



Main Street Saskatchewan Grant Program Guidelines and Instructions

Purpose

The Main Street Saskatchewan Grant Program (MSSGP) supports the implementation of the Government of Saskatchewan's Main Street Saskatchewan program by providing funds to local Main Street organizations and property owners for community organization, economic restructuring, marketing, heritage conservation and design projects. The MSSGP is administered by SaskCulture Inc. on behalf of the Government of Saskatchewan.

The **MSSGP Objectives** are:

- To support projects in participating Main Street Saskatchewan communities which promote the revitalization of historic downtowns and commercial areas;
- To support projects which increase the capacity of Main Street Saskatchewan organizations to implement the Four-Point Approach® to downtown revitalization.

The MSSGP offers three grants:

1. Capacity Building Grant

Provides funding for projects for Affiliate and Accredited Main Street Saskatchewan organizations that enhance their knowledge, skills and ability to implement the Main Street Four Points. Eligible projects include such things as building inventories, Main Street vision plan updates, research projects, training, or staff/volunteer development.

2. Heritage Conservation Grant

Provides funding for rehabilitating historic buildings and structures in the Main Street program area of Accredited level communities. Funding priority will be given to projects which conserve facades and other exterior walls of historic buildings. However, funding is also available for other building components such as roofs, foundations, interior structural components and windows, as well as for assessment and feasibility studies related to proposed conservation projects. For this grant, 'historic' is defined as being 40 years of age or older.

3. Community Enhancement Grant

Provides funding for projects in Accredited level communities that improve the appearance of and/or visitors' experience of the Main Street program area, including, but not limited to: compatible alterations to non-historic buildings; public realm improvements such as sidewalks, street furniture, lighting, landscaping; interpretive and wayfinding signs and plaques; public art installations; staging of cultural events.

Funding Levels

The Main Street Saskatchewan Grant Program will fund up to 50% of eligible project expenses to the following maximums:

- Heritage Conservation Projects: \$20,000
- Capacity Building Projects: \$10,000
- Community Enhancement Projects: \$10,000

General Guidelines

Main Street Saskatchewan grants may not be used to pay staff salaries or expenses, or support the regular operations of local organizations or property owners in the Main Street program area. Rather, these funds are intended to support one-time events and projects, or individual phases of larger projects.

A Glossary of Terms is provided in the **Appendix** to clarify key terms and concepts used in this document.

Questions regarding the Main Street Saskatchewan Grant Program should be directed to the SaskCulture Outreach Consultant. These questions include:

- Application Requirements and Process
- Project eligibility
- Adjudication process

SaskCulture Contact for the Main Street Saskatchewan Grant Program

Dennis Garreck
Outreach Consultant

Phone: (306) 780-9265

Email: dgarreck@saskculture.ca

Mail or Deliver Grant applications to

SaskCulture
404 – 2125 11th Avenue
Regina, SK
S4P 3X3
Toll Free: 1-866-476-6830

Questions regarding the Main Street Saskatchewan Program, including heritage conservation advice for construction projects for which grant applications are being developed, should be directed to the Ministry of Parks, Culture and Sport.

Contact for the Main Street Saskatchewan Program

Brant Hryhorczuk
Heritage Building Conservation Officer
Phone: (306) 787-8600
E-mail: brant.hryhorczuk@gov.sk.ca

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Applicant Eligibility

1. Applicants for the Capacity Building Grant:

Must be an approved Main Street organization in a community participating in the Main Street Saskatchewan Program (Affiliate or Accredited level).

Applicants must:

- Be signatory to an agreement with the Ministry of Parks, Culture and Sport to implement the Main Street Saskatchewan program in their community;
- Be in good standing with the Main Street Saskatchewan Program; and
- Have no overdue grant follow-up reports or repayments owing to the Main Street Saskatchewan Grant Program.

2. Applicants for the Heritage Conservation and Community Enhancements Grants:

Must be an approved Main Street organization in an Accredited Main Street community;

or

The owner of a property located in the Main Street program area of an Accredited Main Street community (or an individual or organization with written authorization from the owner of the eligible property).

All applicants must:

- Demonstrate approval/support of the project by the designated local Main Street organization;
- Be in good standing with the Main Street Saskatchewan Grant Program;
- Have no outstanding grant follow-ups due to the Main Street Saskatchewan Grant Program; and
- Have no more than three (3) open grant agreements per property.

