

## Introduction

At the heart of every community are safe, welcoming and accessible facilities, which foster social cohesion, well-being, and a sense of belonging for people of all ages and diverse backgrounds.

The Department of Communities, Culture, Tourism and Heritage supports activities that contribute to the well-being and vitality of Nova Scotia's communities through the promotion, development, preservation, and celebration of the province's diversity, culture, heritage, identity, and languages.

## Program Description

The **Community Facilities Improvement Program** provides grants to non-profit organizations that own or lease existing facilities requiring upgrades essential to their long-term sustainability. Eligible organizations may receive up to 75% of eligible project costs, to a maximum of \$50,000.

This is a highly competitive grant. To improve the quality and eligibility of their application, organizations are encouraged to contact Frances MacEachen at [CFIPgrant@novascotia.ca](mailto:CFIPgrant@novascotia.ca) or (902) 424-5793 to discuss their project before applying.

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## Equity, Diversity, Inclusion, and Accessibility Commitment

- 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

- Joint Stocks-registered-Not-for-Profit Societies in good standing, <https://rjsc.novascotia.ca>, OR
- Federally registered Charities or Not-for-Profit Corporations in good standing, [CRA Charity Registration Number](#), OR
- Mi 'kmaw bands in Nova Scotia

### **All applicants must:**

- Operate their facility for the benefit of community, culture, and diversity, AND
- Operate in the service of the broader community and not strictly the organization's membership, AND
- Own the property where the work will take place OR maintain a long-term lease of at least 5 years with the owner of the property where the work will take place.

## Eligible Projects

- Exterior facility improvements, such as siding, gutters, roofing, or other exterior repairs.
- Interior facility improvements, including flooring, walls, ceilings, lighting, bathroom and kitchen upgrades. Large appliances may be eligible if they are part of a larger kitchen renovation, subject to approval by the Department.
- Improvements related to the Nova Scotia Building Code Regulations, including electrical upgrades.
- Improvements to building efficiency such as insulation, windows, doors, or heat pumps. **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 included in your application budget's 'funding sources.'
- For information on climate-ready infrastructure see [climate insight](#) and [climatlantic.ca](#).
- For projects that are primarily **accessibility improvements**, the applicant should apply to the [Community ACCESS-Ability Program / Communities, Culture, Tourism and Heritage](#).
- The applicant must comply with all necessary legislative requirements such as, but not limited to, the [Fire Safety Act](#), the [Building Code Act](#), the [Accessibility Act](#), and the [Heritage Property Act](#).

## Ineligible Applicants

- Organizations who received funding from this program in 2025.
- Private sector organizations.
- Federal, provincial, regional, municipal governments, counties, towns, villages, etc.
- Hospitals or health facilities.
- Education institutions (public and private).
- Individuals.
- Religious or faith sanctuaries (consideration may be given to improvements within a place of worship that is used primarily by eligible not-for-profit organizations, such as a church hall).
- Legions\*
- Sport, recreation and fitness facilities\*

## Ineligible Projects and Costs

- New construction or building extensions
- Paving or general landscaping projects.
- Accessibility Projects over \$5,000. \*
- Costs associated with preparation of the grant application.
- Wages and remuneration for full- or part-time employees.
- Improvements not directly related to the physical structure of the facility, such as generators, solar panels, and seating.
- Public wharfs.
- Playground equipment, parks, and trails. \*
- Expenses that happen outside the 2026 fiscal year (April 1, 2026 - March 31, 2027).

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

## Project Funding Criteria

- The department's contribution is **up to 75%** of total estimated project costs, to a **maximum of \$50,000**. Applicants must contribute **at least 25%** of the total estimated project costs, of which a **minimum of 10% must be in cash**. This cash contribution can include:
  - Municipal or federal funding
  - Rebates
  - Cash donations
  - Organizational Fundraising

Note: Applicants may choose to contribute the full 25% in cash.

