

**Deadline for Applications: February 28, 2017**

## **Program Description**

The Community Facilities Improvement Program invests in community projects, initiated by local not-for-profit organizations, which enhance public use of existing facilities.

## **Program Goals**

The Community Facilities Improvement Program targets the following areas:

- improve and expand existing community facilities operated by not-for-profit organizations;
- improve the functionality and enhance sustainability of existing community facilities;
- celebrate culture, heritage, and diversity

## **Program Principles**

- The program is intended to assist one-time projects that will enhance public access to a facility and encourage increased community use.
- The program is not intended to provide operational support.

## **Eligibility**

Organizations must demonstrate the following:

- is a registered not-for-profit organization in good standing with the Nova Scotia Registry of Joint Stock Companies;
- operates primarily for community, culture and heritage benefit; and
- provides programs that serve a broader community and not strictly the organization's membership.

Notes:

- Consideration may be given to facility improvements of spaces within a place of worship that are used primarily by eligible not-for-profit organizations, such as a church hall. Applicants must demonstrate the use of these types of spaces through demonstrated calendar bookings, event flyers, etc.
- Applicants must own the property being considered or maintain a long term lease of at least 5 years with the property's owner.
- The applicant must comply with all necessary legislative requirements (such as, but not limited to, the Fire Code Act, the Building Code Act, and the Heritage Property Act).

The following applicants and projects are **not** eligible:

- Private Sector organizations;
- Individuals;
- Hospitals or health facilities;
- Education Institutions;
- Religious or Faith Sanctuaries;
- Projects such as: Public wharfs, playground equipment, parks and trails, storage facilities and paving projects;
- Applicants who currently receive funding under other provincial capital funding programs, such as the Recreation Facilities Improvement (RFD) program; and
- Facilities that are predominantly used for sport, recreation and fitness.

Note:

- Legions may apply to the Legion Capital Assistance Program

## Level of Funding

- The department's contribution will not normally exceed 75% of project costs and not exceed a maximum of \$50,000.
- The applicant is responsible for funding 10% (minimum) of the total project cost.
- The value of in-kind contributions of goods and materials can be included in the revenues and expenses, provided they are essential to the project and that they are clearly articulated as to the value and how it is calculated.
- Funding is based on proposed project costs. Should the actual costs of the budget 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 project and the final report.
- Funding is only provided for:
  - a) project-related costs and *not* ongoing operating costs;
  - b) for purposes outlined in the approved project.
- 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.

### **Incomplete applications will be deemed ineligible (cover and budget pages and all required information are parts of an application).**

Applicants are strongly encouraged to speak with the Program Officer to discuss their proposed activity and the requirements for application in advance of the deadline and before completing/submitting an application. (See final page for contact information)

It is recommended that those preparing the application involve other members of their organization in the process of developing and writing their application.

Proposals **MUST INCLUDE** completed cover and budget pages with project details given on separate pages:

1. **Organization:** Provide a brief description of your organization, including when it was established, its purpose, and its usual activities.
2. **Description:** Describe the project briefly but comprehensively. Include project personnel and collaborating institutions. Attach letters of commitment and other information- such as pictures, drawings, and quotes. For projects over \$5,000 at least one quote for the proposed work is mandatory.
3. **Objective:** Clearly define objectives and outcomes that expand on one or more key areas targeted by the Community Facility Improvement Program and explain how your community will benefit when you achieve these objectives.
4. **Outcomes:** Describe what will be achieved in measurable terms and how you will know when you have realized your goal. How will this increase the sustainability of your organization?
5. **Budget:** Provide a detailed budget with specifics of project income and expenditures.

Completed application forms must be signed and dated. Applications can be delivered by email, hand, courier or sent by regular mail.

### **Application Deadlines and Activity Start/End Dates**

The deadline for applications is February 28, 2017. Activities can start no earlier than the date of the application and:

- Must have a defined start and finish dates, which are determined by the amount of work needed to finish the activity.
- Activities must be completed prior to January 15, 2018.

Applicants should not submit application materials bound in folders, binders or plastic sleeves because materials may be duplicated prior to assessment.

If your application includes support material (images, etc.) and you need them returned, please include a stamped, self-addressed envelope or make arrangements to pick them. The safe return of these materials **is not** the responsibility of the Department of Communities, Culture & Heritage.

