

Part One: Community Facilities Improvement Application Form

Please type your contact information here.

Legal Organization Name: _____

Registry of Joint Stocks or Revenue Canada Charity Number: _____

Contact Name: _____

Phone Number: _____

Email: _____

Application Deadline: February 14, 2026, by 11:59pm

Please refer to the [grant guidelines](#) to ensure you are eligible for this grant, based on the primary function of your facility and project scope.

Applicants are strongly encouraged to contact the Program Officer to discuss their project before applying.

If you require assistance filling in this application or if you have any questions, please contact: CFIPgrant@novascotia.ca or (902) 424-5793 to ask to speak to a Program Officer.

Application Process

This application is a **two-part process**.

- **Part one**, beginning on page 2, includes the questions and budget. It needs to be completed and submitted, along with supporting documents, via email, mail, or dropped off at our Halifax office. **Part one is scored by a panel.**
- **Part two** is the on-line form. **The link to the on-line form can be found at the end of this document, on page 19.**
- Fill in part one first.
- **Both part one and part two of the application are mandatory.**

I will fill in part one and part two

PART ONE: QUESTIONS AND BUDGET

Section 1 – Organization Overview

Organization Background

1. **Tell us about your organization.** Describe the primary purpose and organizational priorities.
(3-4 sentences/bullets)

Section 2 – Project Overview

Project need and planning

1. **Describe the project.** If the project includes multiple components, list them in order of priority and explain how the work will be completed.

Please include and check

Facility photos. Include photos taken showing area(s) where project work will take place. Pictures may be from a distance if the area is not safely accessible.

2. **Explain how the problem was identified and the steps taken to move forward with the project.** Describe who was consulted during the planning process (e.g., community members, experts, stakeholders).

3. How will this project contribute to the long-term sustainability of your facility?

Consider energy efficiency, reduced maintenance, increased usage, or extended lifespan.

4. **What are the risks or consequences if this project does not proceed at this time?** Describe the urgency of this project and explain how delaying the project could affect your facility's sustainability or service delivery.

Section 3 –Facility Overview

Facility Details

1. **What recent infrastructure improvements have been made to your facility?** Include the type of work, when it was completed, and how it improved the facility.

Please include and check

Your organization must either own or have a minimum 5-year lease for the facility.
Please provide proof of ownership or lease agreement.

2. **Why is your facility important and vital to the community?** Describe how your facility is distinct, why it matters to the surrounding community and what gaps in programming or services it fills.

Please Include

- ✓ **Confirmation of facility use and support.** Please include letters of support from facility users, renters, and/or funders, (maximum 3 letters).
- ✓ Documentation such as flyers or promotional materials for events held at the facility, (3 maximum).

Complete the table below to show how your facility is used. Include frequency, types of activities, and estimated number of users (members and non-members).

What are some of the regular activities held at your facility, and how is your facility used?	Who participates? List groups/orgs where applicable	How many people attend?	When or how frequently does this activity take place?
Example 1: XYZ Organization' uses our facility to prepare hot dinners and lunches in the kitchen. The meals are served in the hall for those who would like to eat together and socialize. Copy of the agreement is attached.	'XYZ Community Organization', as they do not have their own kitchen/facility.	20 -30	Ongoing, every weekend.
Example 2: Two big cultural celebrations, ABCD' and 'EFGH', were held at the hall. The stage was used for performances. The kitchen was used to prepare food. Flyers are attached.	Our organization's members and volunteers.	Over 100 people at each.	ABCD' on August 1st, 2025, and 'EFGH' on December 19th, 2025.

Section 4 – Community Benefits, Engagement and Inclusion

Community Outcomes and Benefits

1. Describe the difference this investment will make for your organization and explain how it will improve your programming and services to the community.

Community Engagement and Inclusion

2. What programs or outreach efforts do you use to build meaningful relationships and encourage community participation beyond your own membership?

3. Explain how your organization and facility strives to be welcoming, accessible and responsive to traditionally **underrepresented**¹ and/or **underserved**² groups in your region.

¹ **Underrepresented:** An underrepresented community refers to a group of people who are not adequately represented or have limited presence or visibility in certain domains or contexts, such as social, political, economic, educational, or cultural spheres. These communities typically experience marginalization, discrimination, or exclusion due to various factors, including race, ethnicity, gender, sexual orientation, disability, socioeconomic status, or other characteristics.

