

Introduction

The Communities, Sport and Recreation division of the Department of Communities, Culture, Tourism and Heritage leads government efforts, and collaborates with communities, to improve the quality of life of Nova Scotians through sport, physical activity, and recreation. It supports the sector to develop an effective and integrated system of high-quality opportunities and supports for all Nova Scotians to live actively.

Program Description

Communities, Culture, Tourism and Heritage (CCTH) offers the **Recreation Facility Development Grant** program to help develop facilities where community members participate in quality sport, physical activity, and recreation. This program includes the **Rink Revitalization Fund (RRF)**, which helps organizations that operate rinks to invest in needed repairs and upgrades.

This program is for projects with total project value over \$30,000. An eligible organization may receive one (1) grant per year, per project. **Eligible projects may apply for up to two-thirds (2/3) of the total project cost, to a maximum request of \$150,000.** This grant is highly competitive. We encourage applicants to base their funding requests on financial need rather than the maximum amount.

Applicants are strongly encouraged to contact a Regional Manager to discuss their project before applying. See page 7 for the contact list.

EDIA Commitment Statement:

- Communities, Culture, Tourism & Heritage supports our communities to thrive by promoting active living, tourism, and Nova Scotia's diverse culture, heritage, and languages. We pride ourselves in helping to grow communities and organizations by providing programs and services that support these areas.
- We are committed to ensuring that our programs and services are free of discrimination and barriers, and value equity, diversity, inclusion, and accessibility (EDIA). By applying this lens, and ensuring it is a core value in our programs and decision-making processes, we are taking steps to address the long-standing systemic barriers that impact many communities in our province.
- Communities, Culture, Tourism, and Heritage is committed to advancing equity, diversity, inclusion, and accessibility across Nova Scotia, and we support partners who share in this commitment.

Eligible Applicants

To be eligible for this grant program, **the facility must have recreation, sport, and/or physical activity as its primary function**, and must be open to all members of the public at reasonable times, at either no cost or at a reasonable rate.

Eligible applicants include:

- Registered associations, non-profit societies with active status in [Joint Stocks](#).
- Mi'kmaq Band Councils, Municipalities and Villages.
- Post-secondary education institutions, and schools, whose facilities are available for community use (through their Regional Centre for Education and Conseil scolaire acadien provincial).

AND

- applicants must own the property or facility where the work will take place OR maintain a long-term lease of at least five (5) years with the owner of the property. Proof of ownership or lease is required as part of the application.

Eligible Projects

This grant is for projects with a total project value of over \$30,000. See page 6 for other grants if your project does not qualify.

- **Facility development:** recreation centres, pools, rinks, athletic fields, parks, playgrounds, and enhancements to schools for community use and other recreation facilities that promote active living.
 - The Rink Revitalization Fund (RRF) assists organizations who operate rinks or arenas to invest in the revitalization or upgrading of arena/rink infrastructure. Outdoor rinks are considered eligible if it is an investment in permanent infrastructure.
 - For large-scale projects that take several years to complete, such as major renovations or construction, applicants must submit a multi-year development plan and outline the phases of development with pertinent details. Applicants may reapply for funding each year during the length of the project. Funding in one year does not guarantee funding in subsequent years.
- **Upgrades and repairs:** Capital conservation work involving repair and/or replacement needs that form part of the recreation facility's structural or operational integrity.
- **Large equipment:** Purchase of large permanent furnishings or equipment that is essential to facility operations (for example: soccer goals, ice re-surfacer, ice plant components).

Program Criteria

Applications **will be scored** under the following categories:

- Project Need and Planning
- Community Outcomes and Benefit
- Community Engagement and Inclusion
- Project Viability & Sustainability
- Project Budget and Funding

For guidance on meeting Nova Scotia's Accessibility Legislation please see: [Access by Design 2030: Achieving an Accessible Nova Scotia - Government of Nova Scotia, Canada](#) and see the [National Standard CSA-B651](#) for guidance.

For information on Nova Scotia's Dismantling Racism and Hate Act, please see Equity and Anti-Racism Strategy: [equity-and-anti-racism-strategy.pdf \(novascotia.ca\)](#)

Ineligible Projects and Costs*

- The purchase of consumable, non-fixed furnishings and equipment. (For example: tables, chairs, picnic tables, chainsaws, moveable items, sports equipment).
- Regular or preventative maintenance costs, such as the repair of normal wear to components or equipment.
- Legal fees.
- Annual operational expenses.
- The cost of land or building purchase.
- Wages and remuneration for full- or part-time employees or project management cannot be listed as in-kind contributions unless it can be clearly shown that these expenses are project-specific and outside the scope of regular duties.
- Any expenses that may be rebated through an HST rebate are not eligible. If an applicant is eligible for HST rebates, the details of their rebate must be disclosed and clear in the project budget.
- Linear trail expansion and development projects must apply to the Recreational Trail Expansion Program. See page 6 for more details.

**Please see page 6 for other grants if you are ineligible for this grant.*

Funding Parameters

- Only eligible project expenses incurred after the application is submitted, and/or after an applicant has opened a file with their CCTH Regional Manager, are eligible for reimbursement.
 - Please note that applying or opening a file is not a guarantee of funding.
 - Funding received from other provincial government departments can affect the amount of the grant awarded.
 - If construction is undertaken between the time of opening a file and funding decisions being made, **it is done so at the applicant's own risk**, as funding is not guaranteed.
- Applicants can request no more than 2/3 of the estimated total project cost stated in application.
- The total provincial government contribution cannot be more than 75 per cent of the total project costs.
- All overdue final reports, where applicable, for previously funded applications must be submitted and approved before any additional applications for funding can be fully considered.

