspondence
 - be the first point of contact if any questions or additional information on the project is required
- Secondary Contact will be contacted if needed.

→ Contact Information

Primary Project Contact

Secondary Contact

Name:
 Position:
 Phone Number:
 Email:

Section A – Applicant Information

ORGANIZATION DESCRIPTION

1. Briefly describe the mandate or purpose of your organization. (limit 750 characters)

- Why does your organization exist?
- This section may include your organization's mission statement

EXAMPLES:

1. Briefly describe the mandate or purpose of your organization. (limit 750 characters)

The organization promotes healthy living amongst the seniors in the community. We provide a safe environment and help with problems such as income assistance, medical assistance, loneliness, and isolated problems. We also supply resources such as will planning, diabetes information, computer training, and exercise classes.

The curling club mandate is to:

1. Provide an organized structure for carrying out curling activities for the community
2. Maintain and upgrade as needed the physical building for these activities to take place

The Rural Municipality provides good government and services and facilities that are necessary for all. We develop and maintain a safe and viable community. We are also the employer of choice within the region that is known for their business and service excellence, progressive and collaborative nature and putting people first.

Section A – Applicant Information

2. Briefly describe the current activities of your organization. (*e.g. what are your programs/services, who do you serve?*) (limit 750 characters)

- What are your organization's current activities and/or services?
- What does your organization do?

EXAMPLES

2. Briefly describe the current activities of your organization. (e.g. what are your programs/services, who do you serve?) (limit 750 characters)

The senior resources centre provides for the care of local senior residents:

- Taking them to medical appointments, hospital, and home visits
- Phone and internet accessibility
- Workshops and events like craft making items for craft show
- On site activities, free breakfasts, food bank, and intergenerational programming

The curling club and building carry out and provide space for:

1. Weekly scheduled curling
2. Annual curling events
3. Divisional and regional school curling events
4. Private rentals of the facility
5. Maintain the facility putting in ice, general caretaking

The organization leads and takes part in teaching traditional methods, land gathering of foods and medicines, intergenerational knowledge exchange of culture and traditions. We also address environmental and conservation issues to make sure our land, water, and animals are respected.

Section B – Project Information

PROJECT TITLE

- Provide a clear project title that describes your project

Example: RM Arena Upgrades and Repair
Trail Signage Improvement
Town Film Festival
Newcomers Women’s Outreach

PROJECT TIMELINE

Start Date

Completion Date

- Best and realistic estimate of when your project will start and be completed
- Project start date - expenses incurred prior to April 1, 2023 will not be eligible
- Project completion date - can be no later than March 31, 2025

Section B – Project Information (*continued*)

TYPE OF PROJECT Capacity Building Capital Community/Regional Initiatives
Please check Equipment Planning Large Capital

- Choose the most applicable category
- Choose only one category unless there are different components to your project

PROJECT LOCATION

- **IMPORTANT** to fill out the project location if different than the organization's mailing address

Project Types

- Capacity Building
- Capital Infrastructure
 - Regular stream (grant requests \leq \$75,000)
 - Large Capital (grant requests $>$ \$75,000)
- Community and Regional Initiatives
- Equipment
- Planning Activities

Capacity Building Projects

Projects with the intent of action on identified community issues, realizing on development opportunities, enhancing charitable giving and volunteerism, and improving community well-being and stability.

- Projects that make your organization better or more efficient
- Projects that make your board members more informed and/or provide training

Examples:

- Database update
- Staff or volunteer training/workshops
- Board development workshops
- Certification of your non-profit organization with Imagine Canada

Capital Projects

Projects that support infrastructure through new community, culture, and recreation development. As well as projects that extend, improve, or enhance existing public use community facilities and spaces.

- Develop new or upgrade existing infrastructure to meet community or regional needs

Examples:

- Upgrades to community centre
- Purchase and install commercial kitchen equipment
- Construct new outdoor accessible play space
- Build a community recreation park
- Replace damaged flooring in the community hall

Community or Regional Initiatives Projects

Initiatives that enable communities or regions to initiate local actions that address identified needs or opportunities.

