

Communities, Culture, Tourism and Heritage (CCTH), offers the Recreation Facility Development Grant program designed to assist with the development of facilities for increased public use and participation in sport and recreation projects which respond to the recreation goals and priorities of communities across Nova Scotia and the [Shared Strategy for Advancing Recreation in Nova Scotia](#) and as found in Nova Scotia's [Culture Action Plan](#). This program includes the **Rink Revitalization Fund (RRF)** which is specifically designed to assist community groups, municipalities and other 'not-for-profit' organizations who operate rinks to invest in the revitalization or upgrading of capital infrastructure to support the sustainability of the facility.

ELIGIBLE APPLICANTS

- Registered community associations and non-profit societies with active status including clubs and associations.
- Mi'kmaq Band Councils, Municipalities and Villages.
- Post-secondary institutions, and Schools through their Regional Centres for Education and CSAP where the institution or school is available for community use.

ELIGIBLE INITIATIVES

- Large permanent furnishings and equipment e.g., trail groomer, soccer goals, ice re-surfacer, ice plant components etc. integral to the functioning/operation of a facility.
- Community centres, pools, rinks, athletic fields, parks, playgrounds, enhancements to schools for community use and other recreation facilities that promote active living.
- Capital conservation work involving repair and/or replacement needs of any major components directly related to a facility's structural or operational integrity.

INELIGIBLE PROJECTS AND COSTS

- The purchase of consumable, non-fixed furnishings, and equipment.
- Trails: Trail expansion and development projects must 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.
- Wages and remuneration for full or part time employees cannot be listed as In-Kind contributions unless it can be clearly shown that these expenses are project specific and outside the scope of regular duties.
- Any expenses that could be subject to HST rebate for the applicant. If an applicant is eligible for rebates, the details of their rebate must be disclosed and included with other required documentation.

CONTRIBUTION GUIDELINES

- The facility must be open to all members of the public at reasonable times and at a reasonable rate.
- Only eligible project expenses incurred after applicant has opened a file with their CCTH Regional Office are eligible for reimbursement. Applicants should note that opening a file is not a guarantee that a project grant will be approved.
- 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 up to one (1) RFD and one (1) RRF each, not related to the same project each fiscal year. Please use separate applications if applying for both grants.
- The need for the project must be documented in the application. Funding to support needs assessments and feasibility studies may be available through the 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. The total provincial government contribution cannot exceed 75% of the total project cost

APPLICATION PROCEDURE AND PROCESS

- Potential applicants are requested to contact a Regional Manager (please see page 5 for a contact list) to discuss the proposal, determine eligibility and provide relevant advice and assistance.
- A completed application, signed by two officers of the association, must be submitted to the Regional Office by 4:30 p.m. on or before **Monday, February 14, 2022** to be considered for funding in the 2022-2023 fiscal year (starting on April 1).
- If construction is undertaken between the time of opening a file and being awarded funding, it is done so at the applicant's own risk.
- Applications will be reviewed by department staff based on these guidelines.
- A completed, signed application form is required before an application can be recommended for approval.

GRANT DISBURSEMENT

- The CCTH Regional Office will provide an agreement outlining the terms and conditions of the project. This form must be completed and returned to the CCTH Regional Office prior to the payment of the initial grant installment.
- A grant installment of the approved grant will 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 will provide 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. 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 2023. The final report must include a financial statement and may require supporting documents such as invoices, receipts & logbooks.
- Approval of the final report by CCTH enables the final grant payment to be made, if applicable.
- Projects must be completed within the indicated fiscal year(s) specified in the Minister's letter of commitment.

APPLICANTS MUST PROVIDE THE FOLLOWING:

- A detailed project description which includes a rationale for the need of the project.
- Detailed project cost breakdown
- A detailed description of how the project meets, supports, or influences the **Application Review Factors (included in the application package)** which are:
 - Community Benefit and Impact
 - Needs Assessment and Project Planning
 - Equity, Accessibility, Safety, and Inclusion
 - (including how the needs of diverse groups, cultural underrepresented, and marginalized groups, including but not limited to newcomers, indigenous, older adults, low income, youth, and women & girls, persons with disabilities are addressed)
 - Viability, Sustainability, Project Funding & Budget.
- 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), municipal resolution or a joint-use agreement is also acceptable.
- As applicable, a letter from Municipality staff acknowledging awareness or support of the 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, concept drawings and needs assessment or feasibility studies if applicable.
- Details on all sources of project funding, including those not confirmed yet. If donated materials, equipment and/or labour is used, estimates of cost should be based on fair market value of the product or service. Labour rates should be quoted at \$20/hr unless it can be shown that specialized skills or products were required and, in that case, industry standards for costing will assumed. Proof of such will be required and may be in the form of professional or red-seal certification or invoiced professional services.
- 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.
- In the case of community enhancements to a public school, where 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 (RCE) confirming commitment to execute a joint-use agreement outlining community access details.
 - PLEASE NOTE: an executed joint-use agreement must be provided before a grant disbursement can be issued.
- Grant recipients need to demonstrate a process of competitive pricing or tendering for goods and services relating to the project. If unable to obtain 3 quotes, an explanation as to the issue with obtaining 3 quotes and justification of selected vendor must be provided.
- 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 RECOGNITION

Successful applicants to programs acknowledge the financial assistance of the Province of Nova Scotia by following [CCTH Acknowledgment Guidelines](#).

Other Facility Grants

If your project doesn't fit within these guidelines, please see below for other possible grant opportunities within Communities, Sport and Recreation.

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

Community Recreation Capital Grant To assist in the development of small scale indoor and outdoor capital recreation projects.

Community Facility Improvement Program To improve and expand existing community facilities operated by not for profit organizations; to improve the functionality and enhance the sustainability of existing community facilities; to celebrate culture, heritage, and diversity.

Community Access-Ability Program To assist non-profit organizations of groups and municipalities with the removal of barriers for persons with disabilities in public buildings or spaces.

Business Access-Ability To assist businesses improve overall accessibility and create welcoming commercial environments that persons with disabilities can access for business and employment opportunities.

Planning Assistance To assist community organizations and municipalities in obtaining professional assistance in planning, designing, and researching proposed and existing sport and physical recreation facilities

FOR MORE INFORMATION CONTACT:

Cape Breton Region

Cape Breton Island

850 Grand Lake Road, Suite 15, Sydney, NS B1P 5T9

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Central Region

Halifax Regional Municipality

1741 Brunswick Street, PO Box 456, Halifax, NS B3J 2R5

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Regional Manager Andrea.Redmond@novascotia.ca

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Fundy Region

Cumberland, Colchester & Municipality of East Hants

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Highland Region

Guysborough, Antigonish & Pictou

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South Shore Region

Yarmouth, Shelburne, Queens, Lunenburg & District of Argyle

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Regional Manager Anna.Haanstra@novascotia.ca

Regional Program Coordinator Denise.Scott@novascotia.ca

Valley Region

Annapolis, Kings, Digby & Municipalities of West Hants and Clare

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