



Diversity and Community Capacity Fund 2017-2018 Guidelines

**Call for Applications:
April 15, June 15, August 15, October 15 and December 15, 2017**

The Department of Communities, Culture and Heritage recognizes that involvement by Nova Scotia's diverse population in cultural and community activities contributes to the social, economic, educational and spiritual life of welcoming communities.

Program Description

The Diversity and Community Capacity Fund invests in diversity promotion and social equity activities as well as the capacity-building efforts of organizations that represent traditionally marginalized groups.

Program Goals

- build the capacity of organizations that represent traditionally marginalized groups;
- support diversity promotion and social equity activities; and
- integrate diversity and social equity perspectives and programming within community-based organizations.

Eligibility

Eligible applicants are:

- registered non-profit society/cooperative in good standing **OR**
 - federally incorporated non-profit organization **OR**
 - Nova Scotian Mi'kmaw bands
- AND**
- operates primarily for community benefit; and
 - provides programs and/or promotion that serve a broader community impact

Please Note: The program is intended to assist special or one-time projects. The program is not intended to provide on-going operational support. However, activities which enhance or add to on-going or core programs or events are eligible for support.

Ineligibility

- Fundraising events, capital building/development and major equipment purchases
- Activities which have been funded through other Department of Communities, Culture and Heritage programs
- Projects in which the main objective is employment
- Applications from individuals

Contributions

- Funding request can not exceed 75% of eligible costs and normally will not exceed \$10,000
- Combined provincial government contributions cannot exceed 75% of eligible costs
- Combined public sector (municipal, provincial and federal governments) contributions cannot exceed 90%
- 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 project (please see FAQs for definition of in-kind and a sample budget)

Application Procedure

Applicants are strongly encouraged to contact the Program and Development Officer to discuss their proposed activity and the application requirements in advance of the deadlines and before completing/submitting an application. (See the final page of the program guidelines for contact information.)

Please Note: Incomplete applications will not be evaluated.

Application Deadlines and Activity Start/End Dates

There are five (5) calls for applications: April 15, June 15, August 15, October 15, and December 15. Eligible activities cannot start before the date the application is received and:

- Must have defined start and finish dates
- Activities must start prior to March 31, 2018



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Application Assessment

Applications will be reviewed based on their ability to demonstrate how the proposed activity will support the one or more of the goals of the Diversity and Community Capacity Fund program, which are as follows:

- increase access to and participation in programs and services that support diversity and social equity;
- increase education, awareness and appreciation of traditionally marginalized groups in Nova Scotia and of the diversity of Nova Scotia communities; and
- increase capacity within organizations that represent traditionally marginalized groups.

AND

on the following factors:

- **Sharing and Collaboration:** project includes inter-cultural collaboration and sharing of viewpoints, identity, and/or cultural dialogue
- **Quality:** application clearly describes project, including a proposed work plan
- **Goals:** are clear, realistic and achievable
- **Costs:** complete and reasonable budget for expected results. Sources of financial support are confirmed

All applications will be reviewed by senior division and departmental staff then recommendations are made to the Minister.

Notification of Results

Applicants will be informed of funding decisions by letter, typically within forty-five (45) days after the application deadline.

Conditions of Funding

- Payment is issued to the organization entered as the applicant on the application form
- One payment will be made for the approved amount of funding
- If the project generates a surplus of revenues over expenses, recipients may be required to return the surplus to the department



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- Funding recipients are subject to provincial audit. Please retain all receipts

Applicants approved for funding will receive a terms and conditions of funding document which includes the following:

- 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
- **The Province of Nova Scotia's and Support4Culture's support must be recognized as outlined in the "Requirements for Acknowledging Funding" document which accompanies the Terms and Conditions document**
- If the project is not undertaken after payment of the grant, the recipient must return the funds to the department
- Organizations which receive funding must submit a **final report** within 60 days of the project end date

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

Send completed application form to:

Diversity and Community Capacity Fund
Communities Nova Scotia
c/o Department of Communities, Culture & Heritage

In person/courier:

1741 Brunswick Street, 3rd Floor
Halifax, NS B3J 3X8

By regular mail:

PO BOX 456
Halifax, NS B3J 2R5

Electronically:

CCHFundingPrograms@novascotia.ca

For further information contact:

Meghan Hallett, Program Officer and Development

Phone: (902) 424-4179

Fax: (902) 424-0710

Frequently Asked Questions

1. Are public schools eligible to apply?

Applications from public schools may be eligible if:

- Project/activity takes place outside of regular school hours and is not part of regular school-based programs
- proposed activity meets at least one of the program goals and aligns with program principals
- project costs are eligible

2. Are religious organizations eligible to apply?

Organizations whose main purpose is to promote and support religious practices are ineligible. Non-profit organizations that operate non-religious practices within a religious building (i.e. a church hall or basement) are eligible to apply.

3. Can First Nations apply?

Yes. A Nova Scotia based band, as recognized by the Indian Act, is eligible. Registered non-profit Indigenous organizations are also eligible.

4. What is an in-kind contribution?

An in-kind contribution is the provision of a service or goods not involving money. An in-kind contribution must have a corresponding expense in a project budget.

Here is an example.

An applicant is contributing the use of its meeting space to the project. If the room wasn't being used for the project, it would be available for other activities or for rent.



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Project Expenses:		Revenues	Cash	In-Kind
Supplies	\$100	Donations	\$50	10%
Facility Rental	\$150	<i>Applicant</i>	<i>\$150</i>	30% (room)
Professional Fees	\$200	Grant request	\$300	60%
Marketing	\$50			
Total expenses	\$500	Total Revenues		\$500

5. What is a traditionally marginalized community?

Broadly, a traditionally marginalized community is a group of people who have historically faced oppression and systemic discrimination based on where they live and interact and/or their culture, language, experiences or common interests/shared goals.