- Projects that support programs and services for community groups and citizens
- Projects that expand or enhance an existing program (Note: Ongoing programs existing for two years are not eligible)

- Examples:**
- Develop online supports to increase accessibility to programs/information
 - New or enhanced programs
 - Start up of a shelter, meal share program, bike valet service, pop up playground
 - Cultural Camps
 - Outreach and engagement programs

Equipment Projects

Projects involving the purchase of non-expendable equipment that will remain in the community facility or with the organization

Examples:

- Purchase of grounds maintenance equipment
- Purchase of tables and chairs for community hall
- Purchase of computers and printers for organization's office
- Purchase of fitness equipment

Planning

Activities that inform community or regional decision making about priorities and plans for future development.

- Projects involving planning activities including community or neighbourhood plans, regional plans, developmental plans

- Examples:**
- Review and update current zoning by-law and municipal development plans
 - Develop community recreation or master plan
 - Active transportation plan
 - Feasibility studies

Section B – Project Information

PROJECT DESCRIPTION

3. Provide a detailed description of the project applied for in this application (e.g. *what is the project goal(s), what are the specific activities, how is it a new or enhanced program?*) (limit 1000 characters)

The purpose of the project is to:

- If applicable, describe project phases and identify the specific phase that is being applied for in this application

Project activities include:

- What are the project's specific activities?
- What steps are involved in the project?

EXAMPLES

3. Provide a detailed description of the project applied for in this application. (e.g. what is the project goal(s), what are the specific activities, how is it a new or enhanced program?) (limit 1000 characters)

Community and Regional Initiatives

The purpose of the project is to:

The purpose of the project is to enhance on-site programming at the centre with the establishment and implementation of three new programs: 1. Volunteer Management Program-recruit: train volunteers to assist residents who have various challenges, mobility issues, failing health and/or living in social and emotional isolation, and poverty. 2. Drop-in services/workshops and on-site activities. 3. Artist in Residence: Indigenous artistic classes, artist incentive program utilizing craft sales.

Project activities include:

We will hire a project director to coordinate the three programs using our existing space. We will contract presenters to implement the workshops and purchase supplies needed for participants.

Capital Project

The purpose of the project is to:

The purpose of the project is to renovate and upgrade our community hall to increase accessibility and improve energy efficiency.

Project activities include:

The project will consist of 2 phases: Phase 1 – relocation of existing electrical panels, geothermal heating/cooling unit and hot water tank from “Furnace Room.” This is the phase of funding we are applying for and includes contractor quotations and approved plans. The future phase 2 will consist of reconfiguring existing floor space and construction of new washroom facilities as well as replacing all existing water and sewage lines as per attached “Washroom Renovation Plan.”

Section B – Project Information

4. For capital projects, please complete the following:

- A) Improvements to an applicant-owned facility
 Improvements authorized by a municipality for a municipally owned facility (include authorization letter)
 Improvements to a privately owned facility
- i. For privately owned facilities, do you have a lease? Yes No
ii. When does your lease expire?
iii. Do you have the owner’s permission for this project? Yes No

- Need to identify who owns the facility – your organization, the municipality, or privately owned
- If the facility is privately owned, the following information is required :
 - Identify if your organization has a lease for the facility
 - Expiry date of lease - 5 years is required (or confirmation of an extension option in your current lease)
 - Identify if the owner has approved of the project

Section B – Project Information

4. For capital projects, please complete the following:

B) Have professional plans/drawings been drafted for your project? Yes No N/A

C) Please select one of the following regarding the status of the required/applicable permits for your project:

- We have obtained applicable permits for the project
- We have applied but not received approval to date
- We have inquired and permits are not required
- We have not yet but will obtain the necessary permits

- Please ensure you have consulted with the appropriate authorities during the project planning process
 - E.g. engineer, architect, landscape architect, permitting authority

