



Legion Capital Assistance Program (LCAP) Program Guidelines 2019-2020

Purpose:

The Legion Capital Assistance Program is intended to assist Royal Canadian Legions in Nova Scotia to upgrade their facilities.

Eligible Applicants:

Royal Canadian Legions in Nova Scotia who received funding in 2018-2019 are not eligible for funding in 2019-2020.

Legions who received funding in 2017-2018 are eligible to apply, however their applications will only be reviewed if there is budget remaining after reviewing applications from those Legions who haven't received funding in the past three years.

Legions can only apply for funding for **one project** (as listed under Eligible Projects) per application.

Eligible Projects:

The funding will be used for repairs to existing legion buildings used to house legion events and community activities which includes the following:

- necessary structural repairs to meet building code requirements
- roof repairs/replacement
- window/door replacement
- furnace/heating system replacement
- upgrades to bathrooms **
- on-site sewage systems
- wells and water treatment
- emergency situations at the discretion of the Department of Communities, Culture and Heritage

Non-Eligible Projects:

The following are non-eligible projects:

- operating and administrative costs
- new construction
- parking lots
- expansions
- tables & chairs
- equipment (including kitchen appliances)
- upgrades to bar
- accessibility upgrades **
- regular maintenance i.e. painting, floor replacement or resurfacing

** If converting or upgrading your facility to be more accessible, for example: ramps, an accessible washroom, or replacing flooring or a parking lot to improve access, please consider submitting an application to the Community ACCESS-Ability Program. More details about the Community ACCESS-Ability Program may be found at: <http://www.novascotia.ca/dma/funding/community/community-accessibility-program.asp> or by calling (902) 424-1723.

Expenditures for renovations incurred prior to April 1st, 2019 will not be eligible for cost sharing under this program. However, if the applicant chooses to incur expenditures after April 1st but prior to approval, they assume the risk of the project not being approved under LCAP and assume 100% of the project cost.

Contributions:

Grants will total 50% of the total eligible cost, up to a maximum grant of \$10,000 per project. In-kind trade work may be considered as part of the organization's share. In-kind does not include project management, coordination or administration.

Grant Payments:

After the application has been approved and all required paperwork is submitted, 100 per cent (100%) of the total approved grant amount (not exceeding \$10,000) will be paid in a single payment.

PLEASE NOTE: Successful applicants **MUST** provide a completed financial log, invoices and cancelled cheques (both front and back) to the Department of Communities, Culture and Heritage at the completion of the project, no later than February 28th, 2020. **Failure to provide the completed financial log, invoices and cancelled cheques will make the Legion/ Applicant ineligible to receive any future grants from the Department of Communities Culture and Heritage until this information has been submitted.**

The Department of Communities, Culture and Heritage requires that **all projects must be completed by February 28th, 2020**. Any advanced funds that are not spent by February 28th, 2020 must be returned to Communities, Culture and Heritage. Proof of purchases and payment is required. The remaining portion of any projects which are not completed by February 28th, 2020 become the financial responsibility of the applicant.

Evaluation:

Priority will be given to Legions who in the most need of financial help and to provide a good geographical coverage of funding throughout Nova Scotia.

Application Dates:

Applications for 2019-2020 must be received by midnight **March 31st, 2019**. Applications must be received by our office or post marked by this date. Handwritten proposals will not be accepted. Please note that all projects must be completed by **February 28th, 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 8 - 10 weeks.

Project Cancellation:

Please inform the LCAP program administrator of project cancellation by **January 26th, 2020**. 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