



MUNICIPAL COAL TRANSITION ASSISTANCE PROGRAM (MCTAP)

Grant Application Guidelines

The Municipal Coal Transition Assistance Program (the “Program”) was developed by the Province of Saskatchewan as part of its plan to support communities while they transition from coal-based industries to other economic possibilities. Municipalities and businesses in the southeast transition region of Saskatchewan are eligible for support through this program which is designed to attract investment and advance economic development and diversification opportunities in the area. Applications will be reviewed by the Municipal Coal Transition Committee, which is comprised of representatives from City of Estevan, R.M. of Estevan, R.M. of Coalfields, and the Town of Bienfait.

Project Eligibility

Viewed through a lens of job creation, projects must contribute to the economic development of the region in at least one of the following ways:

- Identify, assess (feasibility studies), and advance economic development, job creation opportunities and diversification opportunities
- Improve business conditions to enable long-term economic growth, (asset mapping, industrial site improvement, infrastructure, and investment attraction); and
- Strengthen existing and support new approaches to improve local economic conditions, (inter-municipal cooperation, partnerships, marketing-rebranding, alternate service delivery).

Eligible Project Costs

- a. **Eligible Capital Costs** allowed under the Program, incurred by the Applicant in respect of the including design, acquisition and installation of infrastructure and/or equipment for the Project. Equipment must be directly tied to an identified market opportunity and job creation and is subject to terms and approval of the committee.

The program will fund up to 25% of the applicant’s eligible project capital costs to a maximum of \$200,000.

b. Non-Capital Costs of a kind allowed under the Program, incurred by the Applicant in respect of the Project such as:

- Feasibility studies
- Business planning
- Market research
- Engineering or other professional technical services

The program will fund up to 80% of the applicant's eligible non-capital costs to a maximum of \$200,000.

Non-Eligible Project Costs

- Administrative expenses
- Partisan political or direct religious activity
- To pay down municipal debt
- To purchase land
- To lease property
- To provide labour transition assistance or support
- Home occupations
- Restructuring or refinancing of existing business operations
- Businesses that are primarily involved in wholesale activities
- Assets acquired through operating leases
- Mineral exploration or mine development
- Working capital
- Cost of inventory
- Cellular projects
- Capital projects or leasehold improvements to residential or personal properties
- Acquisitions and buy-outs of existing businesses
- Storefront Enhancements
- Rolling Stock
- Non-registered businesses and corporations
- Business or corporations using funds to pay or subsidize owner or employee salaries
- Any other costs that in the opinion of the committee are not in the public interest.

Information such as permits, licenses, financial statements, detailed cost estimates and resolutions may be required to process an application.

To Apply

Please provide a detailed project proposal including the scope of work, timeline, budget, and project team. For capital items please provide a detailed price quote from a 3rd party vendor. After an initial review, the committee may require further information, such as a site visit or interview prior to approval.

Grant Application Deadlines

Applications are being accepted on a quarterly basis until March 10, 2023 or until such time as funds in the program are no longer available. Applicants may only apply to the program once per calendar year. A decision on applications may be rendered within 6 weeks.

Applications will be accepted on or before the following intake dates:

- December 10, 2021 by 5 pm CST
- March 11, 2022 by 5 pm CST
- June 10, 2022 by 5 pm CST
- September 9, 2022 by 5 pm CST
- December 9, 2022 by 5 pm CST
- March 10, 2023 by 5 pm CST

Application Submissions

Submit your grant application by mail, email, or fax to -

Jeff Ward CPA, CA
City Manager
Municipal Coal Transition Assistance Program
City of Estevan
1102 Fourth Street
Estevan SK S4A 0W7
j.ward@estevan.ca
Fax: 306-634-9790

Applicants may be required to attend a consultation with the Evaluation Committee should the Committee require additional information or clarifications.

Notification and Reporting

- Grant decisions will be made on an ongoing basis with the committee to provide a response to applicants approximately 6 weeks after deadline for application submissions.
- Applicants will be required to complete and sign an application form.
- Funds will be disbursed to applicants on approved projects upon receipt of proof of payment and work completed.
- Once the project is completed a final project summary report must be submitted in full within six months of the project completion with supporting documentation outlining outcomes from the grant, such as number of jobs created, increase in sales or productivity or value of investments made.
- The Municipal Coal Transition Evaluation Committee may request additional information for processing and auditing of grants.