Section B – Project Information

4. For capital projects, please complete the following:



FOR LARGER CAPITAL PROJECTS – requesting over \$75,000 and up to \$300,000 in funding, please attach a detailed project description including project timelines, status of RFP/tendering process and plans/drawing (NOTE: a minimum of two (2) contractors' quotes/estimates are required)

- If this application deals with a larger capital project, applicants needs to attach a document that provides a detailed project description, that should include:
 - Project phases including timelines of the project if applicable
 - Status of the RFP or tendering process
 - Status of the plans/drawings (Class of drawings, etc.)
 - Minimum two (2) quotations are required

Section B – Project Information

5. Describe why your project is important to your community/neighbourhood and how it helps build a thriving sustainable community. (limit 700 characters)

- How will the project help build and improve your community?
- How will the project make the quality of life of your citizens better?
- What community need is being addressed?

EXAMPLES

5. Describe why your project is important to your community/neighbourhood and how it helps build a thriving sustainable community. (limit 700 characters)

Capacity Building Project:

With improved organizational capacity for operational requirements and management of volunteers and members, our organization can develop and implement a greater number of programs with greater quality to improve cycling safety, accessibility, and convenience for residents and visitors including tourists. Successful cycling programs will lead to improved health and lower costs of living.

Community and Regional Initiative

We believe through the increase of social interactions people's personal safety network will grow. Seniors will have more people to reach out to during an emergency. This will increase senior's ability to lead more active lives

Capital Project

A flourishing Recreation Complex provides recreational and educational opportunities to keep people of all ages physically and mentally fit and attract people to stay, work and play here and keep our rural community vibrant. Long-term investments in our arena attract young people to the community and help maintain a population level required to keep our local elementary and high school open and support the desired services needed to keep our rural town thriving

Section B – Project Information

6. Who will benefit from the project and please be specific of all groups (include specific interest groups e.g. youth, seniors, ethnocultural, indigenous peoples, people experiencing homelessness, etc.) and what neighbourhood(s), community(s), municipality or region will have access/impact/benefit?

List all groups that will benefit

- Community demographics such as youth, seniors, newcomers
- Serve various neighbourhoods and/or communities

List all communities/geographic areas that will benefit

- What geographic area will the project impact? (community(s), district, region)
- Impact on the region or multiple municipalities

EXAMPLES

6. Who will benefit from the project and please be specific of all groups (Include specific interest groups e.g. youth, seniors, ethnocultural, Indigenous peoples, people experiencing homelessness, etc.) and what neighbourhood(s), community(s), municipality or region will have access/impact/benefit?

Community and Regional Initiative Project

List all groups that will benefit

- Camp participants will include youth, Elders, single parents, and children.
- We are anticipating that many Manitobans will benefit from this as an example/template for other communities/organizations to follow.

List all communities/geographic areas that will benefit

- Our project will benefit the northeastern region including four communities

Planning Project

List all groups that will benefit

- Our municipality is culturally diverse including francophone, indigenous people, and a growing newcomer population.
- Residents of the municipality, developers and Council will benefit from the completed plan.
- Children, youth, families, and seniors.

List all communities/geographic areas that will benefit

- The Municipality's population of 3,121 during the winter months triples to over 9,500 during the summer months.
- The completed plan has taken into consideration future growth and incorporated the plans from the two neighbouring municipalities.

Capital Project

List all groups that will benefit

- Groups that use the hall include the Lodge, Seniors Club, Women's Club, Lions Club, Child Care Centre, Municipal Council, local business meetings and conferences, and church groups.
- Children, youth, seniors, families, indigenous peoples, newcomers, people/ with disabilities

List all communities/geographic areas that will benefit

- The Community hall is utilized by 4 communities within the municipality (total population 5,800)
- The 3 surrounding municipalities also utilized the hall (total population 7,400).

