

Northern Capital Grants Program

Information Guide

1. What is the Northern Capital Grants Program?

The Northern Capital Grants (NCG) Program enables municipalities to acquire, construct and equip capital assets such as public works shops, graders, roads or recreational facilities. Investing in capital assets assists municipalities in providing and delivering services that support the quality of life of northern residents.

2. What are capital works?

Capital works are projects that lead to the acquisition, construction or equipping of capital assets.

3. What are capital assets?

Capital assets are physical assets that are used to support municipal operations and provide long-term economic benefits. They have a lifespan of greater than one year and are:

- Used to produce or supply goods and services for:
 - Rent to others
 - Administrative purposes
 - Development, construction, maintenance, or repair of other capital assets
- Used on an ongoing basis (not one-time use)
- Not intended for sale in the ordinary course of operations

4. Who can apply for funding from the NCG Program?

Northern incorporated municipalities are eligible to apply for the program.

5. How much funding is available for my community?

Each municipality was provided with an allocation for the current program period. Please see [Appendix A](#) for details.

6. What is the current program period and when is the deadline to apply?

The current program period starts October 1, 2023, and ends September 30, 2028. Application packages must be completed and submitted by August 31, 2028. Incomplete packages will not be accepted.

7. What requirements do we need to meet for our application to be considered?

The following eligibility requirements apply to all applicants:

- Applicants must be eligible recipients. Please refer to [question 4](#) for more information.
- Applications must be for eligible costs. Please refer to [question 9](#) for more information.
- Applicants must meet the audited financial statements requirement unless otherwise exempt. Please refer to [question 10](#) and [question 11](#) for more information.
- Applications must be submitted by the program period deadline stated in answer to question 6.
- Applications must meet the minimum application amount requirement.

8. What is the minimum application amount requirement?

The following minimum application amounts have been determined for the program:

\$2,000 – northern hamlet

\$3,500 – northern village

\$5,000 - town

The minimum application amount requirement does not apply when a municipality does not have enough remaining NCG allocation.

9. What costs are eligible for the program funding?

The program supports costs associated with:

- Purchasing, constructing, equipping, renovating or expanding new or existing capital assets. This includes design and planning costs, and land purchased to construct an asset. To be eligible for program support:
 - Renovations and expansions must significantly increase the asset's lifespan or energy efficiency.
 - Repairs must significantly increase the asset's lifespan.
- Purchase or construction of shared capital assets resulting from regional partnerships where the owner is a municipality or controlled corporation.
- The outstanding balance of the required municipal contribution for a project that has been approved under the following eligible Northern Municipal Trust Account (NMTA) programs:
 - Northern Water and Sewer Program
 - Emergency Water and Sewer Program
 - Northern Regional Solid Waste Management Program
 - Northern Residential Subdivision Development Program
- Emergency water and sewer projects recommended for approval to address the risk to residents' health, safety and quality of life.

9 – Examples of Eligible Costs

- Parks and recreational facilities (e.g., indoor, outdoor recreational spaces)
- Community and cultural infrastructure
- Utility infrastructure (e.g., water, sewer)
- Public transportation
- Civic facilities (e.g., town hall, administration office)
- Public works facilities (e.g. waste management facilities, maintenance shops)
- Roads and bridges (e.g., paving, road expansion)
- Fire halls
- Land improvements (e.g., subdivisions)
- Animal rescue and control facilities
- Heavy construction equipment (e.g., graders, loaders)
- Machinery (e.g., for landscaping, ice resurfacing, snow clearing).
- Vehicles (e.g., municipal fleets, emergency vehicles, garbage trucks, public transportation)

10. What is the audited financial statements requirement?

Unless otherwise exempt, at the time of the application applicants must have submitted their audited financial statements to financialstatements@gov.sk.ca:

- If the application is made on or before July 1, the audited financial statements from 2 years prior are required.
- If the application is made after July 1, the prior year's audited financial statements are required.
- If the application is made after July 1 by a municipality that was under the declaration of emergency or evacuation order between April 1 and August 31, the audited financial statements from 2 years prior are required.

10 – Example of Audited Financial Statement Requirements

A municipality submits an application on April 30, 2026. The 2024 audited financial statements are required to receive the NCG grant.

A municipality submits an application on August 15, 2026. The 2025 audited financial statements are required.