- The remaining 15% of the applicant's contribution may be in-kind. In-kind contributions (e.g., donated labour or materials) must be:
  - Essential to the project
  - Included in the project revenues and contributions
- **In-kind contribution guidelines:**
  - Application preparation costs are **not eligible**.
  - If in-kind labour is significant, provide a **separate breakdown**.
  - **Unskilled/general labour** may be valued at up to **\$25/hour**.
  - **Certified trade labour or machinery** may be valued at **market rates**.
  - **Administration:** Non-profit applicants can include in-kind administration up to 10% of requested funding, to a maximum of an in-kind admin amount of \$5,000.
  - **Donated material** is valued at market rate.
  - **Travel costs:** volunteer travel essential to the capital project.
- Funding is based on **estimated project costs**. If actual costs are lower, the department will fund **75% of the actual costs**. Payments are issued in two parts:
  - 80% upfront
  - 20% upon review of actual costs and the final report
- If your organization is eligible for HST exemptions or rebates, please deduct these expenses from your application.
- Ensure your funding request does **not exceed 75%** of the total project costs.
- **Project Quotes:**
  - At least **one quote is required; two (2) quotes are preferred**. If it is not possible to provide two quotes, please provide a rationale or documentation of attempts to obtain quotes.
  - Please include all quotes with your application, not just the one chosen by the organization.

## Program Criteria

Eligible applications will be evaluated based on the following criteria:

- **Demonstrated Need and Project Planning** – The project contributes to the long-term sustainability of the facility, project urgency and evidence of thoughtful planning.
- **Facility Utilization and Community Context** – The facility is vital to the community. The facility is well maintained and used by groups and individuals beyond the organization membership.
- **Community Benefit, Engagement, and Inclusion** – The extent to which the project improves the facility and services to the community. The project promotes inclusivity and benefits diverse populations.
- **Project Budget and Financial Viability** – The budget is detailed, clear and balanced. Professional quotes have been provided. There is confirmation of the 25% contribution of funds.

*Please note, preference may be given to those who have not yet or recently received funding under this program.*

## Requirements for Funded Projects

Organizations that receive funding from CCTH must adhere to the following requirements:

- **Project Scope:** 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.
- **Final Reporting:** A final report must be submitted within 30 days of the project's end date. This report must include:
  - Copies of final invoices and proof of payment (e.g., paid receipts or cancelled cheques) for all purchases and services related to the project.
  - Images documenting the completed work.

All overdue final reports, for projects previously funded by CCTH, must be submitted and approved before funding for a new project is released.

- **Acknowledgement of Support:** The Province's support must be acknowledged in accordance with the Requirements for Acknowledging Funding.
- **Record Keeping:** Grantees must maintain complete financial records related to the project and funding for seven (7) years after the project's completion. These records must be made available upon request for inspection, review, or audit by the Department of Communities, Culture, Tourism and Heritage or its agents.
- **Compliance:** Grantees must comply with all applicable laws, regulations, and municipal by-laws relevant to the project.

## Application Guidelines

- Applicants are strongly encouraged to speak with department staff far in advance of the deadline before applying.
- Applicants must complete the application form in full. The full 2026-27 CFIP application includes two parts: a fillable PDF and an on-line form that captures basic information about your organization and facility. **Applicants must fill in both parts.**
- A checklist is included to help ensure that all required information is provided. **Incomplete applications will be deemed ineligible.**
- Applications must be signed and dated by the Chairperson/Chief.
- Applications can be delivered by email, in-person, courier or sent by regular mail.

## Application Deadlines and Activity Start/End Dates

- The deadline to submit the complete signed application is 11:59 pm February 14, 2026
- **Projects can start no earlier than April 1, 2026.** Projects must have defined start and end dates.
- Applications will be reviewed by Communities, Culture and Heritage staff and recommendations for approval forwarded to the Minister of Communities, Culture and Heritage. **The entire review and approval process may take 12 - 16 weeks.**

## Other CCTH Funding Programs

- Legions should apply to the [Legion Capital Assistance Program](#).
  - Facilities that are predominantly used for sport, recreation and fitness should apply to the [Recreation Facility Development Grant](#).
  - For accessibility projects (i.e. accessible ramps, washrooms, egresses, etc.), eligible applicants should apply to the [Community ACCESS-Ability Program](#).
  - For trail expansion and development projects, eligible applicants should apply to one of the [Trail Funding Programs](#).
  - For small scale indoor and outdoor capital recreation projects, eligible applicants should apply to the [Community Recreation Capital Grant](#).
  - For advice on the conservation of properties registered under the Heritage Property Act or grants offered to eligible owners of registered heritage properties, please consider applying to the [Heritage Property Program](#).
  - For equipment purchase(s) related to a fire or emergency situations, eligible applicants should apply to the [Emergency Services Provider Fund](#).
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**For more information, please contact Community Supports and Infrastructure:**

**Program and Development Officer:** Frances MacEachen

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