**Investing in Canada Infrastructure Program
Community, Culture, and Recreation Stream**

Frequently Asked Questions

This FAQ document supports information on the **Community, Culture, and Recreation (CCR) Program webpage** and provided in the CCR **Program Guide**. Applicants are advised to refer to all these resources prior to filling out the application to the Program.

GENERAL

Q: What is the Investing in Canada Infrastructure – CCR Program?

A: It is a combined federal-provincial funded, competitive, merit-based grant program. It is focused on improving access to and/or increased quality of Community, Culture and Recreation infrastructure for Canadians, including Indigenous people and vulnerable populations.

Q: Do you have any tips for preparing to apply to the program?

A: Yes, please:

- Read the Program Guide and the Accessing the Online Application Instructions – they contain all the information you need to fill out the application.
- Apply for a business BCeID (this can take **15 days**) if your organization does not already have access to the Local Government Information System (LGIS), as applications can only be submitted using LGIS. The deadline to apply for BCeID access is date. Once your organization has its BCeID it must then request access to LGIS in order to gain access the CCR Program application. Please note that the BCeID must be specific to the applicant (not a consultant assisting with an application).
- Contact Ministry staff with questions **prior** to the application deadline to allow time to answer questions.
- Prepare mandatory key items such as a detailed cost estimate (template on the Program website), business case or other study, review permits necessary to proceed.
- Review the sample application questions. These are available on the Program website and when accessing the application directly through the LGIS.

WHO CAN APPLY?

Q: Who is eligible to apply to the CCR Program?

A: Local governments, Indigenous ultimate recipients (both on and off-reserve), Not-for-profit organizations are eligible applicants.

Q: Can we partner with another local government or First Nation to apply for funding under this program?

A: Yes, one eligible ultimate recipient can partner with another eligible recipient to apply for funding. A partnership agreement or Memorandum of Understanding should be provided with the application. Another organization is considered a partner when they contribute value to the project (generally funding, either for construction of the project or for ongoing operations and maintenance).

Frequently Asked Questions

WHAT PROJECTS ARE ELIGIBLE?

Q: What types of projects are supported by the CCR Program?

A: There are a wide variety of projects that could be eligible under the CCR Program such as community facilities, libraries, and pools. If in doubt regarding eligibility, please contact Ministry program staff.

If your proposed project supports the federal outcomes identified in the CCR **Program Guide**, as well as other program requirements, your project should be eligible. Eligible projects will be infrastructure for public use and benefit.

Q: Will the Program support design-only projects?

A: No, projects must physically construct capital infrastructure. However, the design costs associated with the infrastructure constructed are eligible costs under the Program.

Q: Can we award the construction tender prior to the project being approved for funding?

A: No, a project is deemed ineligible if a tender has been awarded prior to the date a Shared Cost Agreement between the Province and the Ultimate Recipient is signed. To be considered eligible, costs must be incurred on or after the date of the signed Shared Cost Agreement.

Q: What project size does the program support?

A: Projects should provide the best value for their cost and be sized appropriately for the community directly benefitting. Distribution of funding is a consideration. Applicants should be guided in submitting projects by the size of applications that were shortlisted in the previous ICIP-CCR intake, with an average combined federal-provincial grant of $2.5M. Requests for large amounts are unlikely to be able to be met through the program.

Q: What are the application timelines?

A: The deadline to apply is October 1, 2020 (11:59 PDT). **Reminder**: It can take up to 15 business days to obtain a business BCeID, please account for this while creating your timelines for applying.

Q: When will funding decisions be made?

A: Funding decisions are a two-phase process with provincial shortlisting and final approval into ICIP by Canada and are generally made one year from intake. The next intake targets projects that will be initiated in 2021 or 2022.

PROJECT COSTS

Q. Our project incurred costs before we were approved for CCR funding. Are these costs considered eligible and can we claim them for reimbursement?

