

Community Food Access and Literacy Fund

Guidelines 2023-2024



Introduction

Government is committed to additional support to Nova Scotia's most vulnerable families, seniors and youth. This is a challenging time for everyone, and access to local, healthy food and food literacy skills have never been more important.

Program Description

The Community Food Literacy and Access Fund supports initiatives that:

- improve local/neighbourhood food access for vulnerable Nova Scotians;
- teach meal planning skills;
- teach nutrition and budgeting skills; and
- build and maintain community gardens to increase individual, family, and community food access.

Program Themes

- i. community gardens and food access
- ii. food literacy

Eligibility

- Registered, Nova Scotia-based non-profit society/cooperative in good standing.
- 13 Nova Scotian Mi'kmaw communities.

Ineligibility

- Fundraising events, capital building/development and major equipment purchases.
- Projects in which planning, research and meetings are the primary focus.
- Activities currently funded through other Department of Communities, Culture, Tourism and Heritage programs.
- Projects that focus on Meals on Wheels or food hamper delivery services.
- Projects in which the main objective is employment.
- Applications from individuals.

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Contributions

Tier 1

- For requests of \$2,500 or less;
- Applicants are *not* required to make a cash contribution.

Tier 2

- For requests of \$2,501 to \$5,000;
- Applicants must contribute a **minimum of 25%** towards eligible project costs. This includes a *minimum of 10% cash* from the project applicant. In-kind support can be used only when there is a demonstrated value of the service that relates directly to the expenses of the project.

Application Procedure

- Applications must be completed in full.
- Relevant support materials such as photos and support letters may be included.
- Completed application forms must be signed and dated.
- Applications can be submitted by e-mail, mail, or fax.

Application Deadlines and Activity Start/End Dates

Applications must be received no later than **11:59 PM on March 25, 2023**. Applications postmarked on the deadline date are acceptable. Expenses or activities that occur from this date onward are eligible.

Projects must be completed by December 31, 2023.

Application Assessment

Applications will be reviewed based on their ability to demonstrate how the proposed activity will support at least one of the program themes.

Conditions of Funding

Approved applicants will receive a letter outlining the terms and conditions of funding. Funding recipients must meet the following conditions:

- Payment is made in the name of the organization or group shown as the applicant on the application form. Payments cannot be made to individuals.
- Payment will be made at 100% of amount recommended funding.
- Funds must be used for the activity as described in the application.
- The department must be notified **in advance** of any changes in the activity, including start and end dates, location, or any other significant changes.

- If for any reason the project does not proceed after payment of the grant, the recipient must return the funds to the department.
- If the project generates a surplus of revenues over expenses, recipients may be required to return the surplus funds to the department.
- Organizations which receive funding must submit a **final report** within 30 days of the project end date.
- The Province of Nova Scotia's support must be recognized as outlined in the *Requirements for Acknowledging Funding* which is available at cch.novascotia.ca/investing-in-our-future/acknowledgement-guidelines.
- Funding recipients are subject to provincial audit. Please retain all receipts.

Please note: if the **final report** becomes overdue, no funds can be released for any subsequent grant approved through either the departmental or Arts Nova Scotia's programs until the overdue report has been received.

For more information:

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Halifax, NS B3J 2R5

Fax: (902) 424-0710

Does your project need volunteers?

Volunteer NS is a province-wide service that connects people looking for the right volunteer opportunity to non-profit organizations looking for skilled volunteers.

Visit: <https://www.volunteers.ca/>