

# Northern Capital Grants Program

## NCG-2 Application for Grant Approval

**Current Program Period: October 1, 2023, to September 30, 2028**

**Program Intake Deadline: August 31, 2028**

### Application Information:

- 1) Complete and submit the Application for Eligible NMTA Program Support (NCG-6) to apply for a grant to support a municipality's required contribution owing on a project approved under an eligible NMTA program. This includes regional partnership projects facilitated by an eligible NMTA program (each municipality must submit their own NCG-6 application for this support).
- 2) Before completing the Application for Grant Approval (NCG-2), complete the following:
  - a. Determine your eligibility – refer to Northern Capital Grants Information Guide.
  - b. Unless exempt, audited financial statement for:
    - i. The previous year if applying after July 1.
    - ii. Two years prior if applying on or before July 1.
  - c. Five-Year Capital Works Plan (NCG-1).
  - d. A council motion submitted as a certified true copy showing the resolution number, date the resolution was passed, and has been signed and sealed by the administrator.
  - e. Obtain two price quotes. Where you can't obtain two quotes, a rationale must be provided.
  - f. Obtain asset insurance quote (excluding assets such as roads that are not insurable assets)
  - g. For new buildings and facilities:

A submission prepared by a person associated with a profession and/or professional body of practice that presents the impact of operating and maintenance costs on municipal finances over the lifetime of the building or facility.
- 3) Complete and submit application forms NCG-2, NCG-1, and all mandatory supporting documents.
- 4) For interim funding, complete the Application for Interim Funding (NCG-4).
- 5) For grant advances review, complete the Application for Grant Advancement (NCG-5) and submit it with application form NCG-2.
- 6) Keep all proof of payment. This is required for grant payment.
- 7) When the project or purchase is complete:
  - a. Complete and submit the Application to Request Grant Payment (NCG-3), including mandatory supporting documents.
  - b. Where a grant has been advanced, submit proof of payment.

**Minimum amount that can be applied for per application:**

**\$2,000 – northern hamlet**  
**\$3,500 – northern village**  
**\$5,000 – town**

**Applications can be made after the purchase, provided the purchase occurred within the current program period. Only applications that meet eligibility criteria at the time of the application are considered.**

<b>Section 1: Shared Assets (partnerships)</b>	
Is this application for a shared asset?	<input type="checkbox"/> Yes <input type="checkbox"/> No Complete section 1 if you answered yes and the partner municipalities are also applying for NCG for their financial contribution.
For the purposes of this application: <ul style="list-style-type: none"> <li>• One municipality must coordinate the completion and submission of this application form (NCG-2), the capital works plan (NCG-1) and all mandatory supporting documents.</li> <li>• Partner municipalities must complete Section 6 of this application form (NCG-2) and must date and sign on bottom of section 6.</li> </ul>	
Partner Municipalities:	

<b>Section 2: Contact Information</b>	
Municipality:	
Applicant Name:	
Mailing Address:	
Email Address:	
Phone Number:	

<b>Section 3: Mandatory Supporting Documents</b>	
<input type="checkbox"/>	Copy of signed, council approved five-year capital works plan (NCG-1).
<input type="checkbox"/>	Council motion submitted as a certified true copy showing the resolution number, date the resolution was passed, and that has been signed and sealed by the administrator
<input type="checkbox"/>	Two price quotes. Where two price quotes can't be obtained rationale must be provided:
<input type="checkbox"/>	Asset insurance quote (excluding assets such as roads that are not insurable assets).
<input type="checkbox"/>	For new buildings and facilities: A submission prepared by a person associated with a profession and/or professional body of practice that presents the impact of operating and maintenance costs on municipal finances over the lifetime of the building or facility.

Section 4: Summary Details			
Description:			
(A)	Total estimated cost:	\$	
(B)	All other capital asset specific funding sources expected: Some examples include: <ul style="list-style-type: none"> <li>• Federal and provincial grants</li> <li>• Partner contributions</li> <li>• Donations</li> </ul> Do not include NCG request or municipal contribution (see (E) and (F)).	<b>Amount</b>	<b>Source</b>
		\$	
		\$	
		\$	
		\$	
(C)	Total all other funding sources: add all of (B)	\$	
(D)	Net total estimated cost: (A) minus (C)	\$	
(E)	*NCG request:	\$	
(F)	**Municipal contribution: (D) minus (E)	\$	
*The NCG that can be requested is a maximum of 90 per cent of the net costs (after all other asset specific funding sources have been considered). **The municipal contribution required is a minimum of 10 per cent of the net costs.			
Capital Works (Project)	Proposed start date:		
	Proposed completion date:		
Capital Asset Purchase	Proposed purchase date:		

Section 5: Application Terms	
By signing and submitting this application, the applicant makes the following declarations: <ol style="list-style-type: none"> <li>1) That all applicable eligibility criteria have been met.</li> <li>2) That accurate and complete information has been provided.</li> <li>3) That the Government of Saskatchewan may participate in all project-related opening ceremonies.</li> <li>4) That the Government of Saskatchewan may install an informational sign at the site of the project.</li> </ol>	

\_\_\_\_\_

Date

\_\_\_\_\_

Position Title

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

Submit completed application package to: [nmsgrants@gov.sk.ca](mailto:nmsgrants@gov.sk.ca). State NCG Program, municipality name, project/purchase description in the email subject line.

Application intake deadline for this program period is August 31, 2028.

<b>Section 6: Shared Asset - Partnering Municipalities Only</b>			
Municipal partners requesting to use NCG for their contribution towards a shared asset must complete this section. Complete and attach any additional sections to application as necessary (for multiple partners).			
<b>Contact Information</b>			
Municipality:			
Applicant Name:			
Mailing Address:			
Email Address:			
Phone Number:			
<b>Mandatory Supporting Documents</b>			
<input type="checkbox"/> Council motion submitted as a certified true copy showing the resolution number and date the resolution was passed, signed, and sealed by the administrator			
<b>Grant Request</b>			
(A)	Proposed financial contribution:	\$	
(B)	All other funding sources received specifically towards the capital asset, and directly by the partner:  Do not include a grant that is already stated in section 4 row (B), NCG request, or the municipal contribution (see (E) and (F)).	<b>Amount</b>	<b>Source</b>
		\$	
		\$	
		\$	
(C)	Total of all other funding sources: (B)	\$	
(D)	Net financial contribution: (A) minus (C)	\$	
(E)	*NCG request:	\$	
(F)	**Municipal contribution: (D) minus (E)	\$	
*The NCG that can be requested is a maximum of 90 per cent of the net contribution (after all other asset specific funding sources directly received have been considered). **The municipal contribution required is a minimum of 10 per cent of the net costs.			
<b>Application Terms</b>			
By signing and submitting this application, the applicant makes the following declarations: 1) That all applicable eligibility criteria have been met. 2) That accurate and complete information with respect to this purchase or project has been provided.			

\_\_\_\_\_

Date

\_\_\_\_\_

Position Title

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature