



Legion Capital Assistance Program (LCAP) Application 2026-2027

For Royal Canadian Legions in Nova Scotia

Use this cover sheet as the first page of your proposal. Attach the other documents to it.

Legion Name (Applicant): _____ RCL Branch #: _____

Facility Location: _____

Civic Address

Community

Please check only one type of project you are applying for:

necessary structural repairs to meet building code requirements

furnace/heating system replacement

roof repairs/replacement

window/door replacement

Wells and water treatment

Emergency situations at the discretion of the Department of Communities, Culture,
Tourism and Heritage

Contact Name: _____ Title: _____

Telephone: _____ Fax: _____ Email: _____

Mailing Address: _____

Civic Address or Box #

Municipality

Postal Code

| PROJECT ESTIMATED COSTS: | |
|---|-----------|
| Design (engineer, architect, consultant) | \$ |
| Construction (attach estimates*) | |
| Materials | \$ |
| Labour | \$ |
| Permit Fees (where applicable**) | \$ |
| Other (please specify) | \$ |
| TOTAL ESTIMATED COSTS*** | \$ |
| * Provide detailed estimates separately. The applicant must obtain a minimum of three (3) bids on proposed material and/or contracted work, if possible. The applicant must provide justification if submitting fewer than three (3) bids. Cost overruns of projects are the responsibility of the applicant. | |
| ** Building Permits are required for many renovation projects. Please consult with your local municipal building official to determine if a permit is required. | |
| *** Must be equal to Project Funding Total | |

| PROJECT FUNDING: | |
|--|-----------|
| Applicant Contribution | \$ |
| Donated Labour/material/equipment (detail separately) | \$ |
| Other Groups of organizations* (detail separately) | \$ |
| | |
| Legion Assistance Program (maximum \$10,000) | \$ |
| TOTAL PROJECT FUNDING*** | \$ |
| *Specify expected amount of project funding by source(s). Attach letters indicating funding commitments where appropriate. | |
| *** Must be equal to Project Estimated Costs Total | |

For construction upgrades:

All renovations must conform to the requirements of the Nova Scotia Building Code regulations and the National Building Code of Canada 2010.

Equity, Diversity, Inclusion, and Accessibility (EDIA):

Communities, Culture, Tourism and Heritage (CCTH) is committed to ensuring our programs and services are equitable, diverse, inclusive, and accessible. Understanding the demographics of our clients and people we serve will help us determine whether our programs, funding allocations, and processes are inclusive of Nova Scotia’s diverse communities.

Accessibility Statement –

If you encounter any barriers or need accessibility support during the application process, please contact the program representative at least two weeks before the deadline for assistance.

The information you provide will help us learn if our programs and processes serve underrepresented and/or under served communities and are inclusive of Nova Scotia’s diverse population. It will be handled in accordance with applicable privacy and confidentiality regulations.

Applicant’s Information:

While your organization serves the public, does your organization deliver any programs, services, or outreach specifically intended to serve the following underrepresented and/ or under served communities? Select all that apply:

| | |
|--|--|
| <input type="checkbox"/> 2SLGBTQIA+ | <input type="checkbox"/> Mi’kmaq |
| <input type="checkbox"/> Acadian / Francophone | <input type="checkbox"/> Persons of African Descent |
| <input type="checkbox"/> African Nova Scotian | <input type="checkbox"/> Persons Living with Disabilities |
| <input type="checkbox"/> Gaelic/Gaels | <input type="checkbox"/> Racialized Groups / Communities |
| <input type="checkbox"/> Indigenous | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Immigrants / Newcomers / Refugees | <input type="checkbox"/> If not identified above, please specify: __ |

Legion Capital Assistance Program

List of Required Documentation

Please submit **all** applicable documents from the following list. **Incomplete submissions will not be evaluated.**

Description of proposed project: Provide a detailed description of the project, age of the existing infrastructure and the urgency of doing this project. For clarity, you may wish to include photographs and/or drawings.

Describe how your proposed upgrades will help make your building more sustainable and/or impact on services to the community.

Copy of lease agreement or proof of ownership: For proposed improvements to leased facilities, please include written approval of property owners and a copy of the current lease. For properties owned by applicant, please provide copy of deed.

Proof of Property Peril Insurance: Provide all or portion of insurance policy that states coverage period and indicates that the equipment is insured i.e. fire/vandalism. Renewal notices will not be accepted.

Detailed Estimates: The applicant must obtain a minimum of three (3) bids on proposed equipment purchases and/or contracted work. The applicant must provide justification if submitting fewer than three (3) bids.

Provide justification of bid selected if it is not the lowest one received.

Other Grants: Identify all other sources of grant funds. Some grants stipulate that they may be reduced, when other grants are received for the same project.

DECLARATION

The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give the department of Communities, Culture, Tourism and Heritage authority to verify any and all information pertaining to this application. I understand that any projects funded may be subject to audit by the Province of Nova Scotia. The Province reserves the right to review and inspect funded projects and related documentation during and following project completion.

Signature Authority for the Application

Date

In the email, please make the subject line:
26.27 LCAP Application RCL # _____

We will confirm receipt of your submission via email. If you have not heard from us within 2 weeks of submitting your application, please call 902-324-8392 or email LegionGrants@novascotia.ca

EMAIL

LegionGrants@novascotia.ca

Mailing Address:

1741 Brunswick St., 3rd Floor
P.O. Box 456, STN Central, Halifax, NS B3J 3X8