Eligible Projects

Eligibility Guidelines for all three Grants

All funds are to be used to support implementation of the Main Street Four Point Approach® in communities participating in the Main Street Saskatchewan Program. Projects must meet the objectives of the Main Street Saskatchewan Program (see above), and support the implementation of the Main Street organization's vision for their Main Street program area. Projects must also address a community-identified need, provide long-term benefit for the community, and, where possible, demonstrate community involvement and support.

Applicants **should consult with SaskCulture** prior to submitting an application to discuss their proposal and to determine which of the MSSGP's three grants would be the best fit.

In the case of a Heritage Conservation project or construction project under Community Enhancement, applicants are **strongly encouraged to consult with the Ministry** prior to submitting an application to ensure that the proposed projects meet acceptable standards for quality of work.

Eligible projects must start no sooner than eight (8) weeks **AFTER** the application deadline, and end no later than fourteen (14) months after the application deadline. Funding is **NOT** allowed to be used for retroactive payments for expenses incurred prior to the grant being awarded.

Additional Eligibility Guidelines for Capacity Building Grants

- Open to applicants from both Accredited and Affiliate communities.
- Only applications from designated Main Street Saskatchewan organizations are eligible.
- No limit on the number of applications that can be submitted by a Main Street organization for each application deadline, but only one application per project allowed.

Additional Eligibility Guidelines for Heritage Conservation Grants

- Only applicants from Accredited level Communities are eligible.
- Maximum of 2 applications per individual property for each application deadline (in cases where the grant funding sought for a conservation project would exceed the MSSGP's \$20,000 funding limit, an applicant might be able to submit two separate applications for different components of the project, e.g., an application for \$15,000 for repairing an historic building's windows, and another application for \$10,000 to repair the building's masonry).
- Must be approved by the local designated Main Street organization.
- Must conform with local streetscape design guidelines where they exist.
- Must conform with *The Standards and Guidelines for the Conservation of Historic Places In Canada*. (<http://www.historicplaces.ca/en/pages/standards-normes.aspx>)

Additional Eligibility Guidelines for Community Enhancement Grants

- Only applicants from Accredited level Communities are eligible.
- Up to 2 applications per individual project for each application deadline
- Projects involving the repair, conservation or construction of non-historic buildings, structures, public realm improvements and public art installations must be approved by the local designated Main Street organization and conform with the local streetscape design guidelines where they exist.

Matching Requirements

At least 75% of the applicant's matching contribution to the Main Street Saskatchewan Grant must be financial; the remaining 25% can be comprised of in-kind support. The financial component of the applicant's matching contribution cannot include funding provided by other provincial government ministries or agencies. However, funding from other provincial ministries and agencies can be applied to project expenses in excess of those being supported by the MSSGP. For example, if a Heritage Conservation project is estimated to cost \$50,000, and the applicant requests \$20,000 from the MSSGP, funding from other provincial government ministries and agencies cannot be used by the applicant to make up their \$20,000 match. However, funds from another provincial ministry or agency can be applied to the remaining \$10,000 of project expenses.

Meal, Travel and In-Kind Monetary Conversion Rates

The Main Street Saskatchewan Grant Program will use the following for rates meal, travel and labour expenses in 2016-17. Please use these rates when estimating expenses in your application.

| | Meal | Approved Rate |
|----------------------|--|---|
| Meals | Breakfast (Eligible if departing home prior to 7am or returning later than 9:00 am) | \$15.00 |
| | Lunch (Eligible if departing home prior to 11am or returning later than 1:00 pm) | \$15.00 |
| | Dinner (Eligible if departing home prior to 5:30 or returning after 6:30pm) | \$20.00 |
| | Maximum Meal Amount per Day | \$50.00 |
| Travel | Personal vehicle use (Applicants may apply for one car per community per approved out-of-town event) | 40.06¢/km (based on map mileage) The mileage rate is based on the Government of Saskatchewan rate set April 1, 2016. |
| | Commercial Carriers (airplane, bus, etc.) (for travel to approved out-of-town event) | Economy fare or equivalent |
| In-kind Rates | Labour | \$10.50/hour |
| | Professional Services | Market Value |
| | Materials and equipment | Market Value (market value would be based on a quote, advertisement or public pricing list at the time of application) |

If you anticipate expenses in a foreign currency, please convert the projected expenses into Canadian funds in your application based on the published rate of exchange at the time of the application. Please indicate the exchange rate that was used.