An evacuation order was issued for a municipality on May 1, 2025. On August 15, 2025, the municipality applies to the program. To be eligible, it must have already submitted the 2024 audited financial statements.

11. Which applications are exempt from the audited financial statements requirement?

- Applications to support emergency water and sewer projects recommended for approval to address the risk to residents' health, safety and quality of life.
- Applications to cover a municipality's required contribution for expenditures that have been approved under an eligible NMTA program.

12. How do I apply for the NCG program funding?

- Confirm that the eligibility criteria listed in [question 7](#) have been met.
- To initiate the application process, complete and submit a Capital Works Plan (NCG-1 Form) and an Application for Grant Approval (NCG-2 Form), including all mandatory supporting documents, to nmsggrants@gov.sk.ca.
 - The list of documents that must be included in the application package for each application type is provided in [Appendix B](#). The forms are available on the [program website](#).
- If applying by e-mail, submit one application at a time. Do not submit multiple applications in one email.
 - In the email subject, state the program name, municipality name and the eligible expenditure description. For example: NCG Program, Town of ABC, grader.
- Applications may also be accepted by mail at:

**Ministry of Government Relations
Northern Municipal Services
Box 113
La Ronge SK S0J 1L0**

13. What are the requirements for applications made for new buildings and facilities?

To promote sustainable infrastructure development, communities making applications to support construction of new buildings or facilities must meet all eligibility requirements listed in [question 7](#) and must also include the following:

- A submission prepared by a person associated with a profession and/or professional body of practice that provides details on how the operation and maintenance of the new building or facility will impact municipal finances over its lifetime.
- Proof of the qualified project management oversight, where required. A final construction report from a project manager will be required before any funds are released.

14. When is asset insurance not required?

Asset insurance is not required when the asset cannot be insured, such as a road.

15. Can we apply after we make the purchase?

Yes, an application can be made at any time within the [program period](#), including after the expense is incurred. The following conditions apply:

- Expenses must be incurred within the program period for which the application is made, with the exception of expenses related to applications for the eligible NMTA program support.
- Only applications that meet the eligibility criteria at the time of the application will be considered.

16. My community partnered with another community for the construction or purchase of a capital asset.

How do I apply for the program funding to support this project?

If the project has to do with construction or acquisition of a shared asset which is funded by an eligible NMTA program, each partner municipality must submit an Application for Eligible NMTA Program Support (Form NCG-6).

For all other projects:

- One partner municipality must take the lead to coordinate the completion and submission of the application package (applicant municipality). The maximum program grant the applicant municipality can apply for is 90% of the net total estimated cost.
- Other partnering municipalities complete section 6 of the Form NCG-2 based on their financial contribution. The maximum program grant the partnering municipalities can apply for is 90% of their net financial contribution.

17. My community needs support with the required municipal contribution for a project funded by an NMTA program. What do I need to do to apply for the NCG?

Applicants need to complete the Application for Eligible NMTA Program Support (Form NCG-6), including all mandatory supporting documentation requested on this form. If your community participates in a regional partnership projects supported by an eligible NMTA program, please follow the steps listed in answer to [question 16](#).

18. My community is involved in a long-term construction project. Can the program funding be provided before the project is completed?

To support eligible recipients in constructing capital assets, the program funding can be released based on the project's progress over time (interim funding). You can apply for this funding using the NCG-4 Form and other documents listed in [Appendix B](#). To get progress grant payments, you will need to submit proof of expenditures.

19. My community is looking to build a facility but does not have enough funds to begin the project. Can the program funding be provided in advance?

To apply for a grant advance, the municipality must meet the following criteria:

- All the program eligibility requirements listed in the answer to [question 7](#).
- Not have any concurrent NCG applications under review or approved NCG applications where funding has yet to be released.

Applications for grant advance shall not exceed:

- 90% of the net total estimated cost.
- 50% per cent of the applicant's remaining program allocation.

19 – Example #1 Grant Advance

A municipality applies for a \$50,000 grant advance on an asset that has an estimated cost of \$60,000. To be eligible for the advance it must have a remaining NCG allocation of \$100,000 and meet all other grant advance eligibility requirements.

Once the criteria above are met, complete and submit the Application for Grant Advancement (Form NCG-5) and other required documents listed in [Appendix B](#).

