

The purpose of the CRCG program is to assist in the development of indoor and outdoor capital recreation projects, with a total cost less than \$20,000. A priority of the Department of Communities, Culture and Heritage (CCH) is to renovate or expand existing community recreation facilities (e.g. replacing a roof, furnace or playground component) and to develop new small-scale facilities.

ELIGIBILITY AND GUIDELINES

1) Eligible Applicants:

- a) Municipalities and communities (e.g. villages); community associations and registered non-profit Societies in good standing including clubs and associations; Mi'kmaq Band Councils; and schools, through Centres for Education.
- b) Applicants must have the deed/lease to the property or an acceptable alternative.
- c) Work undertaken prior to contact with the CCH Regional Manager is not eligible.
- d) An applicant must demonstrate that the project contributes to physical activity, sport and recreation, and that the project can be completed within the timeline indicated.
- e) CRCG program funding must be used for publicly accessible and inclusive community recreation purposes and for items of a permanent, durable, capital nature.
- f) Proposed work must comply with all municipal, provincial and federal regulations.

2) Contribution Guidelines

- a) Generally, funding is available for up to 33% of the total cost of that project to a maximum of \$5,000. In special cases, the impact of COVID-19, the applicant may be eligible up to 66%.
- b) Funding received from other provincial government departments may affect the amount of the grant awarded by CCH.

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.
- Pending legislative approval of the budget, applications will be accepted on an ongoing basis between April 1st and December 22nd until the grant program is 100% expended.

- Applications will be reviewed by Communities, Sport and Recreation Division staff based on these guidelines.
- A completed, signed original application form is required before a request can be considered.
- Include the following documents with the application:
 - Proof of Ownership e.g. property deed or lease
 - Relevant quotes and estimates
 - Copies of permits and reports where required.
- Applicants will be notified on the status of the application within 30 days of the application being received

GRANT DISBURSEMENTS

- Payment is provided when a Terms and Conditions document has been signed and submitted.
- If there is a final payment outstanding it will be made upon completion of the project and submission of a final report. The final report includes a written report and financial statement. The Deadline to submit the final report is provided in the Terms and Conditions document.
- Should the project or budget need to be revised or modified, written permission to reallocate funding is required from CCH staff prior to doing so.
- If the project is not undertaken or completed after payment of the grant has been made, the recipient must return unused funds to the department, payable to the Minister of Finance.

GRANT RECOGNITION

Successful applicants to programs acknowledge the financial assistance of the Province of Nova Scotia following CCH Acknowledgment Guidelines at <https://cch.novascotia.ca/investing-in-our-future/acknowledgement-guidelines>