## Application Assessment

Activities will be assessed against their ability to support the program goals and the following factors:

1. Clear community benefit:
  - Identifies the project's long-term benefit to the community.
  - Demonstrates specific measures of how the project will improve the community's infrastructure.
  - Demonstrates community use and increased functionality and accessibility of the facility
2. Sustainability and lasting impact:
  - Demonstrates a viable plan to ensure resources are in place to continue the operations of the organization.
  - Complies with all necessary legislative requirements (such as, but not limited to, the Fire Code Act, the Building Code Act, and the Heritage Property Act).
  - Demonstrates readiness to proceed and ensures all funding sources are in place.
  - Demonstrates the scale of work is achievable within project schedule.

All applications will be reviewed by senior division and departmental staff which will make recommendations for funding to the Minister.

## Program Evaluation

The Department of Communities, Culture & Heritage will measure the success of the program and the activities it supports through review of evaluation reports completed by funded organizations following the

conclusion of their activities. The department is looking to achieve the following outcomes:

Community benefit / sustainability of organization

What are the benefits to the community as a result of this project?

- Tell us how the project will contribute to the sustainability of the organization. Can you provide examples of how this project will increase functionality and accessibility of the facility? Who uses the facility / how often?
- How does this project improve the current community's infrastructure? Is there something unique about what this facility/organization brings to the community?
- Please provide statistics (where available) for volunteer hours associated with this facility/organization as it relates to the completed project.
- Please outline other levels of funding / support provided for this project (financial and in-kind) to assist us in determining how this funding leveraged other investments.

## Notification of Results

Applicants will be informed of funding decisions by letter, typically within 60 days after the department receives the submission.

## Payment and 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:

- Payments are made in the name of the organization or group shown as the applicant on the application form. Payments cannot be made to individuals.
- Program 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 has been made, 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.
- All projects must be completed prior to January 15th of the given fiscal year

- Organizations which receive funding must submit a **final report** within 60 days of the project end date. Organizations will be required to submit original or copies of receipts for purchases/services rendered in completion of the project, images of the completed work.
- The Province’s support must be recognized as outlined in the "Requirements for Acknowledging Funding" which can be found on our website at: <http://cch.novascotia.ca/investing-in-our-future/acknowledgement-guidelines>.

**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.

**Send completed application form to:**  
Community Facilities Improvement Program  
Department of Communities, Culture & Heritage

In person/courier, by regular mail or email to one of our regional offices:

<p><b>Central Regional Office</b> (Halifax Regional Municipality) 1741 Brunswick Street, 3rd floor - P.O. Box 456 Stn Central Halifax, NS. B3J 2R5 (902) 424-6608 Fax: (902) 424-0710 Carol Davis-Jamieson (902) 424-7622 <a href="mailto:CCHFundingPrograms@novascotia.ca">CCHFundingPrograms@novascotia.ca</a></p>	<p><b>Cape Breton Regional Office</b> (Cape Breton Island) 305 Esplanade, Suite 101, Sydney, NS. B1P 1A8 (902) 563-2380 Fax: (902) 563-2565 Larry Maxwell (902) 563-2380 <a href="mailto:CCHFundingPrograms@novascotia.ca">CCHFundingPrograms@novascotia.ca</a></p>
<p><b>Valley Regional Office</b> (Municipalities of Hants West and Clare, Counties of Digby, Annapolis, and Kings) 10 Webster, Suite 200, Kentville, NS B4N 1H7 (902) 679-4390 - Fax: (902) 679-6748 Mike Trinacty (902) 679-4390 <a href="mailto:CCHFundingPrograms@novascotia.ca">CCHFundingPrograms@novascotia.ca</a></p>	<p><b>Highland Regional Office</b> (Counties of Guysborough, Antigonish, Pictou) 149 Church Street, Suite 4, Antigonish, NS B2G 2E2 (902) 863-7380 Fax: (902) 863-7477 Rae Gunn (902) 863-7381 <a href="mailto:CCHFundingPrograms@novascotia.ca">CCHFundingPrograms@novascotia.ca</a></p>
<p><b>South Shore Regional Office</b> (Counties of Yarmouth, Shelburne, Queens, and Lunenburg, District of Argyle) 312 Green Street, PO Box 9000, Lunenburg, NS B0J 2C0 (902) 634-7505 Fax: (902) 634-7542 Debby Smith (902) 634-7503 <a href="mailto:CCHFundingPrograms@novascotia.ca">CCHFundingPrograms@novascotia.ca</a></p>	<p><b>Fundy Regional Office</b> (Municipality of East Hants, Cumberland County, Colchester County) 80 Walker Street, Suite 1, Truro, NS. B2N 4A7 (902) 893-6215 Fax: (902) 896-2425 Peter McCracken (902) 893-6209 <a href="mailto:CCHFundingPrograms@novascotia.ca">CCHFundingPrograms@novascotia.ca</a></p>

***For further information, please contact one of our regional offices.***