

Our Commitment to Equity, Diversity and Inclusion

Diversity in our communities contributes significantly to the well-being of all Nova Scotians and enriches the experiential opportunities for visitors. 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.

The Diversity and Community Capacity Fund (DCCF) invests in the capacity-building efforts of organizations that represent traditionally marginalized communities and promote diversity and social equity.

The Cultural Communities and Identities Fund (CCIF) supports activities which recognize and celebrate the diversity of Nova Scotia's new, emerging, and established cultural communities. By embracing and sharing our cultural identities, our province becomes a more welcoming, resilient, and creative place to live.

DCCF and CCIF are companion funding programs. The program objectives are to:

- Increase access to programs and services that support equity, diversity and inclusion.
- Increase understanding of cultural diversity.
- Build the capacity of your organization to represent traditionally marginalized groups.
- Share, explore and preserve cultural identities.
- Increase public understanding, through education, of traditionally marginalized groups and communities in Nova Scotia.
- Grow Nova Scotian's awareness and understanding of the richness of the province's cultural communities.
- Build the capacity of your organization to host an event/activity that promotes social inclusion.
- Celebrate or observe a cultural tradition for all Nova Scotians.

Eligible Applicants

- Registered, Nova Scotia-based, non-profit society/cooperative in good standing
- Mi'kmaw Band Councils
- Registered Canadian charities actively operating in Nova Scotia
- Federally incorporated non-profit organization
- Municipalities, townships, etc.
- Social enterprises/community interest companies

Ineligible Activities

- Fundraising events or activities
- Operating expenses, e.g., salaries, heat, rent, etc.
- Major building development or major equipment purchases
- Projects in which the main objective is employment
- Applications from individuals
- Costs and expenses incurred prior to the deadline date are ineligible.
- Research, studies, focus groups or public meetings. The DCCF/CCI grants are intended to support action-oriented activities that will guide future action in diversity and social equity.

Funding

- Funding is available for up to \$10,000. Larger requests may be considered where
- Funding requests cannot exceed more than 75% of eligible costs.
- Combined public sector 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 expenses of the project (please see FAQs for definition of in-kind and a sample budget on page 5).

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 are strongly encouraged to speak with the Program Officer to discuss their proposed activity well in advance of the deadline and before applying.
- All projects must have defined start and end dates.
- Relevant support materials such as photos and support letters are encouraged.
- Application submissions must include completed cover and budget pages with project details given on separate pages as detailed in the application.
- Completed application forms must be signed and dated. Applications can be submitted by email (preferred), delivered by hand, courier, or sent by regular post.

Application Deadlines and Activity Start/End Dates

- Applications are accepted and reviewed three times each year.

- Applications must be received no later than **11:59 p.m. on the deadline date**. Applications postmarked on the deadline date are acceptable.
- Costs incurred prior to the deadline date are ineligible.
- If the deadline date should fall on a weekend or holiday, applications that are received or postmarked for the following business day will be accepted.

Applications and Evaluation

Applications should:

- Clearly explain how the proposed activity supports one or more of the program themes.
- Demonstrate clear, realistic, and achievable project goals and deliverables.
- Include a complete and balanced budget that is realistic for the project's expected results and financial support from other sources is identified;
- Identify the lasting impacts that will result from the project, i.e., what will be learned by the end of the project, etc.
- Explain who will participate and benefit from the project.
- Demonstrate how the work will be evaluated or measured.
- Where applicable, highlight collaborations and clearly describe the role of collaborators.
- DCCF and CCIF are companion programs. All applications will be assessed based on the project's alignment with both program objectives as outlined above and in the application document.

Conditions of Funding

Approved applicants will receive a letter outlining the terms and conditions of funding which include:

- Payment is made in the name of the organization or group shown as the applicant on the application form. Payments cannot be made to individuals.
- Payment will be made at 100% of amount recommended funding.
- 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.
- If the project is not undertaken after payment of the grant, the recipient must return the funds to the department.
- If the project generates a surplus of revenues over expenses, recipients may be required to return the surplus funds to the department.
- **Organizations which receive funding must submit a final report within 30 days of the project's end date.** If the final report becomes overdue, no funds can be released for any subsequent

grant approved by the department or Arts Nova Scotia's until the overdue report is received.

- The Province of Nova Scotia's and Support4Culture's support must be recognized as outlined in the *Requirements for Acknowledging Funding*. Failure to do so may impact future funding decisions.
- Funding recipients are subject to provincial audit. Please retain all receipts.

For more information:

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Halifax, NS B3J 2R5

Fax: (902) 424-0710

Does your project need volunteers?

Volunteer NS is a province-wide service that connects people looking for the right volunteer opportunity to non-profit organizations looking for skilled volunteers.

Visit: <https://www.volunteerns.ca/>



Frequently Asked Questions

Are public schools eligible to apply?

Applications from public schools *may* be eligible if the project/activity takes place outside of regular school hours and is not part of regular school-based programs.

Are faith-based organizations eligible to apply?

Yes. Religious and faith-based organizations are eligible for projects which aim to build awareness and understanding. Stand-alone religious practices are not eligible activities.

What can work plan look like?

For the purpose of an application, the work plan can be simple. What are the key activities that will be required to carry out your project and what is the tentative timeline? A table format is preferred.

Here is an example:

Date (s)	Activity and Outcome	Who is responsible?
Sept 15-21	Contact and book performers	team lead
Oct 2-3	Venue set up	volunteers
Sept 30- Oct 4	Social media posts to advertise event and acknowledge partners and funders.	communication lead
Oct 20- Nov 4	Gather details, write and final report for funders	chair

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.

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.

What is a cultural identity?

Cultural identity is the identity or feeling of belonging to a group or community that share common experiences that shape the way its members understand the world. It is part of a person's self-

conception and self-perception and is related to nationality, ethnicity, religion, social class, generation, locality or any kind of social group that has its own distinct culture.

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.*

<i>Project Expenses</i>		<i>Project Revenues</i>			
	Cost		Amount in Cash	Amount In-Kind	%
Supplies	\$150	Donation	\$50		10%
Facility Rental	\$150	Applicant (use of room)		\$150	30%
Professional Fees	\$200	Funding Request	\$300		60%
Totals	\$500	Totals	\$350	\$150	100%
Total Expenses =	\$500	Total Revenues =	\$500 (350+150)		

How are applications assessed?

All applications are assessed by a panel and recommendations are made to the Minister of Communities, Culture and Heritage who reviews and approves all recommendations. A standardized assessment process is applied to all applications which takes into consideration information listed under the [Application and Evaluation](#) section of this document.

Please note that it may take up to 12 weeks for applications to be processed, reviewed and results communicated.

Funding gratefully acknowledged from Support4Culture, a designated lottery program of the Nova Scotia Provincial Lotteries and Casino Corporation with funds administered by the Department of Communities, Culture and Heritage and Arts Nova Scotia.