Eligible Expenses

Eligible expenses for the Main Street Saskatchewan Grant Program include:

Capacity Building Grants (Accredited and Affiliate Communities)

- Training consultant fees and expenses;
- Training materials and resources;
- Rental of meeting rooms and audio/video/sound equipment associated with hosting local training activities;
- Registration and travel costs associated with attending out-of-community training sessions (e.g. accommodations, meals, mileage);
- Research consultant fees and travel costs (e.g. accommodations, meals, mileage);
- Rental of meeting rooms and audio/video/sound equipment associated with meetings and community gatherings which support capacity-building research projects;
- Research and publication of tools and resources to build local capacity (e.g. heritage property inventory databases, surveys).

Heritage Conservation Grants (Accredited Communities only)

- Supplies, materials and labour costs associated with the restoration, repair or, if deemed necessary, replacement of windows, doors, siding, awnings, balconies, historic signage and trim work a historic building or structure (i.e., 40 or more years of age). **Note:** Priority will be given to funding of projects on street-facing facades and those facades that face public parks or plazas;
- Supplies, materials and labour costs associated with the restoration, repair or, if deemed necessary, replacement, of foundations and structural elements of a historic building or structure;
- Supplies, materials and labour costs associated with the restoration, repair or, if deemed necessary, replacement of roofs of a historic building or structure;
- Painting of the street-facing façade(s) of a historic building or structure;
- Fees associated with architectural or engineering designs, assessments and feasibility studies to inform the conservation of a historic building or structure; and
- Supplies, materials and labour costs associated with the addition of compatible new signage on a historic building or structure.

Community Enhancement Grants (Accredited Communities only)

- Supplies, materials and labour costs associated with the restoration, repair or, if deemed necessary, replacement of windows, doors, siding, awnings, balconies, signage and trim work of a non-historic building or structure. **Note:** Priority will be given to funding of projects on street-facing facades and those facades that face public parks or plazas;
- Painting of the street-facing façade(s) of a non-historic building or structure;
- Event staging and hosting expenses, including performer fees, event promotion, rental of venues and equipment;
- Rehabilitation, design or purchase of public realm improvements (e.g. street lights, street furniture, historic street signs, plants, public art installations, sidewalks and landscaping); and
- Supplies, materials and labour costs associated with the addition of compatible new signage on a building or structure.

Ineligible Expenses

The following items are not eligible for the Main Street Saskatchewan Grant Program:

Ineligible Expenses For all Grants

- Wages for local Main Street staff (permanent, part-time, summer) or volunteers, including while attending training/conferences, or working on MSSGP-funded projects;
- Costs for regular activities of local Main Street staff and volunteer boards and committees (e.g. office expenses, board and committee meetings, salaries & honorariums, regular marketing and promotional materials, office signage, memberships, and fixed costs associated with running an organization);
- Cash prizes, gifts, or the purchase of alcohol;
- Food or food-related costs, including food intended for resale. The only exception would be when provided to the public as an integral component of an eligible Main Street event (e.g. refreshments for participants at an open house event);
- Purchase of furniture and equipment (e.g. desks, photocopiers, cameras, tools);
- Debt servicing;
- Costs associated with activities eligible for other grants provided by the Main Street Saskatchewan Program (e.g. costs associated with developing the initial visioning document in Accredited Communities);
- Costs associated with the preparation of the grant application;
- Costs associated with fundraising initiatives in support of the project; and
- Exam fees and costs to attend the writing of exams for professional accreditations.

Additional Ineligible Expenses for Capital Projects

- Purchase or relocation of buildings and structures;
- New foundations where one did not exist previously;
- Interiors except where directly related to structural integrity;
- Insulation; except where part of an approved integrated roof system;
- Security systems;
- Sidewalks on private property;
- Mechanical, plumbing and electrical services and upgrades (except where required to reinstate historic signage); and
- Non-conservation site preparation around buildings (e.g. grading, tree removal, etc.); and
- Wages for property owners undertaking construction projects on their own property (including municipal employees installing public realm components). **Note:** Owners can claim a portion of their work on their projects as in-kind at the labour rates specified on page 5.

Budget

A project budget must accompany the application.

The budget should include all revenue and expenses related to your project, including grant requests to other funding programs, and ineligible expenses. If the budget sheet included in the application package is too small, attach a larger budget sheet in the same format.

Expenses claimed must be to support the eligible project proposed in the application.

All projected income and expenses should be entered in the Amount Proposed column of the budget sheet, and the budget should balance (revenue = expenses).

