

Community Facilities Improvement Program

Program Guidelines 2020-2021



Purpose

The Community Facilities Improvement Program invests in community-lead projects which enhance the public use of existing facilities.

Eligible Applicants

Organizations must demonstrate the following:

- be a registered non-profit society in good standing OR
- be a federally incorporated non-profit organization OR
- be a Nova Scotian Mi'kmaw band AND
- operate primarily for community, culture and diversity benefit AND
- provide programs that serve a broader community and not strictly the organization's membership.

Note:

- Applicants must own the property being considered or maintain a long-term lease of at least 5 years with the property's owner.

Eligible Projects

The funding is intended for repairs and improvements which improve and expand existing community facilities operated by not-for-profit organizations and are used to offer community activities. The applicant must comply with all necessary legislative requirements such as, but not limited to, the Fire Code Act, the Building Code Act, and the Heritage Property Act.

Projects may include:

- improvements to the exterior of the facility such as siding, gutters, roofing or other projects intended to address the structural integrity of the structure
- improvements to the interior of the building, such as kitchen upgrades
- improvements related to the Nova Scotia Building Code, including electrical upgrades
- improvements to improve building efficiency such as insulation, windows, or doors

Note:

- For accessibility projects, eligible applicants should apply to the Community Accessibility Program.
- For trail expansion and development projects, eligible applicants should apply to the Recreational Trail Expansion Program.

Ineligible Applicants

- Organizations who have received funding from this program in 2019-2020
- Private sector organizations
- Individuals
- Hospitals or health facilities
- Education institutions
- Religious or faith sanctuaries
- Legions
- Facilities that are predominantly used for sport, recreation and fitness.

Note:

- Legions should apply to the Legion Capital Assistance Program.
- Facilities that are predominantly used for sport, recreation and fitness should apply to the Recreational Facility Development Grant Program.
- Consideration may be given to improvements within a place of worship that are used primarily by eligible not-for-profit organizations, such as a church hall. Applicants must demonstrate the use through demonstrated calendar bookings, event flyers, etc.

Ineligible Projects

- Improvements to the new construction of a facility or extension.
- Paving or general landscaping projects.
- Improvements not directly related to the physical structure of the facility, such as generators, solar panels, seating and storage.
- Public wharfs, playground equipment, parks and trails.
- Accessibility project.

Funding

- The department's contribution will not normally exceed 75% of project costs and not exceed a maximum of \$50,000.
- The applicant is responsible for funding 10% (minimum) of the total project cost.
- The value of in-kind contributions of goods and materials can be included in the revenues and expenses, provided they are essential to the project and that they are clearly articulated in the application as how the value is calculated.

Funding is based on proposed project costs. Should the actual costs of the budget decrease, the department will only provide 75% of the actual costs. Payments are issued on an 80% / 20% basis. The final 20% is issued after a review of the actual project and the final report. Funding is only provided for:

- Organizations which receive funding must submit a final report within **30 days** of the project end date. Organizations will be required to submit original or copies of receipts for purchases/services rendered in completion of the project, images of the completed work.
- The Province's support must be recognized as outlined in the "Requirements for Acknowledging Funding" which can be found on our website at:
<http://cch.novascotia.ca/investing-in-our-future/acknowledgement-guidelines>.

Once funding has been provided, no substantial changes can be made to the project without the written consent of the Program Officer. Funds are to be returned if not completely used for the project.

Application Procedure

Applicants must complete the application form in full. Proposals must include completed cover and budget pages with project details given on separate pages. Incomplete applications will be deemed ineligible.

Applicants are strongly encouraged to speak with the appropriate Regional Manager to discuss their proposed activity and the requirements for application in advance of the deadline and before applying. See final page for contact information.

Applicants should not submit application materials bound in folders, binders or plastic sleeves because materials will be duplicated prior to assessment.

Completed application forms must be signed and dated. Applications can be delivered by email, hand, courier or sent by regular mail.

Application Deadlines and Activity Start/End Dates

- The deadline for applications is February 28, 2020
- Activities can start no earlier than April 1, 2020 and must have defined start and finish dates. Activities must be completed prior to January 15, 2021.
- Applications will be reviewed by Communities, Culture and Heritage staff and recommendations for approval made to the Minister of Communities, Culture and Heritage. The entire review and approval process may take 12 - 16 weeks.

Project Cancellation

Applicants must inform the Program Officer of a project cancellation by **October 1, 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

Send your completed application form to:

Community Facilities Improvement Program
Department of Communities, Culture & Heritage

In person/courier, by regular mail, fax or email to one of our regional offices:

Central Regional Office Halifax Regional Municipality 1741 Brunswick Street, 3rd floor - P.O. Box 456 Stn Central Halifax, NS. B3J 2R5 (902) 424-6608 Fax: (902) 424-0710 Andrea Redmond Andrea.Redmond@novascotia.ca	Cape Breton Regional Office Cape Breton Island 305 Esplanade, Suite 101, Sydney, NS B1P 1A8 (902) 563-2380 Fax: (902) 563-2565 Larry Maxwell Larry.Maxwell@novascotia.ca
Valley Regional Office Municipalities of Hants West and Clare, Counties of Digby, Annapolis, and Kings 10 Webster, Suite 200, Kentville, NS B4N 1H7 (902) 679-4390 - Fax: (902) 679-6748 Meg Cuming Meg.Cuming@novascotia.ca	Highland Regional Office Counties of Guysborough, Antigonish, Pictou 149 Church Street, Suite 4, Antigonish, NS B2G 2E2 (902) 863-7380 Fax: (902) 863-7477 Rae Gunn Rae.Gunn@novascotia.ca
South Shore Regional Office Counties of Yarmouth, Shelburne, Queens, and Lunenburg, District of Argyle 312 Green Street, PO Box 9000, Lunenburg, NS B0J 2C0 (902) 634-7505 Fax: (902) 634-7542 Debby Smith Debby.Smith@novascotia.ca	Fundy Regional Office Municipality of East Hants, Cumberland County, Colchester County 80 Walker Street, Suite 1, Truro, NS. B2N 4A7 (902) 893-6215 Fax: (902) 896-2425 Peter McCracken Peter.McCracken@novascotia.ca