

Communities, Culture, Tourism and Heritage (CCTH), offers the **Recreation Facility Development Grant** program which is designed to assist with the development of facilities for increased public use and participation in sport and recreation. Projects should address the recreation goals and priorities of their community and the [Shared Strategy for Advancing Recreation in Nova Scotia](#).

This program includes the **Rink Revitalization Fund (RRF)** which assists organizations who operate rinks to invest in the revitalization or upgrading of 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 education institutions, and schools, through their Regional Centre for Education and CSAP, whose facilities are available for community use.

ELIGIBLE INITIATIVES

- Purchase of large permanent furnishings and equipment integral to the functioning/operation of a facility. (i.e. soccer goals, ice re-surfacer, ice plant components)
- Construction of community centres, pools, rinks, athletic fields, parks, playgrounds, and 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.
- 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.
- Trails: Trail expansion and development projects must apply to the Recreational Trail Expansion Program. <https://cch.novascotia.ca/trail-funding-programs>
- 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 Manager are eligible for reimbursement. Applicants should note that opening a file is not a guarantee that a project grant will be forthcoming.
- 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 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 to discuss the proposal, determine eligibility and provide relevant advice and assistance.
- The application package is available December 5, 2022, from the Regional Office in your area (please see page 5 for a contact list).
- A completed application, signed by designated signing officers of the association, must be submitted by 4:30 p.m. on or before **Tuesday, February 14, 2023**, to be considered for funding in the 2023-2024 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 Communities, Sport and Recreation Division staff based on these guidelines.

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 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. The recipient must submit a signed final report to the Regional Office when the project is completed. 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 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 brief project description includes a rationale for the need of the project.
- A detailed breakdown of the budget for the project
- 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 equity seeking 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:
 - 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.
 - List of Executive members, if applicable.
- As applicable, a letter from the Municipality acknowledging awareness or support 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, 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 be 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 collecting quotes, a minimum of three quotes is recommended. If this is not possible, an explanation of the situation and justification of selected vendor must be included with the application.
- If applicable, proof of approval by regulatory bodies and compliance with local bylaws and Provincial Building Code is necessary
- In certain cases, the CCTH 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.

Recreation Trail Expansion To support community groups, municipalities and 'not-for-profit' organizations to develop new trails, expand recreational trails, and do capital upgrades to existing trails.

FOR MORE INFORMATION

CONTACT YOUR REGIONAL OFFICE:

CAPE BRETON REGION – Cape Breton Island

Larry Maxwell, Regional Manager Email Larry.Maxwell@novascotia.ca

Phone: 902-578-4813

Courier/Mail: 850 Grand Lake Road, Suite 15, Sydney. NS B1P 5T9

CENTRAL REGION – Halifax Regional Municipality (HRM)

Andrea Redmond, Regional Manager Email Andrea.Redmond@novascotia.ca

Phone: 902-456-5908

Courier/Mail: Homburg Bldg, 3rd Floor, 1741 Brunswick Street Mail: PO Box 456, Halifax, NS B3J 2R5

FUNDY REGION – Cumberland, Colchester Counties, Municipality of East Hants

Regional Manager Email FundyRegion@novascotia.ca

Phone: 902-324-8392

Courier/Mail: 80 Walker Street, Suite 1, Truro, NS B2N 4A7

HIGHLAND REGION – Guysborough, Antigonish and Pictou Counties

Rae Gunn, Regional Manager Email HighlandRegion@novascotia.ca

Phone: 902-870-7278

Courier/Mail: 149 Church Street, Suite 4, Antigonish, NS B2G 2E2

SOUTH SHORE REGION – Yarmouth, Shelburne, Queens, Lunenburg Counties, District of Argyle

Anna Haanstra, Regional Manager Email Anna.Haanstra@novascotia.ca

Phone: 902-930-2872

Courier/Mail: 312 Green Street, Lunenburg, NS B0J 2C0

VALLEY REGION – Annapolis, Kings, Digby Counties, Municipalities of West Hants, Clare

Anna Sherwood Email Anna.Sherwood@novascotia.ca

Phone: 902-698-9407

Courier/Mail: 10 Webster St., Suite 200, Kentville, NS B4N 1H7