20. Will receiving a grant advance affect the ability of our community to access the remaining NCG allocation?The following conditions apply to grant advances:

- The municipality's remaining NCG allocation will be reduced in the amount two times the grant advance until proof of payment has been submitted.
- Where proof of payment is not provided, no other grant advance applications will be approved.
- Where no proof of payment has been provided by the end of the program period, the amount reduced is carried over into the next program period and withheld until proof of payment is provided.

20 – Example #2 Grant Advance

A municipality is approved for a grant advance of \$50,000. Their remaining NCG allocation is \$150,000. Their NCG allocation will be reduced by a total of \$100,000 until proof of payment for the approved expenditure is received.

21. We submitted an application. Will the program grant cover all the expenses we included on the application?

The program typically covers 90% of the net total estimated cost included in the application. If a municipality's available allocation is less than 90% of the net total estimated cost included in the application, the grant amount is equal to the available allocation.

If the application is for a shared capital asset not funded by an eligible NMTA program, only one partner municipality can apply for a maximum of 90% of the net total estimated cost of the asset. All other partners can apply for a maximum of 90% of their net financial contribution to the cost of the asset.

21 – Example #1 of Maximum Available NCG Funding

A municipality applies for funding for an asset with a total estimated cost of \$100,000. The municipality expects to receive a provincial grant of \$10,000 for this purchase. The net total estimated cost for this asset is $\$100,000 - \$10,000 = \$90,000$. The maximum NCG is 90 per cent of the net total estimated cost (90 per cent of \$90,000 = \$81,000). However, the municipality only has \$50,000 NCG remaining allocation available, therefore, the maximum NCG that can be received for this application is \$50,000.

For applications for eligible NMTA program support, the grant amount depends on whether the support requested is for a project with ongoing deductions:

- If the project deductions have not started, the maximum grant is 90% of the total eligible cost.
- If the project deductions have started, the maximum grant can be up to 100% of the outstanding balance, provided the amount is within 90 per cent of the total eligible cost.

21 – Example #2 of Maximum Available NCG Funding

A municipality has a project funded under the Northern Water and Sewer Program with the required municipal contribution of \$100,000. The current deduction schedule is \$20,000 per year over five years. Two deductions have already occurred, and the remaining balance is \$60,000. The maximum NCG that can be applied for is \$60,000. This is within 100 per cent of the remaining balance and is within 90 per cent of the total eligible cost.

22. What are the net costs?

Net costs are the remaining costs after all other funding sources received specifically for the capital asset have been considered.

23. What are other funding sources we need to consider in our application?

Other funding sources that need to be considered are those contributing specifically towards the cost of the capital project or asset for which you are seeking the NCG program funding (capital asset specific funding sources).

17 - Examples of Other Capital Asset Specific Funding Sources.

- Grants (federal, provincial, private)
- Partner contributions
- Donations
- Special tax levies
- Fundraising
- Partner contributions

24. We purchased a new capital asset and traded in the old one. Do we need to include the trade-in amount on the application?

When a trade-in is used to purchase a capital asset, the trade-in amount should be deducted from the total cost of the asset when you fill out the Application to Request Grant Payment (Form NCG-3).

25. We made a deposit towards purchasing a new capital asset. Do we need to include the deposit amount on the application?

Deposits that a municipality has put towards the purchase of an asset are considered part of the total cost of the asset.

26. Our application has been approved. How do we receive funding from the program?

Program funding will be provided after you complete and submit the Application to Request Grant Payment (Form NCG-3). This form is completed after the expenditures have been incurred.

For information on how to receive:

- Interim funding, please refer to [question 18](#) and [Appendix B](#).
- Grant advances, please refer to [question 19](#) and [Appendix B](#).

Email all forms and supporting documents to nmsgrants@gov.sk.ca. Please include the form number (NCG-3, NCG-4 or NCG-5) and the assigned application number in the subject line. The form can also be mailed to:

**Ministry of Government Relations
Northern Municipal Services
Box 113
La Ronge SK S0J 1L0**

27. Our project will not be completed by September 30, 2028. What happens to our approved NCG funding?

Some projects take longer than anticipated to complete. To request to carry over the approved program funding:

- Submit the request by August 31, 2028.
- Include rationale, project description, cost estimate, project schedule, and capital works plan for your municipality (Form NCG-1).
- Send the request to nmsgrants@gov.sk.ca and state the application number and “project carry-over request” in the email subject line.

