



MUNICIPAL COAL TRANSITION ASSISTANCE PROGRAM (MCTAP)

APPEALS OF FUNDING DECISIONS

ABOUT THE MUNICIPAL COAL TRANSITION ASSISTANCE PROGRAM

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.

OBJECTIVE

The MCTAP strives to provide equitable and consistent treatment of applications in accordance with program objectives, selection criteria and available budget.

The appeal process provides applicants with the opportunity to see reconsideration of a funding decision where evidence suggests that a procedural error occurred during the review of the application.

POLICY

An appeal of an MCTAP funding decision must be based on a compelling demonstration of a procedural error in the review of the application. An appeal process does not result in a reassessment of an application.

The following principles apply to appeals:

Errors are departures from MCTAP’s policies and procedures and may include for example:

- an undeclared or unaddressed conflict of interest; or

- a failure by MCTAP to provide required information to the Evaluation Committee.

The MCTAP will **not** accept appeals based on:

- MCTAP decisions on the eligibility of an applicant or of subject matter;
- differences of opinion between the Evaluation Committee;
- disagreement over the interpretation or analysis of information contained in the application by the Evaluation Committee;
- failure of the applicant to follow applicant instructions;
- composition of the Evaluation Committee; or
- the duration and level of the award.

Supporting material or information not presented in the original application (for example, papers published since the deadline date or illness or other extenuating circumstances) will not be taken into consideration.

Any hearing on an appeal will be based on a majority consensus of the Evaluation Committee; applicants must be present to hear an appeal.

Decisions made through majority consensus of the Evaluation Committee as it relates to appeals will be final.

PROCEDURE

Applicants must submit their appeal in writing within thirty (30) days of receipt of the decision letter. There is no specific format for appeals, but the submission must not exceed two pages. Appeals not respecting the principles described above or the page limit will not be considered.

APPEAL RESULTS

The MCTAP will advise appellants of appeal results in writing. Appeals are normally resolved within two (2) months from the time they are received by the MCTAP Evaluation Committee.