



## Community Facilities Improvement (CFIP) Program Guidelines 2019-2020

**Deadline: Thursday February 28, 2019**

### **Purpose:**

The Community Facilities Improvement Program invests in community projects, initiated by local not-for-profit organizations, which enhance public use of existing facilities.

### **Eligible Applicants:**

Organizations must demonstrate the following:

- registered non-profit society/cooperative in good standing OR
  - federally incorporated non-profit organization OR
  - Nova Scotian Mi'kmaw bands
- AND
- operates primarily for community, culture and diversity benefit; and
  - provides programs that serve a broader community and not strictly the organization's membership.

### **Notes:**

- Consideration may be given to facility improvements of spaces within a place of worship that are used primarily by eligible not-for-profit organizations, such as a church hall. Applicants must demonstrate the use of these types of spaces through demonstrated calendar bookings, event flyers, etc.
- Applicants must own the property being considered or maintain a long term lease of at least 5 years with the property's owner.
- The applicant must comply with all necessary legislative requirements (such as, but not limited to, the Fire Code Act, the Building Code Act, and the Heritage Property Act).

### **Eligible Projects:**

The funding will be used for repairs to existing buildings used to offer community activities which improve and expand existing community facilities operated by not-for-profit organizations.

### **The following applicants and projects are not eligible:**

- Organizations who have received funding from this program in 2018-2019;
- Private sector organizations;
- Individuals;
- Hospitals or health facilities;
- Education institutions;
- Religious or faith sanctuaries;
- Projects such as: public wharfs, playground equipment, parks and trails, storage facilities, signage, landscaping, band paving projects;
- Applicants who currently receive funding under other provincial capital funding programs, such as the Recreation Facilities Improvement (RFD) program;
- Facilities that are predominantly used for sport, recreation and fitness; and
- Legions.

### **Note:**

- Legions may apply to the Legion Capital Assistance Program

### **Funding:**

- The department's contribution will not normally exceed 75% of project costs and not exceed a maximum of \$50,000.
- The applicant is responsible for funding 10% (minimum) of the total project cost.
- The value of in-kind contributions of goods and materials can be included in the revenues and expenses, provided they are essential to the project and that they are clearly articulated as to the value and how it is calculated.
- Funding is based on proposed project costs. Should the actual costs of the budget decrease, the department will only provide 75% of the actual costs. Payments are issued on an 80% / 20% basis. The final 20% is issued after a review of the actual project and the final report.

Funding is only provided for:

- project-related costs and not ongoing operating costs.
- for purposes outlined in the approved project.

Once funding has been provided, no substantial changes can be made to the project without the written consent of the Program Officer. Funds are to be returned if not completely used for the project.

### **Application Procedure**

Applicants must complete the application form in full. Proposals must include completed cover and budget pages with project details given on separate pages. Incomplete applications will be deemed ineligible.

Applicants are strongly encouraged to speak with the appropriate Regional Manager to discuss their proposed activity and the requirements for application in advance of the deadline and before completing/submitting an application. See final page for contact information.

Applicants should not submit application materials bound in folders, binders or plastic sleeves because materials will be duplicated prior to assessment.

Completed application forms must be signed and dated. Applications can be delivered by email, hand, courier or sent by regular mail.

### **Application Deadlines and Activity Start/End Dates**

The deadline for applications is February 28, 2019.

Activities can start no earlier than April 1, 2019 and must have defined start and finish dates.

Activities must be completed prior to January 15, 2020.

Applications will be reviewed by Communities, Culture and Heritage staff and recommendations for approval made to the Minister of Communities, Culture and Heritage. The approval process could take from 12 - 16 weeks.

- Organizations which receive funding must submit a final report within 60 days of the project end date. Organizations will be required to submit original or copies of receipts for purchases/services rendered in completion of the project, images of the completed work.
- The Province's support must be recognized as outlined in the "Requirements for Acknowledging Funding" which can be found on our website at: <http://cch.novascotia.ca/investing-in-our-future/acknowledgement-guidelines>.

### **Project Cancellation:**

Please inform the CFIP program administrator of project cancellation by **Oct 1, 2019**. If there are funds to be returned, please make cheque payable to Minister of Finance and send it to the following address:

Attn: Jaylene McEwan  
Communities, Culture and Heritage  
PO Box 456  
Halifax, Nova Scotia B3J 3X8

Send completed application form to:  
 Community Facilities Improvement Program  
 Department of Communities, Culture & Heritage  
 In person/courier, by regular mail or email to one of our regional offices:

<p><b>Central Regional Office</b>          (Halifax Regional Municipality)          1741 Brunswick Street, 3rd floor - P.O. Box 456 Stn          Central Halifax, NS. B3J 2R5</p> <p>(902) 424-6608 Fax: (902) 424-0710 Deborah Fram  <a href="mailto:Deborah.Fram@novascotia.ca">Deborah.Fram@novascotia.ca</a></p>	<p><b>Cape Breton Regional Office</b>          (Cape Breton Island)          305 Esplanade, Suite 101, Sydney, NS. B1P 1A8</p> <p>(902) 563-2380 Fax: (902) 563-2565          Larry Maxwell  <a href="mailto:Larry.Maxwell@novascotia.ca">Larry.Maxwell@novascotia.ca</a></p>
<p><b>Valley Regional Office</b>          (Municipalities of Hants West and Clare, Counties          of Digby, Annapolis, and Kings)          10 Webster, Suite 200, Kentville, NS B4N 1H7</p> <p>(902) 679-4390 - Fax: (902) 679-6748          Meg Cuming <a href="mailto:Meg.Cuming@novascotia.ca">Meg.Cuming@novascotia.ca</a></p>	<p><b>Highland Regional Office</b>          (Counties of Guysborough, Antigonish, Pictou) 149          Church Street, Suite 4,          Antigonish, NS B2G 2E2</p> <p>(902) 863-7380 Fax: (902) 863-7477          Rae Gunn <a href="mailto:Rae.Gunn@novascotia.ca">Rae.Gunn@novascotia.ca</a></p>
<p><b>South Shore Regional Office</b>          (Counties of Yarmouth, Shelburne, Queens, and          Lunenburg, District of Argyle)          312 Green Street, PO Box 9000,          Lunenburg, NS B0J 2C0</p> <p>(902) 634-7505 Fax: (902) 634-7542          Debby Smith  <a href="mailto:Debby.Smith@novascotia.ca">Debby.Smith@novascotia.ca</a></p>	<p><b>Fundy Regional Office</b>          (Municipality of East Hants, Cumberland County,          Colchester County)          80 Walker Street, Suite 1,          Truro, NS. B2N 4A7</p> <p>(902) 893-6215 Fax: (902) 896-2425          Peter McCracken  <a href="mailto:Peter.McCracken@novascotia.ca">Peter.McCracken@novascotia.ca</a></p>