

Application Deadline: February 14, 2025 by 11:59pm

Applicants are strongly encouraged to contact the Program Officer to discuss their project before applying. Please refer to the grant guidelines to ensure you are eligible for this grant, based on primary function of your facility and total accessibility costs.

Section 1 – Applicant Information (as it appears in [Registry of Joint Stocks](#))

Name: _____

Civic address: _____

Mailing address,
(if different from above): _____

Project Description: _____

Business type: _____

Nova Scotia Registry of Joint Stocks Number: _____

Contact name: _____ Title: _____

Business phone: _____ Cell phone: _____

Email: _____

Project start date: _____ Project end date: _____

Equity, Diversity, Inclusion, and Accessibility (EDIA)

Some useful resources for this section are:

- Nova Scotia Access by Design 2030: novascotia.ca/accessibility
- Nova Scotia’s Equity and Anti-Racism Strategy: equity-and-anti-racism-strategy.pdf (novascotia.ca)

Communities, Culture, Tourism and Heritage (CCTH) is committed to ensuring our programs and services are equitable, accessible, and inclusive. Understanding the demographics of our clients and people we serve will help us determine whether our programs, funding allocations, and processes are inclusive of Nova Scotia’s diverse communities. Please identify who your organization serves. Check all that apply. If you serve everyone, please select “General population”.

- | | |
|---|--|
| <input type="checkbox"/> General population | <input type="checkbox"/> African Nova Scotian |
| <input type="checkbox"/> Persons of African Descent | <input type="checkbox"/> Mi’kmaq / Indigenous |
| <input type="checkbox"/> Racialized Groups / Communities | <input type="checkbox"/> Immigrants / Newcomers / Refugees |
| <input type="checkbox"/> People with disabilities | <input type="checkbox"/> Low income |
| <input type="checkbox"/> Youth (under 19 years) | <input type="checkbox"/> Seniors (65+ years) |
| <input type="checkbox"/> Acadian / Francophone | <input type="checkbox"/> 2SLGBTQIA+ |
| <input type="checkbox"/> Gender Diverse | <input type="checkbox"/> Men / Boys |
| <input type="checkbox"/> Women / Girls | <input type="checkbox"/> Gaelic / Gaels |
| <input type="checkbox"/> If not identified above, please specify: | |

As part of CCTH’s commitment to EDIA, we are interested to know if your organization’s leadership is reflective of the communities you serve. See CCTH’s EDIA commitment statement in our grant guidelines.

Does your organization’s leadership (Board, staff, leadership, volunteers etc.) reflect the communities you serve (language, gender, lived experience or cultural identities, etc.)?

Yes Somewhat No Unsure N/A

Checklist

Is your business accessible or partially accessible?

Check each box that describes the current state at the place of business. Refer to the [Nova Scotia Building Code \(NSBC\)](#), Schedule "C" Accessibility, as a guide to the points listed below:

Yes	No	Not Applicable	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking lot is fully accessible with code compliant markings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking lot is level with entrance or appropriately sloped.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business entrance is compliant with the NSBC. Business entrance has appropriate levers and opening devices.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business interior is accessible. Workspaces are accessible.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washrooms comply with NSBC.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility provides a barrier free path of travel from curbside to washroom facilities and all points in between.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A barrier free path of travel exists for disabled persons to evacuate in case of emergency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility has undergone an accessibility audit. Project has been designed to fully incorporate Schedule "C" Accessibility requirements of the Nova Scotia Building Code.

Questions

Answer questions on a separate document and include with your application submittal. When answering, please speak to the barrier(s) experienced by persons with disabilities and the greater community, and how this project will remove the identified barrier(s) and increase access

- 1) Describe your business, including year of incorporation, number of employees, clientele, tenants, services provided. Describe current layout and issues.
- 2) Describe the accessibility project that would be funded by this grant, in detail including how the project will make the existing place of business accessible or compliment current accessible features.
- 3) How will your project enhance the use and access of your business? What are the potential benefits of these enhancements for persons with disabilities or other community organizations representing persons with disabilities?
- 4) Describe accessible features not listed above and give other relevant information.
- 5) What steps will you take to manage the project effectively to ensure that the removal of barriers is successful? And how will you ensure the work adheres to the [Nova Scotia Building Code](#), or [CSA EB651:18](#) guidelines?
- 6) Does this project meet your business's accessibility needs? If you plan to implement further accessibility features within your operations, please elaborate on future plans.

