

The purpose of the RFD program is to assist community groups, municipalities and other 'not-for-profit' organizations to develop facilities to increase public participation in sport and recreation. Facilities may include: community centres, pools, arenas, athletic fields, parks, playgrounds, and enhancements to schools for community use and other facilities that promote active living. The facility must be open to all members of the public at reasonable times and at a reasonable rate.

ELIGIBLE APPLICANTS

- Public organizations incorporated as a "not-for-profit" entity under the *Societies Act of Nova Scotia* or other organizations deemed equivalent by the Province.
- Applicants can also be a Municipality (incorporated community), Schools through Regional Centres for Education (REC), Mi'kmaq Band Councils or University.

ELIGIBLE PROJECTS, COSTS AND GUIDELINES

- Projects are eligible to apply for up to one-third (1/3) of the total capital cost of the project to a maximum of \$150,000.00
- An organization is eligible to receive one (1) grant per year for a project.
- The need for the project must be documented in the application. Funding to support needs assessments and feasibility studies may be available through the CCH Planning Assistance program.
<https://cch.novascotia.ca/planning-assistance-program>
- Funding received from other provincial government departments can affect the amount of the grant awarded by Communities, Culture and Heritage. The total provincial government contribution cannot exceed three quarters (3/4) of the total project cost.
- Large permanent furnishings and equipment (e.g. ice re-surfacer, trail groomer, soccer goals) integral to the functioning/operation of a facility are eligible for RFD funding.
- Capital conservation work involving repair and/or replacement needs of any major components directly related to a facility's structural or operational integrity are eligible.

INELIGIBLE COSTS

- The purchase of consumable, non-fixed furnishings and equipment are not eligible under the RFD Program.
- For trail expansion and development projects apply to the Recreational Trail Expansion Program.
<https://cch.novascotia.ca/trail-funding-programs>
- Maintenance costs (regular or preventative maintenance) undertaken to keep a facility and its equipment in proper working condition or repair of normal wear to components.
- Annual operational expenses.
- The cost of land purchase is not eligible.

APPLICATION PROCEDURE AND PROCESS

- Only eligible project expenses incurred after applicant has opened a file with their Regional Manager are eligible for reimbursement. Applicants should note that this confirmation is not a guarantee that a project grant will be forthcoming the following year.
- The RFD application and information package is available from the Regional Manager in your area. A complete RFD application form, signed by two officers of the association, must be submitted to the Regional Manager by 4:30 p.m. on or before **Monday, Feb. 4, 2019** to be considered for funding in the current fiscal year starting on April 1.
- If construction is undertaken between the time of opening a file and being awarded funding, it is done at the applicant's own risk.

Applicants must provide:

- A detailed project description which includes a rationale for the need of the project.
- A statement of how the project furthers the objectives of the *Shared Strategy for the Advancement of Recreation in Nova Scotia* http://www.recreationns.ns.ca/advocacy/shared_strategy/

and meets, supports or influences the

Application Review Factors (included in the RFD application package) which are:

- Community Benefit and Impact
- Needs Assessment and Project Planning
- Equity, Accessibility, Safety and Inclusion (including how the needs of *groups such as women & girls, disabled and diverse cultures are addressed*)
- Viability, Sustainability & Project Funding.

In the case of community enhancements to a public school, where the timing of the Department of Education and Early Childhood Development project plan is not within the control of the applicant, applications can be submitted at any time during the year and must include:

- an outline of the specific community enhancements and costs;
 - letters from the applicant and the regional centre for education (REC) confirming commitment to execute a joint-use agreement which outlines community access details.
 - Note that an executed joint-use agreement must be provided before a grant disbursement can be issued.
- Copies of the organization's:
 - Constitution and Bylaws
 - List of Executive members
 - Proof of incorporation - Memorandum of Association
 - Deed, lease, or municipal resolution for land required for the project
 - Proof the applicant owns or has clear title to the land required for the project. A long-term

lease (minimum 5-year renewable lease) or a joint-use agreement is also acceptable.

- If applicable, a letter from the Municipality acknowledging awareness of the applicant's planned project and details of any Municipal involvement related to funding and/or contribution assistance
- As much detail as possible should be provided such as sketches and concept drawings and a needs assessment if available.
- Details on all sources of project funding. If estimated values of donated materials, equipment and/or labour are to be used, they should be based on fair market value of the product or service.
- For large-scale projects (e.g. major renovations or, new construction) that take several years to complete, applicants must submit a multi-year development plan or lifecycle plan in the first year outlining the scope of work in each yearly phase. Applicants are eligible and required to reapply each year during the length of the project. Funding in the first year does not guarantee funding in subsequent years.
- Grant recipients should be prepared to demonstrate a process of competitive pricing or tendering for goods and services relating to the project. (i.e. obtain a minimum of three estimates – if unable to obtain 3 quotes, an explanation as to the issue with obtaining 3 quotes and justification of selected vendor).
- If applicable, proof of approval by regulatory bodies and compliance with local bylaws and Provincial Building Code is necessary.
- In certain cases, the Province reserves the right to require additional information to be used in assessing an application.

GRANT DISBURSEMENT

- Groups will be informed of the status of their application following the approval of the Provincial Budget.
- The Regional Office will provide a *Terms and Conditions of Grant* agreement to each successful applicant. This form must be completed and returned to the Regional Office

prior to the payment of the initial grant installment.

- An Initial grant installment of up to 80% of the approved grant can be made, subject to evidence of reasonable project progress (i.e. evidence of materials ordered, paid invoices, signed contracts, contractor and building materials on site, work underway, location certificate).
- The Regional Office provides a successful applicant with final reporting documents including a financial statement template and logs for recording donated labour, equipment and materials.
- If the grant recipient uses donated materials, equipment and/or labour as part of their contribution, detailed records are required for final reporting.
- Projects must be completed within the indicated fiscal year(s) specified in the Minister's letter of commitment.
- The recipient must submit a signed final report including proof of status of project and or project completion to the Regional Office by March 1. The final report must include a financial statement and may require supporting documents such as invoices, receipts & log books.
- Please Note: supporting documents may be requested at any time throughout the project and for up to four (4) years after project completion.
- Approval of the final report by CCH enables final grant payment to be made.

- If actual costs are less than the original estimate, the grant amount is reviewed and revised accordingly.
- If for any reason, a grant recipient is unable to proceed with a project or needs to make substantial changes to a project as outlined in the application and Minister's letter of commitment, the Regional Manager must be informed in writing as soon as possible. Changes to the purpose of the project are not permitted without prior approval of CCH. If the project is not undertaken or completed after payment of the grant has been made, the recipient must return unused funds to the department payable to the Minister of Finance.

GRANT RECOGNITION

Successful applicants to programs acknowledge the financial assistance of the Province of Nova Scotia following CCH Acknowledgment Guidelines at

<https://cch.novascotia.ca/investing-in-our-future/acknowledgement-guidelines>

FOR FURTHER INFORMATION contact your local CCH Regional Manager listed on page 4.

2018/09/20

PLEASE CONTACT YOUR CCH REGIONAL MANAGER FOR FURTHER DIRECTION ON THE RFD APPLICATION PROCESS.

Cape Breton Region

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