

Applications are accepted from April 1st to December 1st.

Applicants are strongly encouraged to contact the Program Officer (see Section 5) to discuss their project before applying.

Please refer to the Grant Guidelines to ensure eligibility for this grant.

Please download and save this document to your computer before filling out & sending.

Section 1 – Applicant Information

Name of Applying Organization (as it appears in the *Registry of Joint Stocks*, if applicable)

NS Registry of Joint Stocks or Canadian Charity #:

Mailing Address of Organization

Street Number Street Name

P.O. Box City/Town

County Postal Code

Organization E-mail:

Organization URL:

Civic Address of Organization, (if different from mailing address above)

Street Number Street Name

P.O. Box City/Town

County Postal Code

Contact Information of Project Lead

Name of Project Lead

Telephone (primary) Telephone (alt.)

E-mail Address

Type of Organization

- ☐ Non-profit community organization
- ☐ Municipality, Village or Mi'kmaq Band Council
- ☐ Post-secondary Education Institution and Schools (through their Regional Central of Education or Conseil Scolaire Acadien Provincial)

Equity, Diversity, Inclusion, and Accessibility (EDIA)

Some useful resources for this section are

- Nova Scotia Access by Design 2030: novascotia.ca/accessibility
- Nova Scotia's Equity and Anti-Racism Strategy: [equity-and-anti-racism-strategy.pdf](#)

Communities, Culture, Tourism and Heritage (CCTH) is committed to ensuring our programs and services are equitable, diverse, inclusive and accessible. 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"/> Persons of African Descent <input type="checkbox"/> Mi'kmaq / Indigenous <input type="checkbox"/> Racialized groups / communities <input type="checkbox"/> Immigrants / newcomers / refugees <input type="checkbox"/> Acadian / Francophone <input type="checkbox"/> Gaelic / Gaels	<input type="checkbox"/> People living with disabilities <input type="checkbox"/> Low income <input type="checkbox"/> Children in care / transitioning out of care <input type="checkbox"/> Underhoused / homeless <input type="checkbox"/> Youth (under 19 years) <input type="checkbox"/> Seniors (65+ years)	<input type="checkbox"/> 2SLGBTQIA+ <input type="checkbox"/> Gender Diverse <input type="checkbox"/> Men / Boys <input type="checkbox"/> Women / Girls
<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

D. Does the project involve partnerships with other organizations? If so, describe their roles(s) or attach any letters of support.

E. Describe the need or urgency for the project. If applicable, in what ways are climate change, and/or resiliency to extreme weather events, informing the need for this project and/or your decisions and design?

Section 3 – Project Budget

1. Funding Background

- A. Has this project previously received **other government funding**, or will it receive other government funding? ☐ Yes ☐ No

If Yes, from which government program or department? Please list all.

2. Project Budget: (Please see grant program guidelines for eligible/ineligible costs.)

Project Expenditures Table

In-kind contributions, if applicable, are entered in both project expenses and project funding.

Type of Expenditure	Breakdown of Costs / Additional Information	Amount
Administration		
Labour		
Materials		
Equipment		
Other		
Other		
Total Expenditures		

Project Revenues Table

In-kind contributions, if applicable are entered in both project expenses and project revenues.

Funding Source	Description	Amount	Funding Status (required)	
			Confirmed	Pending
Applicant Cash Contribution (reserves, revenues, loans, donations)			<input type="checkbox"/>	<input type="checkbox"/>
Federal Government Funds			<input type="checkbox"/>	<input type="checkbox"/>
Municipal Government Funds			<input type="checkbox"/>	<input type="checkbox"/>
Other Provincial Government Funds			<input type="checkbox"/>	<input type="checkbox"/>
Other			<input type="checkbox"/>	<input type="checkbox"/>

If applicable, note below In-Kind/Volunteer contributions.

Please provide details on in-kind contribution, i.e. # of hrs x hourly rate, or discounts on materials/equipment. Attach a separate document as needed.

In-kind Labour			<input type="checkbox"/>	<input type="checkbox"/>
In-Kind Materials			<input type="checkbox"/>	<input type="checkbox"/>
In-Kind Equipment			<input type="checkbox"/>	<input type="checkbox"/>
In-Kind Other			<input type="checkbox"/>	<input type="checkbox"/>

Total Project Funding

The amount requested from CCTH must not exceed 1/3 of the total project cost up to \$8000.00

Amount requested from CRCG Grant:

Section 4 – Consent and Declaration

Consent (please check boxes below to consent)

- ☐ I consent to the sharing of my information with other government departments, organizations or contractors that the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian and Gaelic Affairs) or Arts Nova Scotia has a data sharing agreement with.
- ☐ I consent to the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian and Gaelic Affairs) or Arts Nova Scotia adding my name, mailing address and e-mail to a distribution list to receive updates on programs, services, news and events.

Declaration

As a representative of an organization:

- I have carefully read the application guidelines and eligibility criteria for this program, and
 - I confirm that the organization I represent meets the eligibility criteria to the best of my understanding.
 - I am aware that all overdue final reports, where applicable, for previously funded applications must be submitted and approved before any additional requests or applications for funding can be considered.
 - I will act as the representative of the organization and will keep all participants informed of the application content and any funding decision.
- ☐ *I accept all the declaration statements above that are applicable to me as a representative of an organization. I understand that not accepting these statements as true may affect eligibility for this funding application.*

1st Signature of Signing Authority

(Date)

2nd Signature of Signing Authority

(Date)

CCTH Office Use Only		
Total Project Cost:	Total Amount Requested:	
NOTES:		
Regional Manager Printed Name:	Signature:	Date

Section 5 – Contact and Submission

Please save your completed application on a personal device before submitting.

Cape Breton Region – **Submit**

Cape Breton Island

Larry Maxwell, *Regional Manager*

Email: CapeBretonRegion@novascotia.ca **Phone:** 902-578-4813

Courier/Mail: 850 Grand Lake Road, Suite 15, Sydney NS B1P 5T9

Central Region – **Submit**

Halifax Regional Municipality (HRM)

Andrea Redmond, *Regional Manager*

Email: Centralregion@novascotia.ca **Phone:** 902-578-4813

Courier: Homburg Building, 3rd Floor, 1741 Brunswick St., Halifax

Mail: PO Box 456, Halifax, NS B3J 2R5

Fundy Region – **Submit**

Cumberland, Colchester Counties, Municipality of East Hants

Courtney Nicholson-Patriquin, *Regional Manager*

Email: FundyRegion@novascotia.ca **Phone:** 902-338-0659

Courier/Mail: 80 Walker Street, Suite 1, Truro, NS B2N 4A7

Highland Region – **Submit**

Guysborough, Antigonish and Pictou Counties

Rae Gunn, *Regional Manager*

Email: HighlandRegion@novascotia.ca **Phone:** 902-338-0659

Courier/Mail: 149 Church Street, Suite 4, Antigonish, NS B2G 2E2

South Shore Region – **Submit**

Yarmouth, Shelburne, Queens, Lunenburg Counties

Anna Haanstra, *Regional Manager*

Email: SouthShoreRegion@novascotia.ca **Phone:** 902-698-9407

Courier/Mail: 312 Green Street, Lunenburg, NS B0J 2C0

Valley Region – **Submit**

Annapolis, Kings, Digby Counties, Municipalities of West Hants, Clare

Anna Sherwood, *Regional Manager*

Email: ValleyRegion@novascotia.ca **Phone:** 902-698-9407

Courier/Mail: 10 Webster St., Suite 200, Kentville, NS B4N 1H7