Project Budget

Complete the tables below with all eligible project costs to determine total project cost. Please see grant guidelines for full guidance on project budget inclusions and what is ineligible.

- List the entire cost of the accessibility project you are seeking funding for.
- If part of a phased project, only list current phase.
- As feasible, separate costs by vendor/supplier based on quotes.
- Include in-kind contributions in project budget AND funding sources.
- If there is a significant in-kind/volunteer amount, please provide a separate overview.

Selected Vendor/Supplier & in-kind	Description (components, details or math for in-kind)	Amount	Quote/Estimates Attached?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Estimated Project Cost		\$	

Project Funding Sources – List all funding sources, including section for donated and in-kind contributions.

Funding Source	Description	Amount	Funding status (required)	
			Confirmed	Pending
Applicant cash contribution (reserves, revenues, loans, donations)			<input type="checkbox"/>	<input type="checkbox"/>
Federal Government Funds			<input type="checkbox"/>	<input type="checkbox"/>
Municipal Government Funds			<input type="checkbox"/>	<input type="checkbox"/>
Other Provincial Government Funds			<input type="checkbox"/>	<input type="checkbox"/>
Other			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

In-Kind/Volunteer contributions – Please provide math and details on in-kind contribution, ie. # of hrs x hourly rate, or discounts on materials/equipment. Attach a separate document as needed.

In-kind Labour			<input type="checkbox"/>	<input type="checkbox"/>
In-kind Materials			<input type="checkbox"/>	<input type="checkbox"/>
In-kind Equipment			<input type="checkbox"/>	<input type="checkbox"/>
In-kind Other			<input type="checkbox"/>	<input type="checkbox"/>
Total Project Funding		\$		

Amount requested should be total cost-accessible components less total funding sources. Request can be no more than 66% of total cost-accessible components and the request can be no more than \$50,000.

Amount requested from grant:

Checklist

Applications are considered complete when the following required and applicable items are included in your application package at the time of submission. Please check the boxes below.

Incomplete applications may be considered ineligible.

Required Items

- A copy of proof of property ownership/leasing** is attached. ns are complete, and all questions are answered.
- All sections are complete, and all questions answered
- Images of the facility are included, showing area(s) where project work will take place.
- Detailed quote(s)**: a minimum of 3 bids recommended on contracted work. If 3 bids can't be obtained, please explain why.
- If the project has significant in-kind labour or donated materials, please include a separate detailed breakdown of in-kind contributions. See labour rates in guidelines.
- Proof of skilled labour: Provide a copy of the contractor's professional ID card, if using skilled labour as an in-kind contribution in the project.
- The Application Form has been signed and dated by signing authority.
- The applicant has disclosed if they have, or intend to secure, funding from other source(s) for this project.

If Applicable Items

- Any relevant supporting documents are attached (e.g. feasibility studies, photos, letters of support, accessibility audits, needs assessments, organizational plans or project phase overview)
- Copies of permits and reports, where required or applicable. This may include needs assessment, lifecycle plans, building/inspection/occupancy permits.
- Confirmation of confirmed revenues/grants/in-kind contributions.

Applicants should receive an email confirming that their application was received. If you do not receive this email , please contact sbaccess@novascotia.ca or 902-220-8812 within 2 weeks of submission.

Consent and Declaration

Consent (please check boxes below to consent)

- I consent to the sharing of my information with other government departments, organizations or contractors that the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian and Gaelic Affairs) or Arts Nova Scotia has a data sharing agreement with.
- I consent to the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian and Gaelic Affairs) or Arts Nova Scotia adding my name, mailing address and e-mail to a distribution list to receive updates on programs, services, news and events.

Declaration

As a representative of an organization:

- I have carefully read the application guidelines and eligibility criteria for this program, and
- I confirm that the organization I represent meets the eligibility criteria to the best of my understanding.
- I am aware that 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 considered.
- I understand that my current application may not be eligible if any of my final reports have not been submitted and approved.
- I will act as the representative of the organization and will keep all participants informed of the application content and any funding decision.
- I accept all the declaration statements above that are applicable to me as a representative of an organization. I understand that not accepting these statements as true may affect eligibility for this funding application.

Signature of Signing Authority

Date

Contact and Submission

Please send your completed application to us by email, fax or date stamped in the mail on or before the deadline.

Program officer - Kayla Arsenault

E-mail: sbaccess@novascotia.ca **SUBMIT**

Phone: 902-220-8812

Fax: (902) 424-0710

Mail: Communities, Culture, Tourism and Heritage

Communities Nova Scotia

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