

Canada



Program Guide

Applying for funding for
**CAPACITY BUILDING AND
INTEGRATED COMMUNITY
SUSTAINABILITY (ICS)
PLANNING PROJECTS** under
the Gas Tax Agreement
General Strategic Priorities
Fund (GSPF) and
Innovations Fund (IF)

Updated September 2010

CONTENTS

	Page
Fast Facts and References	1
Contact Information	1
Introduction	2
Eligible Applicants, Application Limits and Deadlines	3
Projects	3
Other Capacity Building and ICS Planning Projects	5
How to Apply	5
Approved Applications	6

FAST FACTS AND REFERENCES

This summary information is provided only as a convenience. Please refer to the Program Guide pages identified and the Gas Tax Agreement (GTA) for more detailed information about the programs and how to apply.

Program Guide Scope	This program guide is for funding under GSPF and IF for capacity building and Integrated Community Sustainability (ICS) Planning projects only . A separate program guide for GSPF/IF funding for capital projects, is available on our website.	Page 3
Application deadline	April 29, 2011 , although any applications submitted prior to February 1, 2011 may be considered for a first round of funding announcements under this application intake	Page 3
Eligible Applicants	For GSPF: Tier 1 and 2 local governments; other Eligible Applicants as co-applicant only For IF: all local governments and GVTA, GVS&DD and GVWD; other Eligible Applicants as co-applicant only	Page 3
Application limit	Each eligible applicant may make one capacity building/ICS Planning application under each of the GSPF and IF programs	Page 3
Eligible Projects	Capacity Building and ICS Planning projects, as defined under the Gas Tax Agreement	Page 5
Available Funding	Up to 100% of the net eligible costs of approved projects (Eligible Costs – see Gas Tax Agreement Schedule B)	Page 5
Applications	An application form is available on our website and must be used for your Capacity Building/ICS Planning applications.	Page 5

CONTACT INFORMATION:

Gas Tax/Public Transit Management Services
 Union of British Columbia Municipalities
 525 Government Street, Victoria, BC, V8V 0A8
 Phone: 250 356-2947 Fax: 250 387-5119

Email: gt-pt@ubcm.ca

Website: www.ubcm.ca (from the main page, click on “Funding Programs” and then “Gas Tax Fund”)

INTRODUCTION

About the Gas Tax Agreement, Capacity Building and ICS Planning

The Canada–British Columbia–UBCM Agreement on the Transfer of Federal Gas Tax Revenues (GTA) delivers federal funding to local governments and other eligible recipients for eligible capacity building projects, including integrated community sustainability (ICS) planning, as well as to public transit, local roads, bridges and tunnels, active transportation infrastructure, community energy, water, wastewater or solid waste infrastructure projects that contribute to reduced greenhouse gas emissions, cleaner water or cleaner air.

Every local government that receives GTA funds has committed to undertaking ICS planning. A Guide to ICS Planning, intended to help local governments in ensuring they can demonstrate how they are meeting their ICS planning commitments, is available on the UBCM website: <http://www.ubcm.ca>. That guide may also be a useful resource for those applying for funding for capacity building/ICS planning projects under the GTA's application-based programs. In addition, applicants may wish to review resources available through the "Smart Planning for Communities Program". Smart Planning has the same aims as ICS planning. Administered by the Fraser Basin Council, Smart Planning for Communities is a B.C.-wide collaborative initiative to assist local and First Nations governments in addressing their long-term sustainability challenges by providing resources and tools for planning socially, culturally, economically and environmentally sustainable communities. Information about Smart Planning is available at http://www.cd.gov.bc.ca/lgd/intergov_relations/smart_planning.htm and http://www.fraserbasin.bc.ca/programs/smart_planning.html

About the General Strategic Priorities Fund and Innovations Fund

Some of the GTA funding has been set aside in two application-based programs, called the General Strategic Priorities Fund (GSPF) and Innovations Fund (IF). These programs are intended to fund the full range of eligible projects under the GTA, including all of the capital project categories (i.e., public transit, local roads, bridges and tunnels, active transportation infrastructure, community energy, water and wastewater and solid waste), as well as capacity building and ICS planning projects. The difference between the two programs is that investments under GSPF are directed towards projects that are "larger in scale or regional in impact" and investments under IF are directed towards projects that represent an innovative approach to achieving the GTA's desired outcomes.

Invitations to submit applications under both the GSPF and IF occurred in both 2007 and 2008 in relation to Gas Tax funding to be received from the Government of Canada by 2010, and this funding has now been fully committed.

