

**Deadline: April 1, 2016**

### **Program Description**

The Community Facilities Improvement Program invests in community projects initiated by local not-for-profit organizations which enhance existing facilities within Nova Scotian communities.

### **Program Goals**

The Community Facilities Improvement Program will target the following key areas:

- develop and expand existing community facilities operated by not-for-profit organizations;
- improve the functionality of existing community facilities;
- contribute to the growth of the local economy.

### **Projects Principles**

Under the Community Facilities Improvement Program, government offers assistance to projects that enhance existing community facilities. The program is intended to assist one-time projects that will enhance a facility and encourage increased community access and use. The program is not intended to provide operational support. Specifically, capital costs can be provided to a non-profit community organization with is primarily focussed on community, cultural and heritage activities.

### **Project Scope**

Funding is intended to help organizations address current structural, infrastructure, and strategic needs and foster sustainable infrastructure improvement that helps enhance existing community infrastructure. Therefore, projects may include costs of fixed equipment, such as sound equipment and necessary appliances.

The application must demonstrate broad community support, increased accessibility for community use, and improved community infrastructure.

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*).

### **Eligibility**

An organization may be eligible if it:

- 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.
- Is publically accessible.

Consideration will be provided for facility improvements of the space within a place of worship (such as a "church hall") used primarily by eligible not-for-profit organizations. Applicants must demonstrate the use of these types of facilities through demonstrated calendar bookings.

Applicants must own the property being considered or maintain a long term lease of at least 5 years with the property's owner.

**\* Please note:** Projects must not create dependency on additional provincial government funding.

### **Out of Scope – Not eligible**

The following applicants and projects are not eligible and are out of scope of this program:

- Private Sector;
- Individuals;
- Hospitals;
- Education Institutions;
- Religious or Faith Sanctuaries;
- Legions (please see the Legion capital assistance program)  
<http://www.novascotia.ca/dma/funding/community/legion-capital-assistance-program.asp>;
- Applicants who currently receive funding under other provincial capital funding programs, such as Health and Wellness's Recreation Facilities Improvement (RFD) program, **are not eligible** under this program;
- Applicants who have applied to the program in the past and have been successful in the last year will not be considered eligible unless clearly stated in the prior year that the initial project application was phase one of a two year project;
- Projects such as: Public wharfs, playground equipment, parks and trails, storage facilities and paving projects; and
- Facilities that are predominantly used for sport, recreation and fitness. (Applicants may apply to the Department of Health and Wellness, Recreation Facility Development 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.

While funding is based on proposed project costs, should the actual costs of the budget change, 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.

### **Application Procedure**

An organization applying should speak with representatives from Communities, Culture and Heritage to discuss proposed plans and the requirements for application. Please contact Karen Parusel, Program Officer, directly at 902-424-1723.

Completed application forms must be signed and dated by the Chair and, if applicable, the Executive Director or lead staff of the organization.

Applications can be delivered by hand, courier, or regular mail to the address below.

To facilitate preparation for the assessment process, please submit applications single sided on 8.5 x 11 inch white paper.

### **Application Submissions**

**Applications are accepted up to and including April 1, 2016.**

### **Application Assessment**

Applications will be assessed against a needs based assessment process to determine if they will be successful for funding.

### Assessment Criteria:

#### 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

#### 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.

### Evaluation

Successful applicants will be asked to report on the assessment criteria outlined above in their final reports; enabling evaluation of the project's success. **The following questions must be answered in the Final Report:**

#### 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? Was employment created and supported with this funding?
- 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 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 March 15th of the given fiscal year
- Successful applicants must submit a **Final Report** by March 15th every year. 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. (See **Evaluation** section above for more detail on the content of this report.
- 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 the Culture & Heritage Development Division's 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:  
Homburg Building  
3rd Floor, 1741 Brunswick Street  
Halifax, NS B3J 3X8

By regular mail:  
Culture & Heritage Development Division  
PO Box 456  
B3J 2R5

**For further information, call Karen Parusel, Program Officer**

**Phone: (902) 424-1723      Fax: (902) 424-0710**

**E-mail: [Karen.Parusel@novascotia.ca](mailto:Karen.Parusel@novascotia.ca)**

**Web: [www.novascotia.ca/cch](http://www.novascotia.ca/cch)**

Title: Community Facilities Improvement Program  
Date: 4 April 2016  
Contact: Communities, Culture and Heritage  
Homburg Building, 3rd Floor  
1741 Brunswick Street, P.O. Box 456  
Halifax, Nova Scotia B3J 2R5  
Tel: 902 424-2360