Appendix A: 2023-2028 Northern Capital Grant Program Allocations

NORTHERN MUNICIPALITY	Base Funding	2018-2023 Carryover	Total (Base Funding + Carryover)
Towns			
CREIGHTON	419,191.89	474,279.36	893,471.25
LA RONGE	842,729.48	735,562.92	1,578,292.40
Northern Villages			
AIR RONGE	456,297.40	357,246.82	813,544.22
BEAUVAL	228,984.41	293,306.00	522,290.41
BUFFALO NARROWS	338,963.78	508,703.00	847,666.78
CUMBERLAND HOUSE	180,513.26	362,508.00	543,021.26
DENARE BEACH	228,984.41	159,335.91	388,320.32
GREEN LAKE	137,390.64	147,895.52	285,286.16
ILE A LA CROSSE	476,354.43	55,818.41	532,172.84
LA LOCHE	890,532.06	1,295,590.00	2,186,122.06
PELICAN NARROWS	50,000.00	18,450.00	68,450.00
PINEHOUSE	338,629.50	323,992.82	662,622.32
SANDY BAY	224,304.43	319,429.00	543,733.43
Northern Hamlets			
BLACK POINT	30,000.00	30,000.00	60,000.00
COLE BAY	64,851.06	77,910.00	142,761.06
DORE LAKE	30,000.00	0.00	30,000.00
JANS BAY	50,000.00	20,040.00	70,040.00
MICHEL VILLAGE	30,000.00	50,000.00	80,000.00
PATUANAK	50,000.00	50,000.00	100,000.00
ST. GEORGE'S HILL	50,000.00	0.00	50,000.00
STONY RAPIDS	73,208.15	120,072.00	193,280.15
TIMBER BAY	50,000.00	50,000.00	100,000.00
TURNOR LAKE	50,000.00	50,000.00	100,000.00
WEYAKWIN	50,000.00	50,000.00	100,000.00
DISTRICT	609,065.10	410,000.00	1,019,065.10
FLIN FLON	50,000.00	50,000.00	100,000.00

Appendix B: Documentation Requirements by Application Type

Application	Requirements
NCG-2 Application for Grant Approval	1. Form NCG-1 - Capital Works Plan. 2. Form NCG-2 - Application for Grant Approval. 3. Two (2) prices quotes OR one (1) quote with an explanation why two quotes cannot be obtained. 4. Certified council motion approving the project or purchase. 5. Asset insurance quote. 6. For the applications for new buildings and facilities: a. A submission prepared by a qualified person associated with a professional practice that presents the impact of operating and maintenance costs over the lifetime of the building or facility. b. Proof of qualified project management oversight, if recommended by SaskWater. 7. Any other documentation requested by NMS including but not limited to alternative quotes and building plans.
NCG-2 Application for Grant Approval (Shared Services)	1. Form NCG-1 - Capital Works Plan. 2. Form NCG-2 - Application for Grant Approval completed by the coordinating municipality based on the net estimated total cost. a. Partnering municipalities must complete Section 6: Shared Asset based on their net financial contribution. b. The form must be signed by representatives of all participating municipalities. 3. Two (2) prices quotes OR one (1) quote with an explanation why two quotes cannot be obtained. 4. Certified council motion from each participating municipality approving the project or purchase. 5. Asset insurance quote. 6. For the applications for new buildings and facilities: a. A submission prepared by a qualified person associated with a professional practice that presents the impact of operating and maintenance costs over the lifetime of the building or facility. b. Proof of qualified project management oversight, if recommended by SaskWater. 7. Any other documentation requested by NMS including but not limited to alternative quotes and building plans.
NCG-4 Application for Interim Funding	1. Form NCG-1 - Capital Works Plan. 2. Form NCG-2 - Application for Grant Approval. 3. Form NCG-4 - Application for Interim Funding. 4. Proof of expenditures.
NCG-5 Application for Grant Advance	1. Form NCG-5 - Application for Grant Advance. 2. Documents required for the NCG-2 Application.
NCG-6 Application for Eligible NMTA Program Support	1. Form NCG-6 - Application for Eligible NMTA Program Support. 2. Certified council motion.