The Gas Tax Agreement was amended in 2008 to provide funding for fiscal years 2010-11 through to 2013-14, and it is this funding that is now the subject of the invitation to submit applications. Total funding delivered to BC communities during the 2010-11 to 2013-14 is expected to be just over \$1 billion, and of this, about \$50 million is allocated to the IF and \$107 million is allocated to GSPF.

Five percent of the total funding available under each of the GSPF and IF programs has been set aside for capacity building and ICS planning projects (\$5.4 million in GSPF and

\$2.5 million in IF), for a total funding allocation for capacity building/ICS planning projects of \$7.9 million.

About this Guide

This program guide is only for capacity building and ICS planning projects under the General Strategic Priorities Fund (GSPF) and the Innovations Fund (IF) programs.

The guide sets out who is eligible to apply for capacity building/ICS planning funding under the GSPF and IF, how to make applications, how those applications will be evaluated and what to expect if a project is awarded funding. The guide is not, however, intended to be the only reference document in relation to these programs. The provisions of the Gas Tax Agreement (GTA) apply to both GSPF and IF programs, and applicants should be familiar with the GTA's provisions. Full text of the GTA, along with additional background information, is available on the UBCM website.

Please note that funding is also available under the GSPF and IF programs for certain capital projects. A separate program guide and application form has been developed for capital project categories and it is available on the UBCM website.

ELIGIBLE APPLICANTS, APPLICATION LIMITS AND DEADLINES

Application deadline: **Applications must be received by April 29, 2011.** Any applications received by February 1, 2011 become eligible for consideration in the first round of approvals under this application intake.

Applicant eligibility: All local governments and Islands Trust (IT) entities¹ are eligible, either as an individual applicant, or as a co-applicant with another eligible recipient².

1 includes a trust council, a local trust committee and the Trust Fund Board, all within the meaning of the *Islands Trust Act*

2: some non-local government entities are also eligible recipients (see GTA definition); however, they are not eligible to apply without a local government/IT entity co-applicant

Application limits: In this round of applications, one application may be submitted for a capacity building/ICSP project under each of GSPF and IF. These applications are in addition to GSPF/IF applications that may be submitted for capital projects.

Applicants may choose to apply for the same capacity building/ICS planning project under each of the programs, or may submit applications for two different projects under each of the programs.

PROJECTS

Eligible Projects

Any capacity building or ICS planning project is eligible if, in the case of a GSPF application, the project is **larger in scale or regional in impact**, or in the case of an IF application, the project represents an **innovative approach** to achieving the GTA's desired outcomes. Funding for capacity building and ICS planning projects will be directed towards those eligible projects that best meet the selection and scoring criteria set out in this Guide.

Ineligible Projects

Projects which would otherwise be eligible become ineligible if the project is started prior to the date the project is included in a GSPF or IF application. The project is deemed to have been started if a service contract for it has been awarded or if, in the opinion of the Management Committee, the project has otherwise been started.

Costs and Funding

Eligible costs are set out in Schedule B of the GTA, and that Schedule should be consulted prior to applying. In general, eligible costs are limited to the direct costs related to strengthening the ability of the recipient to develop ICS planning. Schedule B also sets out **ineligible costs**, including such things as overhead costs, costs of feasibility studies for individual eligible projects, and administrative costs.

Successful applicants will be awarded grant funding up to the lesser of 100% of the actual eligible project costs and 100% of the estimated eligible project costs identified in the application. Grants will be approved on the basis of the net costs to the applicant, that is, net of other grants and other external contributions (e.g., governments, non-government organizations, private sector). If funding for a project is provided under another federal infrastructure program (e.g., Building Canada Fund), the maximum federal contribution under the other infrastructure program continues to apply, and GSPF/IF funding cannot be used to increase the total federal contribution to the project beyond the maximum federal contribution under the other infrastructure program.

For large projects, it is recommended that applicants submit a “phased” approach. Consideration should be given to how the project could be undertaken in phases, segments or components or whether the scale of the project could be reduced, in which case, applicants should provide details of this information, including a breakdown of costs for each component etc, in the application.

Selection Process

Applications will first be screened to ensure the applicant and the project meet eligibility requirements. Those meeting eligibility requirements will then be reviewed and scored against the selection and scoring criteria noted below, and funding decisions will be made primarily on the basis of the relative ranking of applications in relation to these criteria.

Screening Criteria

- Application must be submitted by an eligible local government or Islands Trust entity, either individually or as a co-applicant with another eligible recipient.
- Application must be for a project that is an Eligible Project.
- The project must not be ineligible because it had been started at the time of application, with “started” meaning that a service contract for it has been awarded or, in the opinion of the Management Committee, the project has otherwise been started.
- For **GSPF** applications, the project must be “larger in scale” or “regional in impact” and for **IF** applications, the project must “represent an innovative approach to achieving environmental sustainability objectives”.

