

Special Assistance Grant Program Guidelines

Department of Municipal and Community Affairs

Purpose: These guidelines help applicants decide if their request may qualify for funding consideration under the Special Assistance Grant (SAG) Program.

Eligibility Screening: Before a request for SAG funding is submitted, please confirm the following:

1. The request is for existing infrastructure, not new construction, such as:

- Roads, bridges, culverts, and drainage systems;
- Water and wastewater infrastructure;
- Municipal buildings and facilities;
- Retaining walls, erosion protection, and other municipal assets.

2. The request meets at least one or more of the following conditions:

- It is an emergency that affects the environment, health, or life safety;
- The applicant is experiencing financial difficulties;
- The costs were unexpected and cannot be handled through a normal budget process; or
- It is a special project or initiative that benefits the community.

3. The request is not eligible if:

- It is for regular maintenance;
- It is for day-to-day operating costs;
- It is needed because proper maintenance was not done; or
- It is for new construction.

Applications should include:

- Detailed quotes for the proposed work;
- Invoices for completed work;
- Maps, photographs, or plans, if needed;
- Engineering reports or assessments, if applicable; and
- Any documents that show urgency, risk, or financial need.

Requests over \$30,000 may still be considered if there are health or life safety concerns, the applicant cannot afford the work, the work is urgent, or there is an emergency.

If an applicant is eligible and still has funding available through their Build Communities Strong Fund Community Stream (Gas Tax) , they must use that funding before a SAG request will be considered.

Quick Eligibility Questionnaire	Yes	No
1. Is the request for municipal infrastructure?	☐	☐
2. Does the request meet at least one SAG eligibility requirement?	☐	☐
a. It is an emergency that affects the environment, health, or life safety	☐	☐
b. The applicant is experiencing financial difficulties	☐	☐
c. The costs were unexpected and cannot be covered through a normal budget process	☐	☐
d. It is a special project or initiative that benefits the community	☐	☐
3. Is the request for any of the following?	☐	☐
a. Regular maintenance	☐	☐
b. Day-to-day operating costs	☐	☐
c. Work needed because proper maintenance was not done	☐	☐
4. Has the applicant provided support documents; i.e. quotes, invoices, photos, reports, etc.?	☐	☐
5. Based on the information provided, is the work needed and reasonable?	☐	☐
6. If the required work is a capital project, has the applicant considered the Municipal Capital Works Program as an alternate funding source?	☐	☐

For questions please contact:

1-877-729-4393 or

SpecialAssistanceGrants@gov.nl.ca

Additional details on the program are available at:

[Special Assistance Grant Program - Municipal and Community Affairs](#)