



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



Frequently Asked Questions

This FAQ document supports information on the Community, Culture, and Recreation Program webpage and in the [Program Guide](#). Applicants are advised to refer to these resources prior to application to the program.

GENERAL

Q: What is the Investing in Canada Infrastructure Program – Community, Culture, and Recreation Program?

A: The Community, Culture, and Recreation program is a combined federal-provincial funding, 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: Read the program guide – the guide contains all the information you need to fill out the application.

B: Apply for a business BCeID (this can take **15 days**) if your organization does not already have access to the Local Government Information System, as applications will be submitted using this system.

C: Contact staff with questions **prior** to the day of submission.

D: Prepare key items such as a detailed cost estimate (see template on website), business case or other study, review permits necessary to proceed.

WHO CAN APPLY

Q: Who can submit applications for the the Community, Culture, and Recreation Program?

A: Local governments, Indigenous ultimate recipients (both on and off-reserve), Not-for-profit organizations can submit applications.

Q: Can I 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 MOU should be provided with the application. Another organization is considered to be a partner when they contribute value to the project (generally funding, either for construction of the project or for ongoing operations and maintenance).

WHAT PROJECTS ARE ELIGIBLE

Q: What types of projects are supported by the Investing in Canada's Infrastructure Program – Community, Culture, and Recreation Program?

A: There are a wide variety of projects that could be eligible under the Community, Culture, and Recreation Program such as community centres, libraries, and pools.

As long as your project supports the federal outcomes identified in the application form/program guide, as well as other program requirements, your project should be eligible.

Q: The Program Guide identifies that the program is designed to support projects that can be completed in five to six years. Does this mean that projects that can be completed in a shorter timeframe are ineligible?

A: All projects that can be completed within this timeframe are eligible, including those that can be completed in a shorter period. We encourage projects that will take longer than 5 to 6 years to complete to be phased.

Q: Can we award the 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.

Q: Is there a maximum grant amount for projects?

A: There is no maximum grant amount under the program. However, fair distribution of the funds will be considered and applicants are advised to consider this when selecting a project for submission.

WHEN CAN I APPLY and WHAT ARE THE FUNDING TIMELINES

Q: What are the application timelines?

A: The application intake opens on September 12th, 2018. Applications are due January 23, 2019.

Q: When will funding decisions be announced?

A: Funding announcement is anticipated to be in late 2019.

PROJECT COSTS

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

A. No. Only costs incurred after the project approval date as specified in the Shared Cost Agreement with the Province of BC are eligible, with the exception of the costs associated with climate lens assessments.

Q: Do invoices need to be paid prior to submitting a claim to the Province for reimbursement under the grant?

A: Yes, invoices must be paid by the applicant prior to submitting a claim for reimbursement under the program.

Q: There are changes or variations to our original, approved project. Do we have to notify the Province?

A: Yes. The proponents must advise the Ministry of Municipal Affairs and Housing, in writing, of any variation from the approved project. Before such changes are implemented they must be approved by the Ministry otherwise costs incurred may not be eligible for reimbursement.

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. 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.

Minimum Project Value:

Indigenous Ultimate Recipient Projects - On-Reserve

A minimum project value has been set at \$150,000 total eligible project costs. Written approval from the Ministry is required, if the project costs are less than this amount but would provide significant benefits.

Funding is available up to 75% of the eligible project costs (75% Government of Canada)

Indigenous Ultimate Recipients may submit one application.

Indigenous Ultimate Recipient Projects - Off-Reserve

A minimum project value has been set at \$150,000 total eligible project costs. Written approval from the Ministry is required, if the project costs are less than this amount but would provide significant benefits.

Funding is available up to 90% of the eligible project costs (75% Government of Canada, 15% Province of British Columbia).

Indigenous Ultimate Recipients may submit one application.

Not-For-Profit Projects

A minimum project value has been set at \$150,000 total eligible project costs. Written approval from the Ministry is required, if the project costs are less than this amount but would provide significant benefits.

Funding is available up to 65% of the eligible project costs (40% Government of Canada, 25% Province of British Columbia).

Not-For-Profit organizations may submit one application.

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 program?

A: It cannot be utilized as part of the ultimate recipient's contribution to the project. Federal government funding is subject to stacking rules.

HOW DO I APPLY

Q: What is the process for submitting an application?

A: Applicants must complete and submit an online application form through the Local Government Information System (LGIS).

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

A: Program staff are available to provide advice. However, please note that we are a small team. With a large number of potential applicants we are limited in capacity, so 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.

PROJECT SELECTION

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

A: Program staff conducts a technical and financial assessment the projects are evaluated and ranked on merits of meeting the program objectives. A list of ranked projects is sent forward for decisions. Our programs are always oversubscribed and not all applications that qualify will receive funding.

Q: How do I create a strong application?

A: A strong application clearly demonstrates how the project aligns with program objectives and why it is needed. A well written application is clear and concise, that directly address the questions. Try not to leave questions unanswered.

Q: I am 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.

APPROVED PROJECTS

Q: Will an environmental assessment be required?

A: Applicants are expected to determine whether all applicable legislative or regulatory requirements will or have been met, including requirements for federal or provincial environmental assessment.

Q: What should I expect in terms of reporting requirements for an approved project?

A: Ultimate recipients will be required to submit quarterly progress reports and monthly budget forecast reports to provincial program staff. Reporting on federal targets and indicators will be required as well.