A. No. Only costs incurred <u>after </u>the final project approval date as specified in the Shared Cost Agreement with the Province of BC are eligible, except for the costs associated with climate lens assessments. Note that costs associated with climate lens assessments cannot be claimed until a Shared Cost Agreement is in place.

Frequently Asked Questions

Q: Can we directly award a contract(s) for undertaking the project?

A: All contracts must be awarded in a way that is transparent, competitive and consistent with value for money principles. All records of the tendering process need to be retained and made available upon request. Additional information will be requested from applicants in this case to support a submission and to ensure that contracts are being awarded in a fair manner.

Q: Are we allowed to use our own staff time to carry out projects?

A: The use of the organization's staff time may be allowed in certain cases where it is not economically feasible to tender a contract. This type of arrangement must be approved in advance and in writing by the Province and by Canada.

USE OF OTHER FUNDING SOURCES AND BORROWING

Q: Can we use funding acquired from other federal grant programs as our contribution to project funding under the CCR program?

A: It cannot be utilized as part of the ultimate recipient's contribution to the project and federal funding will be reduced to the maximum commitment under the CCR program. Federal government funding is subject to stacking rules. The exception to this is Indigenous Ultimate Recipients who, with approval from Canada may use other federal sources of funding to fund projects up to 100% of eligible project costs. Stacking rules are subject to Canada's interpretation.

Q: Can we use money from the Gas Tax Community Works as part of the applicant financial contribution under the CCR program?

A: No, funding obtained under Gas Tax Community Works funds cannot be used as part of the local government funding contribution under this program. It is counted as federal funds and would be subject to stacking rules under the program (i.e. the maximum senior government contribution under the program would be maintained and using these funds could reduce the federal grant award amount).

Q: Are there any restrictions to applying under the CCR Program if we have already applied under a different program [such as Rural and Northern Communities Program]?

A: An applicant may apply to more than one open program for the same project; however, the project will only be funded through one program. If an application submitted to more than one program (for the same project) and is subsequently successful, it will be funded under the program as determined by the Ministry. This decision is final and not subject to appeal.

Frequently Asked Questions

PROJECT SELECTION

Q: What is the evaluation process for applications under the funding?

A: The Program is merit based and projects are subject to a comprehensive technical ranking assessment and internal provincial review, with provincial shortlisting and recommendations submitted to Canada for final approval. The internal provincial review may include consideration of factors such as regional distribution of funding, previous funding, communities in need, and unmitigated project risks.

Applicants must ensure that their application demonstrates how the project will be eligible for funding (See CCR Program guide), how the project benefits align with one or more of the outcomes (See CCR Program guide), how the project aligns with program criteria described in the application form and in this CCR Program guide, and how the project is supported by sustainable management and planning.

Q: How do we create a strong application?

A: A strong application clearly demonstrates how the project aligns with program objectives, describes the need for the project within the community clearly, has a detailed budget, demonstrates that appropriate stakeholders have been consulted and required permits have been identified, demonstrates a plan for operation and maintenance, and has good alignment with organizational objectives. A well written application is clear and concise, with full but succinct answers that directly address all questions.

When answering questions, don't leave them unanswered or with N/A; please contact the Ministry program staff for assistance before submitting if you are having trouble with an answer. Ensure that attachments are in a searchable format.

Q: We are applying on behalf of a smaller, lower capacity organization. How can we compete with larger organizations?

A: A community's size and capacity is given consideration during the technical review process. In recognition that organizations have varying capacity, a provincial lens will also be applied separately from the technical assessment considering factors such as regional distribution / community scale / capacity.

Q: Where can we obtain assistance in completing the application form?

A: Ministry Program staff are available to provide advice and clarify where we can. However, please note that we are a small team. With a considerable number of potential applications, we are limited in capacity, and we ask that applicants with questions review the program materials on the website first. This will increase the quality of the conversation and corresponding advice.