

Available through Communities, Culture and Heritage the Community Development Grant is designed to support activities and initiatives which respond to the recreation and physical activity goals and priorities of communities and the Shared Strategy for Recreation in Nova Scotia: Active Living, Inclusion and Access, Connecting People and Nature, Supportive Environments, and Capacity Development.

## **ELIGIBILITY AND GUIDELINES**

Public organizations incorporated as a “not for profit” society under the *Societies Act* of Nova Scotia and other organizations deemed equivalent by CCH. All applicants must meet the goals and principles of the program.

### **1) Eligible applicants:**

- a) Municipalities and communities (e.g. villages, first nations communities)
- b) Community associations and clubs in good standing
- c) Schools (excluding curriculum components and School Sport Teams)

### **2) Eligible initiatives:**

- a) Program and Policy Development and implementation
- b) Leadership and Capacity Development
- c) Resource Development and Evaluation
- d) Marketing and Education
- e) Organizational and Partnership Development

### **3) Contribution Guidelines:**

- a) The department’s contribution will not normally exceed 50% of project costs. Non-profits may be eligible up to 75% depending on need.
- b) At a minimum the applicant is responsible for funding at least 10% of the total project cost.
- c) Initiatives may be eligible to apply each year to a maximum of three years if project shows progress.
- d) Collaboration with other groups is encouraged.

- e) Maximum contribution from Community Development Program will be \$15,000 (annually).

## **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. Applications will be accepted between April 1<sup>st</sup> and February 1 of a given fiscal year pending legislative approval of the budget.
- Applications will be reviewed by Communities, Sport and Recreation Division staff based on these guidelines.
- Applicants will be notified on the status of the application within 30 days of the application being received.

## **GRANT DISBURSEMENTS**

An initial payment of up to 80% of the approved amount is provided once the Terms and Conditions document has been signed.

Final payments will be made upon completion of the initiative and submission of a final report.

The final report includes a written report, financial statement and evaluation which must be submitted by March 1<sup>st</sup>.

Should the project need to be modified, written permission to reallocate funding is required from CCH staff.

## **GRANT RECOGNITION**

Funding recipient must work with CCH to develop an appropriate strategy for recognizing the funding contribution of the provincial government.