

Community Facilities Improvement Program

Program Guidelines 2021-2022



Introduction

Nova Scotia's [Culture Action Plan](#) contributes to the well-being and prosperity of Nova Scotia's diverse and creative communities through the promotion, development, preservation, and celebration of the province's culture, heritage, identity, and languages. At the heart of every community are places where people can gather safely to celebrate our rich cultural heritage. All Nova Scotians need facilities in their communities where they are safe and comfortable and that are welcoming, foster community pride and build stronger connections.

Program Description

The Community Facilities Improvement Program supports community-led projects which enhance the public use of existing facilities. This includes repairs and improvements to building exteriors, and interior features that are integral to the long-term sustainability of the facility.

Program Criteria

Eligible applications will be reviewed against the following program criteria:

- Applying organization (i.e. applicant) – overall mandate and purpose; how welcoming the organization is to all Nova Scotians.
- Facility – how the facility supports various activities and services needed by diverse communities, organizations and individuals.
- Project reasons – why the project is important for the long-term development of the organization and facility.
- Community outcomes and benefits – how the project will help sustain, improve or expand participation in activities and services by a broad section of the community; how the facility will help develop a vibrant, sustainable and inclusive community as a result of the project.
- Project work, capacity and budget – how the applicant demonstrates the capacity to complete the project work on time and within scope; project costs are reasonable, and applicant demonstrates sources of revenue; the budget is detailed and balanced.

Eligible Applicants

Eligible applicants must:

- Be a registered not-for-profit Society in good standing, OR
- Be a federally registered Charity or not-for-profit Corporation in good standing, OR
- Be a Nova Scotian Mi'kmaw band
AND
- Operate primarily for the benefit of community, culture and diversity, AND
- Provide programs that serve a broader community and not strictly the organization's membership, AND
- Own the property where the work will take place OR maintain a long-term lease of at least 5 years with the owner of the property where the work will take place.

Eligible Projects

The applicant must comply with all necessary legislative requirements such as, but not limited to, the Fire Safety Act, the Building Code Act, and the Heritage Property Act. Eligible projects may include:

- improvements to the exterior of the facility such as siding, gutters, roofing or other projects intended to address the structural integrity of the structure
- improvements to the interior of the building, such as kitchen upgrades
- improvements related to the Nova Scotia Building Code Regulations, including electrical upgrades
- improvements to improve building efficiency such as insulation, windows, or doors

Ineligible Applicants

- Organizations who have received funding from this program in 2020-2021
- Private sector organizations
- Federal, provincial, regional, municipal governments, counties, towns, villages, etc.
- Hospitals or health facilities
- Education institutions (public and private)
- Individuals
- Religious or faith sanctuaries (consideration may be given to improvements within a place of worship that is used primarily by eligible not-for-profit organizations, such as a church hall)
- Legions (see the note below)
- Facilities that are predominantly used for sport, recreation and fitness (see the note below)

Ineligible Costs

Costs associated with:

- New construction/development or improvements to the new construction of a facility or extension.
- Paving or general landscaping projects.
- Improvements not directly related to the physical structure of the facility, such as generators, solar panels, seating and storage.
- Public wharfs, playground equipment, parks and trails.
- Accessibility improvements to the facility, such as accessible ramps, washrooms, egresses, etc. (see the note below)

NOTE:

- Legions should consider applying to the [Legion Capital Assistance Program](#).
- Facilities that are predominantly used for sport, recreation and fitness should consider applying to the [Recreation Facility Development Grant](#).
- For accessibility projects (i.e. accessible ramps, washrooms, egresses, etc.), eligible applicants should consider applying to the [Community Access-Ability Program](#).
- For trail expansion and development projects, eligible applicants should consider applying to one of the [Trail Funding Programs](#).
- For small scale indoor and outdoor capital recreation projects, eligible applicants should consider applying to the [Community Recreation Capital Grant](#).
- For advice on the conservation of properties registered under the Heritage Property Act or grants offered to eligible owners of registered heritage properties, please consider applying to the [Heritage Property Program](#).
- For equipment purchase(s) related to a fire or emergency situations, eligible applicants should consider applying to the [Emergency Services Provider Fund](#).

Funding

- The department's contribution will not normally exceed 75% of total estimated project costs, and not exceed a maximum of \$50,000.
- The applicant must contribute to at least 10% of the total estimated project costs.
- The value of donated/in-kind contributions of labour and materials can be included in the project revenues and contributions, if they are essential to the project. Please ensure a breakdown of the donated/in-kind contributions is included in the estimated project costs.

