

The Planning Assistance Program assists community organizations and municipalities in obtaining professional assistance in planning, designing and researching proposed and existing sport and recreation facilities.

**ELIGIBILITY AND GUIDELINES**

**1) Eligible Applicants**

Municipalities and communities, a registered non-profit Societies in good standing, Mi'kmaq Band Councils and schools through Regional Centres for Education.

**2) Eligible Projects**

- a) **General facility planning** including needs assessments, feasibility studies, master plans and facility operation plans.
- b) **Schematic Design** for new or renovated facilities and landscaping. Schematic design illustrates the scale and character of a project showing how the parts of the project relate to each other. This work includes preliminary cost estimates. The preparation of detailed design or construction documents are eligible under main capital program and therefore are not eligible.
- c) **Building Audits** forecast the replacement of building components by professional consultants and result in the development of a Life Cycle Plan for a facility.
- d) **Research** involve projects which have province wide application e.g. alternate energy sources; new directions in operation, maintenance and use.

**3) Eligible Costs**

Generally, for each of the eligible projects described above, funding is available for up to 50% of the total cost of that project to a maximum of \$5,000. In special cases, the amount may vary. Special cases may include planning for large projects or inter-municipal planning requiring technical multi-disciplinary approaches.

**4) Funding**

Funding received from other provincial government departments may affect the amount of the grant awarded by CCH. Provincial government funding cannot exceed three quarters (3/4) of the project's total cost.

- For a definitive description of the work to be done by the consultant, a copy of the Terms of Reference or Request for Proposal must be attached to the completed Planning Assistance application.
- Applicants are expected to follow the hiring/procurement policies of their organization.
- Applications are accepted on an ongoing basis until the grant program is 100% expended between April 1<sup>st</sup> and January 3<sup>rd</sup>.
- Applications will be reviewed by Communities, Sport and Recreation Division staff based on these guidelines.
- Applicants will be notified on the status of the application within 30 days of the application being received.

**GRANT DISBURSEMENT**

- An initial payment of up to 80% of the approved amount is provided when a Terms and Conditions document has been signed and submitted, and at the request of the organization at the start of the project.
- Final payments will be made upon completion of the project and submission of a final report.
- The final report includes a financial statement, the consultant's report and the paid consultant's invoice. The Final report deadline is provided in the Terms and Conditions document.
- Should the project or budget need to be revised or modified, written permission to reallocate funding is required from CCH staff prior to doing so.
- If the project is not undertaken or completed after payment of the grant has been made, the recipient must return unused funds to the department, payable to the Minister of Finance.

**GRANT RECOGNITION**

Successful applicants to programs acknowledge the financial assistance of the Province of Nova Scotia following CCH Acknowledgment Guidelines at <https://cch.novascotia.ca/investing-in-our-future/acknowledgement-guidelines>

**APPLICATION PROCEDURE AND PROCESS**

- Applicants are encouraged to contact the Regional Office in their area to discuss the project. In addition to assisting applicants directly with their application, staff provide important, relevant information on other Departmental programs.