Section B – Project Information

7. Identify how your project benefits the community or region.

Choose up to three of the following Building Sustainable Communities Program priority areas:

- Increases community participation (e.g. increased reach, accessibility, diversity or use of a facility/space)
- Adds, enhances or extends the lifespan of public use community facilities or spaces
- Enhances or provides new community programs or resources
- Improves organizational capacity to address identified community opportunities or needs
- Other – specify

- Check up to three of these BSC priority areas that you feel your project meets

Section B – Project Information

8. Does your project support a local, municipal or regional plan/priorities? Yes No

If yes, please identify the plan. (e.g. such as community master or recreation, neighbourhood renewal, tourism, municipal or regional plan) (limit 300 characters)

- Does your project address any items in a local, community municipal plan
- Examples of plans could include:
 - Strategic plan, municipal plan, community, neighbourhood or regional plan
 - Tourism or recreation plan
- If no plan - indicate you are not aware of any plan
- Has your project been identified as a priority in your community?

EXAMPLES

8. Does your project support a local, municipal or regional plan/priorities? Yes No

If yes, please identify the plan. (e.g. such as community master or recreation, neighbourhood renewal, tourism, municipal or regional plan) (limit 500 characters)

Capacity Building Project

The WRHA released a report stating that people in our area live 15 years less than anyone in other areas of the city. This can be attributed to lack of resources for proper nutrition, isolation, and mental health issues. In order to meet sustainable development goals the community needs to have a place to come together and help each other to find solutions to crisis that is facing the neighbourhood.

Planning Project

The Municipality's Strategic Plan states that municipal residents will have access to programs, services and infrastructure that contribute to their well-being and quality of life. Plans will be developed that define the Municipality's role and responsibilities and outline the delivery of social, recreational and cultural services. The master plan will serve as a planning tool to assist with effective utilization of existing parks and facilities and to determine recreational deficiencies.

Capital Project

Our community is very diverse, including many new Canadians. Our local government and user groups have always tried to ensure facilities are open and accessible to all members of the public. These facility upgrades will make sure the washrooms meet those goals as per the Municipality's Accessibility Plan which is available upon request.

Section B – Project Information

COMMUNITY SUPPORT AND INVOLVEMENT

9. List your non financial partners and their contribution that are specific to this project. (e.g. *gift/services in kind, administrative or technical support*) Note: Financial/funding partners to be listed under Budget Section – Other revenue sources

Partner Organization Name Partner Organization Contribution

Partner Organization Name	Partner Organization Contribution
Examples:	
Kinsmen Club	Volunteer labour
Manitoba Lodge and Outfitters	In-kind services and expertise
Jackson's Trucking	In-kind operator and equipment

- Partners should be specific to your project
- In-kind donations can include donations of services, volunteer, expertise, equipment use etc.

Section B – Project Information

10. Describe if and how volunteers are involved in the project. (e.g. *planning, fundraising, volunteer labour, etc.*) (limit 300 characters)

- Volunteer activities must be specific to the project
- What kind of tasks will volunteers be doing to contribute to the project?
- Examples: fundraising, volunteer labour, project planning/coordination, program implementation

EXAMPLES

10. Describe if and how volunteers are involved in the project. (e.g. *planning, fundraising, volunteer labour, etc.*) (limit 300 characters)

Community and Regional Initiative Project

A volunteer male and female supervisor will provide important mentorship, guidance, and be a role model. Different Elders from each community will volunteer to share their knowledge of the land, water, culture, traditions, and stories. Community Conservation Officers will share their knowledge pertaining to environmental laws and regulations. Health workers will volunteer and be available should an emergency happen during a workshop.

Capital Project

Members of the Auditorium Hall Board will be providing volunteer and administrative support in the planning and preparation phase of the project. The Hall Board will also undertake preparatory work for both phases of the project – relocating storage/maintenance room, removal of old shelving/counters/cabinets, relocating existing bar equipment and construction of a wall to separate the new mechanical room.

Section B – Project Information

FOLLOWING PROJECT COMPLETION

11. Briefly describe one or more of the following as relevant to your project: (limit 300 characters)

For planning projects: how the plan will be implemented?