Selection and Scoring Criteria

In evaluating this wide range of eligible projects, the funding emphasis will be on those projects that can best demonstrate how the project will apply the key ICS planning elements (i.e., long term thinking, broad in scope, integration, collaboration) and how it will support the community to attain its sustainability goals.

It is anticipated that a range of projects will be considered for funding in order to provide the appropriate tools to advance local sustainability objectives. For example, because ICS planning is a relatively new concept and many communities may require a

community assessment to determine how to best move forward (for further information on community assessments, including a sample template, http://www.cd.gov.bc.ca/lgd/intergov_relations/smart_planning.htm). On the other hand, communities already familiar with the ICS planning concept may be interested in funding core ICS planning activities such as determining a community sustainability vision or revising a sectoral plan using the sustainability elements; and those communities even further along the ICS planning continuum may seek funding for implementation activities such as aligning their corporate decision making framework with an ICS planning vision. The program intends to fund the best projects at all stages of this continuum, including pre-planning, planning and post-planning activities.

As well, if applicable, projects that link planning to infrastructure investment would be favoured as would projects that work towards the GTA's environmental sustainability goals of reduced greenhouse gas emissions, cleaner air and cleaner water.

With respect to implementation projects, those that are connected to a sound sustainability planning process would likely fair better than, for example, a stand-alone education initiative that is unconnected to a sustainability plan.

In addition, projects which represent approaches or products that might easily transfer to other situations in a wide range of local government circumstances or that help to form a growing basis for best practices in the province will be favoured over projects that satisfy very narrowly defined circumstances that may not be applicable to many other jurisdictions.

Consequently, scoring and ranking will be based primarily on the project's:

- long term thinking
- scope, in relation to environmental, economic, social and cultural sustainability
- integration with other plans, planning or sustainability activities
- collaborative elements, including engaging community members and other partners
- implementation program
- monitoring and evaluation component
- linkage to capital investment plans
- contribution to sustainable community outcomes
- contribution to efficient use of infrastructure and other resources
- contribution to reduced greenhouse gas emissions, cleaner air or cleaner water
- contribution to innovation and/or best practices
- size or scale in relation to the size or capacity of the community and/or scope in relation to the desirability for inter-jurisdictional cooperation in planning

How to apply for these capacity building/ICS planning projects

An application form, entitled "Application Form: Capacity Building or Integrated Community Sustainability Planning Project", is available on UBCM's website. A separate application form must be submitted for each project, although you may apply for funding of a project under both GSPF and IF in the same application. Applicants are responsible for ensuring full and accurate information is provided at the time of application.

Applications must be received by April 29, 2011, although those received by February 25, 2011 may be considered for funding in the first round of announcements from this application intake.

Submitting applications

Please email your completed application form only to: gt-pt@ubcm.ca. In addition, and in order to have original signatures and resolutions on file, please mail the completed application, a certified Council/Board resolution approving the application, and any other supporting documentation to UBCM at:

**Gas Tax/Public Transit Management Services
Union of British Columbia Municipalities
525 Government Street
Victoria, BC V8V 0A8**

Approved applications

All successful applicants will be notified as soon as possible after funding decisions have been made. We expect that this intake of applications will be used towards two rounds of approvals. The first, with funding decisions anticipated in the spring of 2011, will be relatively modest, with approvals limited to applications received by February 1, 2011, that have been both highly scored and demonstrate a need for immediate project implementation. All other applications received by April 29, 2011 will be considered for the second round of approvals, with funding decisions expected over the summer of 2011.

All grant approvals are subject to the execution of a funding agreement between the recipient and UBCM. The agreement will set out the roles and responsibilities of the parties, including a deadline for completion of the project and other recipient obligations, as well as a payment schedule.

Payments for capacity building and ICS planning projects will typically occur at the completion of the project. The funding agreement will set out GTA requirements applicable to all recipients for all projects (e.g., reporting on outcomes achieved; requirement to award all contracts in a manner that is transparent, competitive and consistent with value for money principles; adherence to a communications protocol).

In addition, depending on the nature of the project, the specific funding agreement for that project may also impose additional standards or requirements (e.g., requirement to submit the plan that was funded).

GSPF and IF approvals are project specific and material changes to scope of the project are subject to Management Committee approval. Consequently, recipients must report any changes to an approved project to UBCM.