In-Kind Contributions: The value of donations of labour, materials and services should be monetized according to the rates outlined under Funding Levels (Page 5), and included in the appropriate section of the budget. In-kind contributions may only account for up to 25% of the required matching funds. For example:

| | |
|------------------|---------------------------|
| Project Cost | \$20,000 |
| Grant Request | \$10,000 |
| Required Match | \$10,000 |
| Maximum in-kind: | \$2,500 (25% of \$10,000) |

The budget sheet is also to be submitted with the follow-up report. Please keep a copy of the budget sheet to be updated with actual revenue and expense amounts and submitted with your follow-up report.

Application Process

Applications are due August 15, 2016 and January 15, 2017. Deliver or mail applications to SaskCulture Inc. If mailed, applications must be postmarked no later than August 15, 2016 (postmarks must be legible). All submissions must include a copy of the application and related documents on a USB compatible flashdrive.

Applications will not be accepted by email or fax.

Organizations are encouraged to consult with the SaskCulture prior to submitting an application.

Each grant stream has a separate application form. Please ensure you are using the form appropriate for the grant for which you are applying. In the case of Capacity Building Grants, there are separate application forms for all training and non-training proposals.

SaskCulture will review applications to confirm basic eligibility requirements have been met and, if needed, request additional information from the applicant. Eligible applications are adjudicated by a volunteer jury. Applicants will be informed of results within eight (8) weeks of the application deadline.

Funding decisions are final and will not be revisited or appealed.

Successful applicants will receive 75% of their total grant allocation upon grant approval, and the remaining 25% upon the acceptance and approval of a follow-up report. The final payment may be adjusted based on the actual amounts spent on the project. A repayment of grant funds would be required where the 75% initial payment is greater than 50% of eligible expenses actually incurred.

Follow-up reports are to be sent directly to:

SaskCulture
404—2125 11th Avenue
Regina, SK
S4P 3X3
Attn: Dennis Garreck

Application Assessment

The Adjudicators will assess applications based on the following criteria:

Common Criteria for All Grants

1. Extent to which the project will address the objectives of the Main Street Saskatchewan Program;
2. Evidence that the project is well-planned (e.g. timelines, evaluation of alternatives, etc.);
3. Detail of the proposal with respect to the work proposed and how it will be completed (e.g. appropriateness, timeliness, quality);
4. Potential for impact on, and legacy for, the Main Street Saskatchewan Program;
5. Evidence of responsible use of funds (e.g. funding, human resources, etc.);
6. Overall quality of the written application; and
7. Extent to which the property or organization has received previous funding from the Main Street Saskatchewan Program.

Additional Criteria for Capacity Building Grants:

1. The extent to which the project will build the capacity of the community to implement its Main Street Program; and
2. Evidence of support from the community for non-training capacity-building activities.

Additional Criteria for Heritage Conservation Projects:

1. Extent to which the project embodies the vision and design guidelines of the local program;
2. The adherence of the project to the *Standards and Guidelines for the Conservation of Historic Places in Canada*; and
3. The threat/risk to the historic building or place if the proposed work is not done.

Additional Criteria for Community Enhancement Grants:

1. Details of the project's ability to enhance people's experience in the Main Street Program Area;
2. Extent to which the project fulfills the vision and conforms to the design guidelines of the local program (for capital projects); and
3. Evidence of the potential impacts and outcomes of the project (for non-capital Enhancement projects).

Funding Obligations

Funds may only be used for the eligible activities outlined in your application. Significant changes to the use of funds must be approved by SaskCulture. Funds may not be transferred to other activities or organizations and unused funds must be returned to SaskCulture.

A **follow-up** report form will be provided to all successful grant recipients in their approval letter. Recipients will be required to submit a follow-up report, including the follow-up form, within 45 days of the completion of the project. This report must detail the activities of the project and indicate how it met the goals of the Main Street Saskatchewan Program. **Copies of receipts must be submitted with a completed budget sheet** to show all approved eligible expenses that have been paid, not just the amount granted through the Main Street Saskatchewan Grant Program. Receipts are not required for meals and gasoline where reimbursement is based on the per diem rates set out on Page 5. In the case of travel in a foreign country, please use the exchange rate on the date of the transaction to convert the receipts into Canadian dollars and note this exchange rate in your follow-up report.

Main Street Saskatchewan Grant Program funds must be used within 14 months of the application deadline. Requests for extensions of a project for up to one year may be made to SaskCulture and will be considered on a case-by-case basis.

In the event that, within five years of the date of the signing of the grant agreement, a building or public realm project that received funding under a **Heritage Conservation** or **Community Enhancement** grant is demolished/destroyed or insensitively modified to a significant degree at the behest of the applicant, or any subsequent owner, the applicant shall be liable to repay to **SaskCulture** or the **Ministry of Parks, Culture and Sport** the full amount of the grant paid out.