For capital and equipment projects: how will the facility and equipment be maintained?

For new or enhanced programs and initiatives: how will the activity be sustained?

Planning Project

Recommendations identified in the plan will be reviewed, discussed and prioritized by council to determine the municipality's priorities in the short term, intermediate, and long term phases. Municipality will be responsible to implement.

Capital Project

The facility and equipment will be maintained by our staff and trades people as required. Daily maintenance logs are in place for our facility and will be implemented for the equipment as well. Staff will be trained in the cleaning and maintenance of the equipment including proper sterilization techniques. User fees will sustain the facility, equipment, and the programs offered.

Community and Regional Initiatives Project

The outreach program will be evaluated and permanent partnerships will be established to continue to offer the program in our community.

Section C – Financial

ELIGIBLE PROJECT COSTS:

Labour, consultant or contractor fees, project specific salary/wages

<i>Sub-total</i>	\$ 0.00

Project costs should be based on quotes or estimates (and can include taxes)

- Note: quotations do not need to be separated into each category/heading

Salary/wages must be specific to the project

- Note: Salaries of any existing employees of the applicant or their partners are not eligible.

Purchase of equipment and supplies

<i>Sub-total</i>	\$ 0.00

Any purchase of equipment or supplies specific to the project e.g. computers, lumber, playground equipment, etc.

Rental of facilities and equipment

<i>Sub-total</i>	\$ 0.00

Rental of facilities and equipment e.g. rental of hall for seniors fitness program, rental of scissor lift for construction

Section C – Financial

Administration costs for the project could include paper, office material, copying, mailings

Other Eligible costs would be items that do not fit in any of the other categories



Other eligible costs (e.g. administration costs, other)

Administrative Costs (maximum 5 per cent of eligible costs or \$30,000, whichever is less)

Sub-total

\$ 0.00

Sub-total Eligible Costs

\$ 0.00

For a list of ineligible costs refer to the Program Guidelines [link](#)



INELIGIBLE COSTS

(e.g. administration costs over 5 per cent, existing staff wages/salaries, land acquisition, fees, debt)

Sub-total Ineligible Costs

\$ 0.00

TOTAL PROJECT COSTS

\$ 0.00

Section C – Financial

PROJECT REVENUES:

Building Sustainable Communities Program Grant Requested*

Up to 50% of the project eligible costs up to a maximum grant of \$75,000

Up to 50% of the project eligible costs up to a maximum of \$300,000 for larger capital projects

** Amount requested can be no more than 50 per cent of project eligible costs, to a maximum of \$75,000*

** For larger capital projects amount requested can be no more than 50 per cent of project eligible costs to a maximum of up to \$300,000*

Applicant's own funds (confirmed for use for the project)

Organization's own funds that are confirmed and available for the project

Other revenue sources:

Identify if revenue is confirmed or anticipated

Anticipated	▾
Anticipated	▾
Anticipated	▾

Sub-total

Important to identify if other revenue sources are confirmed or anticipated

Financial contributions from partners should be included

Revenue should include a minimum of 10% of total eligible project cost from non-government sources (government sources include municipal/other provincial departments or federal funding)

Section C – Financial

Is there an alternate plan for the project to proceed if anticipated revenue sources are not successfully obtained? Please describe. (i.e. line of credit, own available funds, loan, etc.)



Additional revenue sources on hand that can be used if anticipated revenue sources are not secured in order to complete the project

TOTAL PROJECT REVENUES

\$ 0.00



Total Project Revenues must equal Total Project Expenses (this includes Ineligible Project Costs)

Section C – Financial

PROJECT IN-KIND SUPPORT:

Estimated hours of volunteer labour X \$14.15 per hour (minimum wage)

← Estimate number of hours that volunteers will be involved in the project (as identified in Question #10)

List and provide a value for donated goods and services

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

← List the in-kind support including donated material, labour and or services (as identified in Questions #9)

TOTAL PROJECT IN-KIND SUPPORT

Section C – Financial (Examples)

