

Introduction

The Communities, Sport and Recreation division of the Department of Communities, Culture, Tourism and Heritage leads government efforts, and collaborates with communities, to improve the quality of life of Nova Scotians through sport, physical activity, and recreation. It supports the sector to develop an effective and integrated system of high-quality opportunities and supports for all Nova Scotians to live actively.

Program Description

Communities, Culture, Tourism and Heritage (CCTH) offers the **Community Recreation Capital Grant (CRCG)** to assist in the development of indoor and outdoor capital recreation projects that respond to the recreation goals and priorities of communities, as well the [*Shared Strategy for Advancing Recreation in Nova Scotia*](#).

EDIA Commitment Statement:

- Communities, Culture, Tourism & Heritage supports our communities to thrive by promoting active living, tourism, and Nova Scotia's diverse culture, heritage, and languages. We pride ourselves in helping to grow communities and organizations by providing programs and services that support these areas.
- We are committed to ensuring that our programs and services are free of discrimination and barriers, and value equity, diversity, inclusion, and accessibility (EDIA). By applying this lens, and ensuring it is a core value in our programs and decision-making processes, we are taking steps to address the long-standing systemic barriers that impact many communities in our province.
- Communities, Culture, Tourism, and Heritage is committed to advancing equity, diversity, inclusion, and accessibility across Nova Scotia, and we support partners who share in this commitment.

Eligible Applicants

To be eligible for this grant program, **the facility must have recreation, sport, and/or physical activity as its primary function**, and must be open to all members of the public at reasonable times and at a reasonable rate or no cost.

Eligible applicants include:

- Registered associations, non-profit societies with active status in Joint Stocks.
- Mi'kmaq Band Councils, Municipalities and Villages.
- Post-secondary education institutions, and schools, (through their Regional Centre for Education and Conseil Scolaire Acadien Provincial whose facilities are available for community use).

Application Guideline Reminders

- Applicants are strongly encouraged to speak with a Regional Manager in advance of any deadline and before applying. See contact list on page 5.
- Complete your application in full.
- Project end dates should be before March 1 of the following calendar year. For example, a project submitted for funding in 2025 must end before March 1, 2026.

Eligible Projects

- Projects with a total cost no greater \$30,000. For projects with higher costs, please refer to the [Recreation Facility Development Grant](#), or Grant Guidance information on page 4.
- Initiatives that will be completed between **April 1 – March 1** of the approved fiscal year.
- Renovation or expansion of existing community recreation facilities.
- The development of new small-scale facilities.
- Equipment that is permanent, non-consumable and capital in nature.
- Investment in the operational or structural integrity of the facility, such as replacing a roof, furnace, or playground component.

Ineligible Projects and Costs

- Consumable non-fixed furnishings.
- Maintenance activities.
- Equipment that can be carried or worn.

Funding Parameters

- Funding is available for projects with a total cost no greater than **\$30,000.00**. Applicants can request up to **1/3 of the total cost** of the project to a maximum of **\$8,000.00**.
- Only eligible project expenses incurred after the application is submitted, and/or when an applicant has opened a file with their CCTH Regional Manager, are eligible for reimbursement. Please note that applying or opening a file is not a guarantee of funding.
- Applicants are expected to follow their organization's procurement policies. If none exist, it is recommended to obtain three (3) quotes. If less than 3 quotes are included, please provide rationale.
- The total provincial government contribution cannot be more than 75 per cent of the total project costs.
- Applicants must own the property or facility where the work will take place OR maintain a long-term lease of at least five (5) years with the owner of the property. Proof of ownership or lease is required as part of the application.
- The applicant must demonstrate that the project contributes to physical activity, sport and recreation priorities and the project can be completed within the timeframe indicated.
- Proposed work must comply with all municipal, provincial and federal regulations
- 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 fully considered.

Questions To Answer on the Application

- Provide brief description for the proposed project (1-2 sentences)
- How will the project sustain, improve or expand participation in recreation, sport and physical activity in your community?
- Explain how this project or your organization fosters community engagement and inclusivity.
- Does the project involve partnerships with other organizations? If so, describe their roles(s) or attach any letters of support.
- 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?

Application Timeline and Process

- The application package is available **April 1, 2025** online or from CCTH and/or the Regional Office. Please see page 5 for a contact list.
- Applications are accepted on an ongoing basis between **April 1 to December 1** or until the grant program funds are 100% committed. For applicants in the Central Region (HRM) and **Highland Region** (Guysborough, Antigonish and Pictou Counties), please note three intake deadlines: **April 30, June 30** and **September 30**.
- It is recommended that potential applicants contact a Regional Manager to discuss their project to determine eligibility and provide advice and assistance.
- Applications will be reviewed by CCTH staff based on the guidelines outlined above.
- Please allow at least 30 business days (6 weeks) after the confirmed receipt of completed application prior to inquiring about the status of the application.

If the project is approved:

- Payment is provided after the Terms and Conditions agreement has been signed and submitted to the Regional Office.
- Payment allocations are 100% unless otherwise stated in the agreement.
- Should the project or budget need to be revised, written permission to reallocate funding is required from the Regional Manager first.
- A completed final report is required upon completion of the project.
- The final report includes a written report, financial statement and copies of all receipts and invoices that relate to eligible expenditures listed in the final report. Deadline to submit these documents is provided in the Terms and Conditions agreement.
- If there is a final payment outstanding, it will be issued upon completion of the initiative and approval of a final report.
- If the project is not undertaken or completed after payment of the grant has been made, the recipient must return unused funds to CCTH payable to the **Minister of Finance**.

Grant Recognition

Successful applicants to the programs must acknowledge the financial assistance of the Province of Nova Scotia by following the [*CCTH Acknowledgement Guidelines*](#).

Grant Guidance

For information on other CCTH funding programs visit our online [*Grant Finder Tool*](#) or [*Program Guide*](#).

For More Information, Contact Your Regional Office:

Cape Breton Region – 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 – 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 – 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 – 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 – 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 – 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