



Diversity and Community Capacity Fund 2019-2020 Guidelines

Introduction

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 invests in capacity-building efforts of organizations that represent traditionally marginalized communities and promote diversity and social equity.

Program Goals

- Build the capacity of organizations that represent traditionally marginalized communities;
- Support diversity promotion and social equity activities; and
- Integrate diversity and social equity perspectives and programming within community-based organizations.

Eligibility

- Registered, Nova Scotia-based non-profit society/cooperative in good standing;
- 13 Nova Scotian Mi'kmaw communities.

Ineligibility

- Fundraising events, capital building/development and major equipment purchases;
- Projects in which the main objective is employment;
- Applications from individuals.

Contributions

- \$10,000 is the maximum request;
- request can not exceed 75% of eligible costs and normally will not exceed \$10,000
- 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).

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 completing/submitting an application. (See website for Program Officer's contact information.)
- Applicants must complete an application in full.
- Relevant support materials such as photos and support letters may be included.
- Proposals must include completed cover and budget pages with project details given on separate pages as detailed in Part D of the application.
- Completed application forms must be signed and dated. Applications can be delivered by hand, courier or sent by regular mail.

Application Deadlines and Activity Start/End Dates

Applications are accepted and reviewed three times a year. Applications must be received no later than **4:30 p.m. on July 31, or October 31**. Applications postmarked on the deadline date are acceptable. Projects can start no earlier than the deadline date.

Activities that occur 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.

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 goals.

The following factors will also be taken into consideration:

- **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



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Conditions of Funding

Applicants which are approved for funding will receive a letter outlining the terms and conditions of funding. Funding recipients must meet the following conditions:

- 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 60 days of the project end date.
- The Province of Nova Scotia's and Support4Culture's support must be recognized as outlined in the *Requirements for Acknowledging Funding* which is available at cch.novascotia.ca/investing-in-our-future/acknowledgement-guidelines. Funding recipients are subject to provincial audit. Please retain all receipts.

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

For further information contact:

Communities Nova Scotia
Department of Communities, Culture & Heritage
1741 Brunswick Street
PO BOX 456
Halifax, NS B3J 2R5

(902) 424-5793
CommunitiesNS@novascotia.ca

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Frequently Asked Questions

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.

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

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.