² **Underserved:** The term “underserved” implies that the community is not receiving or has not received an adequate level of support or attention from institutions, organizations, or government agencies. This lack of access can manifest in various areas, including health care, education, employment, housing, transportation, social services, and access to sport, physical activity and recreation.

Section 5 –Project Budget and Quotes

Project Expenses and Funding Sources

1. **Complete the tables below with all eligible expenses and funding sources.**
Please see [grant guidelines](#) for full guidance on what is eligible or ineligible.
 - List the entire cost of the project you are seeking funding for. If it is part of a phased project, **only list current phase.**
 - Include in-kind contributions in the project expenses AND funding sources.
 - If there is a significant in-kind/volunteer amount, please provide a separate detailed overview.
 - Please include written confirmation from other funding sources, if applicable.
2. **Please include all quotes with your application and indicate which vendor was selected in your budget.**

PROJECT EXPENSES

Selected Vendor/Supplier & in-kind	Description (components, details or math for in-kind)	Amount	Quotes Attached? To uncheck, check twice	
			Yes	No
Total Est. 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)				
Federal Government Funds				
Municipal Government Funds				
Other Provincial Government Funds				
Efficiency Nova Scotia Rebate				
Other				
Other				

In-Kind/Volunteer contributions – If applicable, please provide math and details on in-kind contribution, i.e. # of hours x hourly rate, or discounts on materials/equipment. Attach a separate document as needed.

In-kind Labour				
In-kind Materials				
In-kind Equipment				
In-kind Other				

Total Project Funding

The amount requested should be total estimated project cost less total funding sources. The requested amount can be no more than **75% of total** estimated project cost and the request can be no more than **\$50,000**.

Amount requested from CFIP grant:

Section 6 – Checklist

Applications are considered complete when the following required 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

Completed part one, questions and budget (this pdf).

Completed part two, on-line form

Images of the facility are included in the application, showing area(s) where project work will take place.

A copy of proof of property ownership or lease agreement.

Letters of support or other documentation such as flyers or promotional materials.

Completed the budget table including expenses and funding sources (if applicable, attach additional documentation to outline in-kind contributions)

Quotes from an external contractor/supplier are attached for all costs and in-kind contributions.

Documents/letters of confirmation are attached for confirmed funders or in-kind contributions.

The Application Form has been completed, signed and dated by the Chairperson/Chief, on Page 17.

I will contact CFIPgrant@novascotia.ca or call (902) 424-5793 if I do not receive and email confirming that my application was received. Applicants should receive an e-mail confirming that their application was received within two weeks of submission.

Renovations are to be built to accessibility standards (see [CSA-B651](#) or [NS Building Code](#)).
If applicable for your project (i.e. new doors, bathrooms).

Section 7 – 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 organization's final reports have not been submitted and approved by CCTH.
- 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

Section 8 – Contact and Submission

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

Three ways to submit your application, PDF preferred.

1. E-mail (preferred):

CFIPgrant@novascotia.ca

Please include your organization's name in the subject of the email message.

2. Mail

Communities, Culture, Tourism and Heritage

Communities NS Unit (CFIP)
PO Box 456 STN Central
Halifax, NS
B3J 2R5

3. Drop off

Communities, Culture, Tourism and Heritage

Communities NS Unit (CFIP)
1741 Brunswick St. 3rd Floor
Halifax, NS
B3J 3X8

See the next page for Part Two: On-line Form

PART TWO: ON-LINE FORM

The second part of the application is a short on-line form. You can access it using the **Click Here for Part Two: On-line Form** link provided below. Several questions require only a check mark, but some require short, typed answers. Please have part one, including the budget, completed and nearby to assist with filling in the on-line form. The form does not save so it is recommended you fill it in in one sitting. It should take 10 -15 minutes to complete.

In the on-line form, you will provide basic information about your organization, facility, and project, including:

- Organization name and address, email, website (if applicable).
- Registry of [Joint Stocks Number](#) or [Revenue Canada charity number](#).
- Facility address.
- County where facility is located.
- Name of chair/chief, and project lead phone number and email.
- Who your organization serves.
- A brief description of the proposed infrastructure improvement.
- Project start and completion date.
- Total project budget and requested funding amount.
- Facility work need.
- Facility focus.

[CLICK HERE FOR PART TWO: ON-LINE FORM](#)

If you are unable to access the on-line “application part two”, please contact CFIPgrant@novascotia.ca or (902) 424-5793 to speak to a Program Officer.