Organizations that receive grants for non-capital projects must acknowledge the Government of Saskatchewan and the Main Street Saskatchewan Program as supporters of their funded activities. Recipients of funding for capital projects are asked to display, when possible, a sign (provided by the Ministry) for at least three months at the project site that acknowledges the source of the funding. Applicants must also acknowledge the National Trust for Canada's trademark to the Main Street Approach®. Logos and trademark acknowledgments and directions for their use will be made available to successful applicants.

Failure to meet the above funding obligations to the satisfaction of SaskCulture and the Ministry of Parks, Culture and Sport will be grounds to withhold the final payment and will restrict access to future funding.

Privacy Statement

The Ministry of Parks, Culture and Sport is committed to protecting the confidentiality and privacy of our applicants, members, volunteers, clients, partners, and employees.

By signing this application you authorize SaskCulture and the Ministry of Parks, Culture and Sport to publish your organization's name, location and funding amounts, as well as anecdotal information regarding your project for promotional purposes.

If you wish to receive information on SaskCulture Inc. funding programs and other cultural network updates, please consent and provide an email on your application to where SaskCulture updates can be directed. Unsubscribe options are available when requested.

Appendix: GLOSSARY OF TERMS

Capital Project:

Refers to a project that consists of new construction, or the repair, restoration, rehabilitation, renovation or expansion of an existing building, structure or other facility.

Costs associated with fundraising initiatives:

Refers to any cost involved in writing grant applications, coordinating fundraising projects (e.g. lotteries) or soliciting for donations and sponsorships for the organization (e.g. phone or e-mail campaigns).

Evidence of support from the community:

Refers to letters of support from local organizations, financial contributions towards the project from local sources, survey results or reports, and notes from community meetings and visioning sessions.

Good standing:

A Main Street Saskatchewan organization is considered in good standing if it has:

- No outstanding grant follow-up reports or grant repayments;
- Not been found to have misused previous grant awards (e.g. used funds for ineligible costs)
- Not been advised by the Ministry of Parks, Culture and Sport that they are not eligible to apply for grant funds due to performance or other reasons.

Main Street Saskatchewan community:

Refers to the municipality in which the local Main Street Saskatchewan organization is operating and has defined a Main Street program area.

Main Street Saskatchewan organization:

Refers to the organization that has a signed Accredited or Affiliate agreement with the Government of Saskatchewan

Meets the objectives of the Main Street Saskatchewan Program:

The Main Street Saskatchewan Program was established with the following objectives: Encourage investment in historic building acquisition and rehabilitation

- Develop community-based organizations to lead local downtown development using the Four-Point approach to community revitalization
- Promote the commercial, tourism, real estate and cultural activity potential of participant communities
- Encourage the development of integrated plans for community development

New foundations where one did not exist previously:

Refers to the construction of a footings, grade beams, foundation walls and basements for buildings located in the Main Street Program area.

Professional Services:

Refers to architectural, engineering, legal and accounting advice, consultations and reports required to complete the project.

Projects must also address a community-identified need, provide long-term benefit for the community, and where possible, demonstrate community involvement and support.

The proposed project must help the Main Street Saskatchewan organization and their partners undertake an initiative that has been identified as important or necessary through some sort of community-based process (e.g. visioning processes, surveys, meetings). The benefit of the proposed project must also extend beyond the length of the initial project (e.g. knowledge that can be passed along, improved physical infrastructure, new policies and processes). Aside from training event, proposed projects should also feature some level of community participation in the project, either in the planning or implementation, or through attendance, or through use/enjoyment upon completion.

Regular operations:

Refers to the ongoing costs associated with the operation of the Main Street organization (e.g. rent, salaries, utilities, purchase of office equipment and furniture, office supplies, promotion for recruitment, fundraising and organizational purposes).

Research consultant:

Refers to an individual or firm with specialized skills that will be paid to undertake work that will assist the Main Street Saskatchewan organization to fulfill the objectives of the Main Street Saskatchewan Program.

Site preparation (e.g. grading, tree removal, paving, etc.):

Refers to landscaping work on the grounds of a property that precedes or succeeds the heritage conservation or community enhancement project. Not included under this definition are the removal of trees and other landscape items that are damaging character-defining elements of a property (e.g. trees branches that are damaging brick walls), or landscape activities related to the installation of pocket parks.

Threat/risk to the historic building:

Applicant must demonstrate evidence if proposed building is under threat of demolition, loss or imminent collapse if the proposed alterations or conservation work is not undertaken.