Capital Project Example

ELIGIBLE PROJECT COSTS:

Labour, consultant or contractor fees, project specific salary/wages

Labour & Materials - Building	\$ 133,901.00
Labour – Landscaping	\$ 7,885.00
Labour – Concrete Pad	\$ 24,340.00
<i>Sub-total</i>	\$ 166,126.00

Purchase of equipment and supplies

Trees, Shrubs, Grass, other landscaping supplies	\$ 1,410.00
Concrete Pad – Materials/Supplies	\$12,150.00
<i>Sub-total</i>	\$13,560.00

Rental of facilities and equipment

<i>Sub-total</i>	

Labour costs must be specific to the project. Existing staff salaries are not eligible.

If quotes are not itemized, they can be listed under the most appropriate category.

Project costs can be rounded to the nearest dollar and can include the taxes.

Community/Regional Initiative Project Example

ELIGIBLE PROJECT COSTS:

Labour, consultant or contractor fees, project specific salary/wages

New Contract Staff – Program Facilitator	\$ 40,000.00
Program Assistants	\$ 5,500.00
Presenter Fees	\$ 10,000.00
<i>Sub-total</i>	\$ 55,500.00

Purchase of equipment and supplies

Program Supplies	\$ 7,500.00
Laptop	\$ 2,500.00
<i>Sub-total</i>	\$ 10,000.00

Rental of facilities and equipment

Facility Rental	\$ 5,600.00
<i>Sub-total</i>	\$ 5,600.00

Section C – Financial (Examples)

Capital Project Example

Other eligible costs (e.g. administration costs, other)	
Administrative Costs (maximum 5 per cent of eligible costs or \$30,000, whichever is less)	
<i>Sub-total</i>	\$ 0.00
Sub-total Eligible Costs	\$ 179,686.00

Other eligible costs are those that do not fall under any of the previous categories

INELIGIBLE COSTS (e.g. administration costs over 5 per cent, existing staff wages/salaries, land acquisition, fees, debt)	
Sub-total Ineligible Costs	\$ 0.00
TOTAL PROJECT COSTS	\$ 179,686.00

If ineligible costs have been included in the project costs, note that these will affect the amount needed in the Project Revenues

Community/Regional Initiative Project Example

Other eligible costs (e.g. administration costs, other)	
Administrative Costs (maximum 5 per cent of eligible costs or \$30,000, whichever is less)	
Transportation	\$ 1,200.00
Administration Costs	\$ 2,300.00
<i>Sub-total</i>	\$ 3,500.00
Sub-total Eligible Costs	\$ 74,600.00

INELIGIBLE COSTS (e.g. administration costs over 5 per cent, existing staff wages/salaries, land acquisition, fees, debt)	
Sub-total Ineligible Costs	\$ 0.00
TOTAL PROJECT COSTS	\$ 74,600.00

Section C – Financial (Examples)

Capital Project Example

PROJECT REVENUES:

Building Sustainable Communities Program Grant Requested* **\$ 75,000.00**

* Amount requested can be no more than 50 per cent of project eligible costs, to a maximum of \$75,000

* For larger capital projects amount requested can be no more than 50 per cent of project eligible costs to a maximum of up to \$300,000

Applicant's own funds (confirmed for use for the project) **\$ 32,000.00**

Other revenue sources:	Identify if revenue is confirmed or anticipated	
ABC Community Foundation	Confirmed	\$ 10,000.00
Grant (\$5,000); Fundraising (\$2,686)	Anticipated	\$ 7,686.00
XYZ Manufacturing	Confirmed	\$ 15,000.00
Business/Community Donations	Confirmed	\$ 40,000.00
Should anticipated funds not be available – confirmed line of credit (\$5,000)	Confirmed	
<i>Sub-total</i>		\$ 72,686.00

Confirmed funds designated to the project (e.g. capital reserve account, bank account, investments)

Other Revenue Sources* include Partnerships:

- Other government sources
- Foundations
- Other granting authorities
- Corporate/Business contributions

