

Improve access for customers, clients, or employees. Apply for a cost-shared grant to make accessibility-related improvements to your business.

Business applicant: _____

Business address: _____

Mailing address,
if different from above: _____

Grant type: Select one or more

- Built Environment and Accessibility Certification
- Accessible Communication and Information
- Assistive Devices and technologies
- Accessible Transportation
- Universal Design Capacity Building—for this category only, skip Q3, Q4, and Q5

Project type: _____

Business type: _____

Nova Scotia Registry of Joint Stocks Number: _____

Contact name _____ **Title** _____

Business phone _____ **Cell phone** _____

Email _____

Project start date _____ **Project end date** _____

Equity, Diversity, Inclusion, and Accessibility (EDIA)

Communities, Culture, Tourism and Heritage (CCTH) is committed to ensuring our programs and services are equitable, accessible, and inclusive. Understanding the demographics of our clients and people we serve will help us determine whether our programs, funding allocations, and processes are inclusive of Nova Scotia's diverse communities.

- If you are an organization, please identify who your organization serves. If you serve everyone, please select "General population".		
- If you are applying as an individual, please self- identify (select all that apply).		
<input type="checkbox"/> General population		
<input type="checkbox"/> African Nova Scotian	<input type="checkbox"/> People living with disabilities	<input type="checkbox"/> 2SLGBTQIA+
<input type="checkbox"/> Persons of African Descent	<input type="checkbox"/> Low income	<input type="checkbox"/> Gender Diverse
<input type="checkbox"/> Mi'kmaq / Indigenous	<input type="checkbox"/> Children in care/transitioning out of care	<input type="checkbox"/> Men / Boys
<input type="checkbox"/> Racialized groups / communities	<input type="checkbox"/> Underhoused / homeless	<input type="checkbox"/> Women / Girls
<input type="checkbox"/> Immigrants/newcomers /refugees	<input type="checkbox"/> Youth (under 19 years)	
<input type="checkbox"/> Acadian / Francophone	<input type="checkbox"/> Seniors (65+ years)	
<input type="checkbox"/> Gaelic / Gaels		
<input type="checkbox"/> If not identified above, please specify:		

As part of CCTH's commitment to EDIA, we are interested to know if your organization's leadership is reflective of the communities you serve.

Does your organization's leadership (Board, committee, staff, volunteers, etc.) reflect the communities you serve (language, gender, lived experience or cultural identities, etc).

Yes Somewhat No Unsure n/a

Complete this section for projects under the Built Environment Category only

Check each box that describes the current state at the place of business. Refer to the Nova Scotia Building Code (NSBC), Schedule "C" Accessibility, as a guide to the points listed below:
novascotia.ca/just/regulations/regs/bcregs.htm

Yes	No	Not Applicable	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking lot is fully accessible with code compliant markings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking lot is level with entrance or appropriately sloped.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business entrance is compliant with the NSBC.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business entrance has appropriate levers and opening devices.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business interior is accessible.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workspaces are accessible.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washrooms comply with the NSBC.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility provides a barrier free path of travel from curbside to washroom facilities and all points in between.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A barrier free path of travel exists for disabled persons to evacuate in case of emergency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visual fire alarms are installed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has undergone an accessibility audit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project has been designed to fully incorporate Schedule "C" Accessibility requirements of the Nova Scotia Building Code.

Answer questions on a separate document and include with your application submittal. When answering, please speak to the barrier(s) experienced by persons with disabilities and the greater community, and how this project will remove the identified barrier(s) and increase access, what steps will you take to manage the project effectively to ensure that the removal of barrier(s) is successful.

Q1) Describe your business, including year of incorporation, number of employees, clientele, tenants, services provided. Describe accessibility issues that form the reason for this grant request.

Q2) Describe the project that would be funded by this grant, including how the project will make the existing place of business accessible. What barriers to accessibility are you aiming to prevent/remove?

Q3) How will your project enhance the use and access of your business? What are the potential benefits of these enhancements for persons with disabilities or other community organizations representing persons with disabilities?

Q4) Please provide any additional information relevant to this funding request.

