

Project funding is designed to support activities which respond to the goals and priorities of provincial recreation organizations and **Department of Communities, Culture & Heritage (CCH)**, Communities, Sport & Recreation (CSR) division. Priority areas include: Active Living, Inclusion and Access, Connecting People and Nature, Supportive Environments and Recreation Capacity.

ELIGIBILITY AND GUIDELINES

Public organizations incorporated as a “not for profit” society under the *Societies Act* of Nova Scotia and other organizations deemed equivalent by CCH. All applicants must meet the goals and principles of the program.

1) Eligible applicants:

- a) Municipalities
- b) Provincial Recreation Organizations that have either a primary mandate for recreation/physical activity or deliver recreation/physical activity program(s) as a means to achieve their mandate
- c) Projects that are provincial in scope and/or the outcome and outputs have a provincial impact.

2) Eligible initiatives:

- a) Program Development & Implementation
- b) Leadership & Capacity Development
- c) Marketing & Public Awareness
- d) Planning & Organizational Development
- e) Education & Knowledge Transfer & Resource Development

3) Contribution Guidelines:

- a) Level of contribution will be based on need and the applicant’s ability to contribute. The expected level of contribution by the applicant from sources other than CCH is 50%.
- b) In kind contributions are acceptable.
- c) Collaboration and partnerships with other groups is encouraged.
- d) Funding will be based on a **project assessment** and availability of funds.

APPLICATION PROCEDURE AND PROCESS

- Potential applicants are requested to contact the **Manager of Recreation** (as listed below) to discuss the application, determine eligibility and provide relevant advice and assistance. **There is no deadline for project funding within the fiscal year.**
- Applicants should allow approximately 4 weeks for processing. Department staff will make every effort to process applications in a timely fashion.

GRANT DISBURSEMENTS

An initial payment (normally 80% of the approved amount) may be made 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 brief written report, financial statement and evaluation. Should the project need to be modified, written permission to reallocate funding is required from division staff.

GRANT RECOGNITION

Funding recipient must work with CCH to develop an appropriate strategy for recognizing the funding contribution of the provincial government.

PLEASE SUBMIT TO:

Manager of Recreation
Barrington Tower, 14th Floor,
P.O. Box 488, Halifax, NS B3J 2R8

Phone: 902-424-3007 Fax: 902-424-0663
Email: robin.norrie@novascotia.ca