*should not be included in the amount entered in Applicant's Own Funds

Community/Regional Initiative Project Example

PROJECT REVENUES:

Building Sustainable Communities Program Grant Requested* **\$ 37,300.00**

* Amount requested can be no more than 50 per cent of project eligible costs, to a maximum of \$75,000

* For larger capital projects amount requested can be no more than 50 per cent of project eligible costs to a maximum of up to \$300,000

Applicant's own funds (confirmed for use for the project) **\$ 12,250.00**

Other revenue sources:	Identify if revenue is confirmed or anticipated	
Canada Summer Jobs	Anticipated	\$ 5,050.00
City of ABC	Confirmed	\$ 10,000.00
ABC Wellness Foundation	Confirmed	\$ 5,000.00
ABC Service Club	Confirmed	\$ 5,000.00
<i>Sub-total</i>		\$ 25,050.00

Section C – Financial (Examples)

Capital Project Example

Is there an alternate plan to proceed with the project if anticipated revenue sources are not successfully obtained? Please describe. (i.e. line of credit, own available funds, loan, etc.)	
Line of Credit available to a maximum of \$10,000	
TOTAL PROJECT REVENUES	\$ 179,686.00

Community/Regional Initiative Project Example

Is there an alternate plan to proceed with the project if anticipated revenue sources are not successfully obtained? Please describe. (i.e. line of credit, own available funds, loan, etc.)	
\$5,500 in funds on hand are available for this project if needed	
TOTAL PROJECT REVENUES	\$ 74,600.00

Section C – Financial (Examples)

Capital Project Example

PROJECT IN-KIND SUPPORT:

Estimated hours of volunteer labour X \$14.15 per hour (minimum wage)

Project In-Kind Support & Donated Goods & Services also show community support for the project.

Volunteer labour should be directly related to the completion of the project.

Community/Regional Initiative Project Example

PROJECT IN-KIND SUPPORT:

Estimated hours of volunteer labour X \$14.15 per hour (minimum wage)

List and provide a value for donated goods and services

TOTAL PROJECT IN-KIND SUPPORT

Donated goods and services should not have been included in the previous pages identifying Project Costs.

List and provide a value for donated goods and services

TOTAL PROJECT IN-KIND SUPPORT

Application – Section D

Your letter of support from the local government should be attached to the application

- In rural and northern Manitoba – local government offices include towns, rural municipalities or Northern Affairs Community Councils
- In the City of Winnipeg a letter from your Ward Councillor



SECTION D - DECLARATION OF APPLICANT

- Letter(s) of support from local government(s) is attached.
Eg. Letter from the Rural Municipality, City, Town or City of Winnipeg Councillor


I hereby certify that I have read, understood, and remain in compliance with the Building Sustainable Communities Program Guidelines (Terms and Conditions).
I understand that signing or typing my name below constitutes a legal signature. I hereby certify that I am an authorized signing officer of the organization, that this application is accurate to the best of my knowledge, and that the information contained in this application is endorsed by the organization that I represent. I also agree to provide further information as requested by Manitoba as part of the Building Sustainable Communities Program.
I acknowledge and consent to sharing this information with program reviewers, technical advisors and other agencies with interests in my project, including the Association of Manitoba Municipalities.

An application signed by an authorized officer is preferred



Signature of organization's authorized officer:

Name	<input type="text"/>	Position	<input type="text"/>
Date	<input type="text"/>		

Click on  and directions will be provided to create your electronic signature

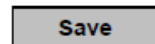
Your personal information is protected by the protection of privacy provisions of The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Information Protection and Electronic Documents Act (PIPEDA). The personal information is being collected for the program administration of the Building Sustainable Communities Program offered by Manitoba Municipal Relations. This collection is authorized under Section 36(1)(b) of The Freedom of Information and Protection of Privacy Act as it is directly related to and necessary for your participation in this program. Your personal information may be disclosed only if there is legislative authority for doing so, or if you consent.