Q5) Does this project complete your businesses accessibility needs? Are there other areas where you plan to make accessibility improvements? If yes, please provide additional information.

Q6) How did your business become aware of the Business ACCESS-Ability program?

Budget

Fully complete Estimated Project Costs and Project Budget.

Estimated Project Costs

A) Total Project Costs¹

List entire cost of project including accessible components here, listing multiple vendors separately if needed.

Vendor/Subcontractor	Description	Amount
Total estimated project costs		0.00

B) Total Cost of Accessible Components¹

List only the cost for accessible items here including all time and materials.

Vendor/Subcontractor	Description	Amount
LINE B- Total estimated accessible components		0.00

Project Funding

Source Include description	Status Confirmed or Pending	Amount
Applicants Contribution: List your organizations' financial investment or contribution to project here indicating source, i.e. cash, reserves, loan. revenues, etc.		
Other Provincial Grants²: List department, program and amount here.		
Municipal or Federal Funding/Grants²: List organization, program and amount here.		
Other Grants or Funding²: List organization, program and amount here.		
In Kind Contributions (time and materials)³: List your organizations' non-monetary contributions here, i.e. labour		
3rd Party Donations (time and materials)³: List any external groups contributions to project here, i.e. labour, materials, waived equipment rental fees		

Accessibility Grant Request

Requested Business Accessibility Funding: Enter amount of funding requested from the Business Accessibility program here. Note: it cannot exceed 66% of the amount listed under LINE B or the stated maximums under each category.

LINE B Amount		Total Grant Request
	multiply by 66%	

- ¹ Provide detailed estimates separately - a minimum of 3 bids for projects above 10K and a minimum of 2 bids for projects below 10K.
- ² Provide official confirmation of contribution via funder's correspondence letter or email.
- ³ Provide detailed breakdown of contributions, if possible.

Declaration

I declare that the information provided on this application form and accompanying documentation is accurate to the best of my knowledge.

I give authority to the Province of NS to verify all information pertaining to this application.

I understand that projects funded may be subject to audit by the Province of NS, who reserve the right to review and inspect projects and related documentation during and following completion of the project.

Applicant _____ Date _____

Checklist of Required Documentation

Submit all applicable documents. Incomplete submissions may delay consideration of your application.

- **Questions 1-6 on page 3 of the application.**
- **Copy of lease agreement or proof of ownership:** For proposed improvements to leased space, include written approval of property owner, and copy of current lease. For proof of ownership, include the deed or property assessment.
- **Proof of insurance:** Include the whole insurance policy or the portion that states the coverage period and indicates that the equipment or property are insured and type of coverage, such as for fire and vandalism. Renewal notices are not valid proof.
- **Proof of registration as a for-profit entity:** Include evidence of Nova Scotia Joint Stock registration and identify how long the business has existed.
- **Detailed estimates:** For projects totaling less than \$10,000, include 2 quotes. For projects above \$10,000, include 3 quotes. If required number of quotes cannot be obtained, explain why. Identify the successful quote and give reasons for vendor selection.
- **Proof of skilled labour:** If using skilled labour as an in-kind contribution, include a copy of the contractor's professional ID card or Red Seal certification.
- **Proof of need for assistive devices:** If applying for assistive devices, identify the purpose and explain the expected results of installed equipment. For assistive medical devices, such as hearing aids, include proof that the devices are not covered under medical insurance plans or other 3rd party funding.

- **Site photos:** Photos help define project scope. Include if available.
- **Drawings, sketches, maps:** Engineered drawings, maps, and illustrations help identify scope and describe the project. Include if available.

**Submit your application and supporting documents
by email, mail, or fax.**

Attn: Paul Tingley, 902-233-8379

Email: sbaccess@novascotia.ca

Business ACCESS-Ability Grant, CCTH-CSR

1741 Brunswick St., 3rd Floor, P.O. Box 456, Station Central
Halifax, NS B3J 2R5

Fax: 902-424-0710

Contact CCTH Accessibility Coordinator, with any questions:

Telephone: 902-233-8379

Toll Free: 1-866-231-3882