



# MUNICIPAL COAL TRANSITION ASSISTANCE PROGRAM (MCTAP)

## GRANT APPLICATION GUIDELINES

### **ABOUT THE MUNICIPAL COAL TRANSITION ASSISTANCE PROGRAM**

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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**

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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

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### CAPITAL COSTS

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.

### NON-CAPITAL COSTS

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

Non-eligible project costs include the following:

- Expenditures made prior to application date;
- 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

Additional information such as permits, licenses, financial statements, detailed cost estimates and resolutions may be required to process an application. If you are uncertain about the eligibility of costs, please contact Tim Keating ([info@ssep.ca](mailto:info@ssep.ca)) or Jeff Ward ([j.ward@estevan.ca](mailto:j.ward@estevan.ca)).

## NOTIFICATIONS, COMMUNICATION AND REPORTING

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Grant decisions will be made on an ongoing basis with the committee to provide a response to applicants approximately six (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.

Please note that the Municipal Coal Transition Evaluation Committee may request additional information for processing and auditing of grants.

## PRESS RELEASES AND SOCIAL MEDIA COMMUNICATIONS

For any press or social media releases you must:

- Acknowledge the City of Estevan, Southeast Sask Economic Partnership (SSEP), the Municipal Coal Transition Assistance Program (MCTAP) and the Government of Saskatchewan
- Provide a copy to the City of Estevan ([j.massey@estevan.ca](mailto:j.massey@estevan.ca)) and SSEP ([communications@ssep.ca](mailto:communications@ssep.ca)) for approval **BEFORE** posting or releasing.

## APPLICATION PROCESS

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Please provide a detailed project proposal including the scope of work, timeline, budget, and project team. If you have any questions, issues or concerns with this application, please contact Tim Keating ([info@ssep.ca](mailto:info@ssep.ca)) or Jeff Ward ([j.ward@estevan.ca](mailto:j.ward@estevan.ca)).

For capital items please provide a detailed price quote from a third-party vendor. After an initial review, the committee may require further information, such as a site visit or interview prior to approval.

Applications are being accepted on a bi-monthly basis until March 31, 2025, or until such time as funds in the program are no longer available. The 2023 application deadlines are listed below.

Applicants may only apply to the program once per calendar year. A decision on applications may be rendered within six (6) weeks.

**GRANT APPLICATION DEADLINES**

Applications for the 2023 year will be accepted on or before the following intake dates:

- April 28, 2023 by 4:00 pm CST
- June 30, 2023 by 4:00 pm CST
- August 31, 2023 by 4:00 pm CST
- October 31, 2023 by 4:00 pm CST
- December 29, 2023 by 4:00 pm CST

**SUBMITTING AN APPLICATION**

Submit your grant application by email to:

For grant applications for businesses to be located in the RM of Estevan, RM of Coalfields or the Town of Bienfait, submit to:

For grant applications for businesses to be located in the City of Estevan, submit to:

Tim Keating MBA, BEc., RRP, MCIP  
Managing Director  
SSEP  
Email: [info@ssep.ca](mailto:info@ssep.ca)  
Fax: 306-634-2223

Jeff Ward CPA, CA  
City Manager  
City of Estevan  
Email: [j.ward@estevan.ca](mailto: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.

**APPLICATION APPEAL PROCESS**

Application decisions may be appealed using the Appeals of Funding Decisions process. Applicants must submit their appeal in writing within thirty (30) days of receipt of the decision letter.

Please review the MCTAP Appeal Process 2023 documentation for full details about this process.