Application Guidelines

As you develop your application, please follow these important steps:

- Applicants are strongly encouraged to speak with the Regional Manager far in advance of the deadline and before applying. See contact list on page 7.
- Ensure your application is complete and signed upon submission. A checklist is included in Section 6 of the application to help ensure you include all required information. **Incomplete applications may be considered ineligible.**
- If this project is part of a larger/phased plan, **ONLY** include project work for this year/application period.
- Include estimated project start and end dates. Project end dates should be before March 31 of the following calendar year. For example, a project submitted for funding in February 2025, should end before March 31, 2026.

Budget Guidelines

- Have you demonstrated competitive pricing? Please include as much of the following information as you can:
 - Three (3) quotes for all external contractor/supplies (If three quotes are not possible, please provide rationale and/or details on all attempts to secure three quotes from suppliers).
 - OR fully outline, or attach, the procurement process you plan to undertake for this project.
- Have you included details and value of relevant in-kind contributions in **both the project budget AND funding source tables in Section 5?**
 - The value of donated/in-kind contributions of labour and materials should be included as part of total project costs if they are essential to the project.
 - If there is significant in-kind labour as part of your funding sources/contribution, please attach a separate breakdown of in-kind contributions.
 - Unskilled/general labour can be valued at \$20/hour.
 - Certified trade labour or machinery can be valued at market value.
- Have you factored HST and your HST rebate into the project budget and/or funding sources?
- Have you ensured that your request is *no greater than 66%* of total project cost?
- Have you disclosed if you have, or intend to secure, funding from another source?

Application Timeline and Process

- The application package will be available in early December, online and/or from the Regional Office. Please see page 7 for a contact list.
- **The deadline to submit a complete, signed application, is 11:59 p.m. February 14, 2025.**
- Applications can be emailed, mailed, faxed, or dropped off at a Regional CCTH office. If mailed, applications must be post-marked no later than February 14th, 2025.
- Applications will be reviewed by CCTH staff based on the guidelines outlined above. Final decisions will not be made until after April 5th, 2025.

Grant Guidance

For the online CCTH [grant finder tool go here](#), or to see our [grant program guide go here](#).

If your project or need doesn't fit within the RFD guidelines, please consider:

- [Community Recreation Capital Grant](#): for small-scale indoor and outdoor capital recreation projects valued at less than \$30,000.
- [Planning Assistance](#): for funding to support needs assessments, design or feasibility studies of recreation facilities.
- [Community Facilities Improvement Program](#): for upgrades and improvements to community halls that provide a wide range of public programs and services
- [Community Accessibility Program](#): for projects focused on accessibility upgrades of public spaces or facilities (i.e. accessible ramps, washrooms, exits, assistive listening devices etc.). Businesses can apply through the [Business Accessibility Program](#).
- [Trail Funding Programs](#): for trail expansion and development projects. Expression of Interest process opens in the fall of each year.
- [Connect 2](#): for projects focused on Active Transportation investments.
- [Legion Capital Assistance Program](#): for capital upgrades at Legions.
- [Heritage Property Program](#): conservation of properties registered under the Heritage Property Act or grants offered to eligible owners of registered heritage properties
- [Emergency Services Provider Fund](#): for equipment purchase(s) related to a fire or emergency situations.

Energy Efficiency Upgrades: If you are applying to energy efficiency upgrades, such as heat pumps, you are strongly encouraged to contact [Efficiency NS](#) to determine if you can get a rebate. This rebate should be named on your application in 'funding sources'.

REGIONAL OFFICES:

CAPE BRETON REGION – Cape Breton Island

Larry Maxwell, Regional Manager

Email: capebretonregion@novascotia.ca

Phone: 902-578-4813

Courier/Mail: 850 Grand Lake Road, Suite 15, Sydney NS B1P 5T9

CENTRAL REGION – Halifax Regional Municipality (HRM)

Andrea Redmond, Regional Manager

Email: centralregion@novascotia.ca

Phone: 902-578-4813

Courier: Homburg Building, 3rd Floor, 1741 Brunswick St., Halifax

Mail: PO Box 456, Halifax, NS B3J 2R5

FUNDY REGION – Cumberland, Colchester Counties, Municipality of East Hants

Courtney Nicholson-Patriquin, Regional Manager

Email: fundyregion@novascotia.ca

Phone: 902-338-0659

Courier/Mail: 80 Walker Street, Suite 1, Truro, NS B2N 4A7

HIGHLAND REGION – Guysborough, Antigonish and Pictou Counties

Rae Gunn, Regional Manager

Email highlandregion@novascotia.ca

Phone: 902-338-0659

Courier/Mail: 149 Church Street, Suite 4, Antigonish, NS B2G 2E2

SOUTH SHORE REGION – Yarmouth, Shelburne, Queens, Lunenburg Counties

Anna Haanstra, Regional Manager

Email: southshoreregion@novascotia.ca

Phone: 902-698-9407

Courier/Mail: 312 Green Street, Lunenburg, NS B0J 2C0

VALLEY REGION – Annapolis, Kings, Digby Counties, Municipalities of West Hants, Clare

Anna Sherwood, Regional Manager

Email: valleyregion@novascotia.ca

Phone: 902-698-9407

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