Funding is based on estimated project costs. Should the actual costs of the project decrease, the department will only provide 75% of the actual costs. Payments are issued on an 80% / 20% basis. The final 20% is issued after a review of the actual costs of the project and the final report. Funding terms include, but are not limited to:

- Organizations which receive funding must submit a final report within **30 days** of the project end date. Organizations will be required to submit copies of final invoices and proof of payment (i.e. paid receipts/cancelled cheques) for purchases/services rendered in completion of the project. Organizations will be required to submit images of the completed work.
- The Province's support must be recognized as outlined in the [Requirements for Acknowledging Funding](#).
- 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 must complete the Application Form in full. A checklist is included on page 7 to help ensure that all required information is considered/provided. **Incomplete applications will be deemed ineligible.**
- Application Forms must be signed and dated by the Chairperson / Chief.
- Applications can be delivered by email, in-person, fax, courier or sent by regular mail.

Applicants are strongly encouraged to speak with the appropriate Regional Office and discuss their proposed project in advance of the deadline and before applying. See final page for contact information.

Application Deadlines and Activity Start/End Dates

- The deadline to receive complete applications is **February 28, 2021**
- Projects can start no earlier than April 1, 2021 and must be completed prior to January 15, 2022. Projects must have defined start and end dates.
- Applications will be reviewed by Communities, Culture and Heritage staff and recommendations for approval made to the Minister of Communities, Culture and Heritage. The entire review and approval process may take 12 - 16 weeks.

Project Cancellation

Applicants must inform the Program Officer of a project cancellation by **October 1, 2021**. If there are funds to be returned, please make cheque payable to Minister of Finance and send it to the following address:

Attn: Jaylene McEwan
Communities, Culture and Heritage
1741 Brunswick Street, 3rd Floor
PO Box 456 Stn Central
Halifax, NS B3J 2R5

CONTACT US	
To contact us or to send application materials, please find details of your local regional office below	
<p>Cape Breton Island</p> <p>Cape Breton Regional Office 850 Grand Lake Road, Suite 15 Sydney, NS B1P 5T9</p> <p>Larry Maxwell / Natalie MacPherson Regional Manager / Administrative Assistant Office: (902) 578-4813 Fax: (902) 563-2565 Larry.Maxwell@novascotia.ca Natalie.MacPherson@novascotia.ca</p>	<p>Counties of Yarmouth, Shelburne, Queens, Lunenburg and District of Argyle</p> <p>South Shore Regional Office 312 Green Street, PO Box 9000 Lunenburg, NS B0J 2C0</p> <p>Anna Haanstra / Denise Scott Regional Manager / Administrative Assistant Office: (902) 930-2872 Fax: (902) 634-7542 Anna.Haanstra@novascotia.ca Denise.Scott@novascotia.ca</p>
<p>Halifax Regional Municipality</p> <p>Central Regional Office 1741 Brunswick Street, 3rd Floor PO Box 456 Stn Central Halifax, NS B3J 2R5</p> <p>Andrea Redmond / Deborah Fram Regional Manager / Administrative Assistant Office: (902) 456-5908 Fax: (902) 424-0710 Andrea.Redmond@novascotia.ca Deborah.Fram@novascotia.ca</p>	<p>Municipality of East Hants, Cumberland County, Colchester County</p> <p>Fundy Regional Office 80 Walker Street, Suite 1 Truro, NS B2N 4A7</p> <p>Peter McCracken / Teresa McNutt Regional Manager / Administrative Assistant Office: (902) 324-8392 Fax: (902) 896-2425 Peter.McCracken@novascotia.ca Teresa.McNutt@novascotia.ca</p>
<p>Municipalities of West Hants and Clare, Counties of Digby, Annapolis and Kings</p> <p>Valley Regional Office 10 Webster Street, Suite 200 Kentville, NS B4N 1H7</p> <p>Anna Sherwood / Tracy Roberts Physical Activity Consultant / Administrative Assistant Office: (902) 698-9407 Fax: (902) 679-6748 Anna.Sherwood@novascotia.ca Tracy.Roberts@novascotia.ca</p>	<p>Counties of Guysborough, Antigonish and Pictou</p> <p>Highland Regional Office 149 Church Street, Suite 4 Antigonish, NS B2G 2E2</p> <p>Rae Gunn / Chantel Gurney Regional Manager / Administrative Assistant Office: (902) 338-0659 Fax: (902) 863-7477 Rae.Gunn@novascotia.ca Chantel.Gurney@novascotia.ca</p>