Upon Completion:

- Save your application form to file prior to submitting form
 - Remember to print or keep a copy for your records
- Submit Form - applicants will receive an auto response when the application is received by bsc@gov.mb.ca



Following the completion and signing of the application, please see information below:

 **IMPORTANT to SAVE** a copy of your application to your computer before you press the submit button

 When you press the **SUBMIT** button :

1. An email window will open with your application attached
2. At this time, you can attach supporting documents as required
3. Once you press send, an auto-reply will be sent to your email address
4. Applicant should also save a copy of the original sent email as confirmation that their application was sent by the deadline date

NOTE: If you do not receive an auto-reply please call 204-945-3379 or email bsc@gov.mb.ca

Building Sustainable Communities Program

HOW TO APPLY

Visit <https://www.gov.mb.ca/grants/grant-name.html> for further information including:

- Application Form
- Program Guidelines
- Webinar
- Power Point Presentation (download)



The screenshot shows the 'Manitoba GO' website interface. At the top, there's a banner with a traffic light and the text 'Access Manitoba government grants'. Below the banner, the breadcrumb trail reads 'Manitoba.ca > Manitoba Grants Online > Grants by Name'. On the left, a 'Get Started' sidebar lists: 'Manitoba Grants Online', 'Grants by Name', 'Grants by Department', 'Grants by Subject', 'Glossary of Key Terms', 'Frequently Asked Questions', and 'Contact Us'. Below this is a 'Stay Connected to the Manitoba Government' section. The main content area is titled 'Grants by Name' and features an alphabetical search bar (A-Z) with 'W' highlighted. Below the search bar are two buttons: 'EXPAND ALL SECTIONS' and 'COLLAPSE ALL SECTIONS'. Under the letter 'B', a single grant is listed: '+ Building Sustainable Communities Program'.

Upon submitting your application, applicants will receive an auto response when the application is received

Note: If you do not receive an auto-reply please contact the Building Sustainable Communities Program

Building Sustainable Communities Program

Email: BSC@gov.mb.ca

204-945-3379

(Add this email to your address book to ensure that any correspondence does not go to SPAM)

**For further information and assistance
Manitoba Municipal Relations - Community Development Branch Offices**

<p>Central Region Box 50075, A - 536 Stephen Street Morden MB R6M 1T7 Ph: 204-822-2933 Fax: 204-822-2847 E-mail: Cindy.Kowalski@gov.mb.ca</p>	<p>Interlake Region Room 103, 235 Eaton Avenue Selkirk MB R1A 0W7 Ph: 204-642-6014 Fax: 204-785-5155 E-mail: Ian.Goodall-George@gov.mb.ca</p>
<p>Eastern Region Box 50, 20 1st Street South Beausejour MB R0E 0C0 Ph: 204-268-6021 Fax: 204 268-6070 E-mail: Roger.Langlais@gov.mb.ca</p>	<p>Parkland Region Ph: 204-761-5912 Fax: 204-726-6583 E-mail: Phil.Flamand@gov.mb.ca</p>
<p>Northern Region Ph: 204-268-6021 Fax: 204-268-6070 E-mail: Roger.Langlais@gov.mb.ca</p>	<p>Midwestern Region Rm. 335, 340 9th Street Brandon MB R7A 6C2 Ph: 204-726-6068 Fax: 204-726-6583 E-mail: Charlene.Dysart@gov.mb.ca</p>
<p>Winnipeg Manitoba Municipal Relations 6th floor – 800 Portage Avenue Winnipeg MB R3G 0N4 Ph: 431-334-5633 Fax: 204-948-4042 E-mail: Amber.Mamchuk@gov.mb.ca</p>	<p>Western Region Rm. 335, 340 9th Street Brandon MB R7A 6C2 Ph: 204-726-6069 Fax: 204-726-6583 E-mail: Kris.Doull@gov.mb.ca</p>
<p align="center">General Support E-mail: BSC@gov.mb.ca</p>	<p align="center">Toll-Free Calling 1-855-644-0401</p>

Thank You