

This program is designed to support activities which respond to the goals and priorities of communities and Communities, Culture and Heritage (CCH), Communities, Sport and Recreation Division priority areas including: increasing physical activity, sport and recreation opportunities, capacity building, gender equity, volunteer development, physical activity levels of children and youth, fair and safe activities and responding to traditionally underserved populations.

### **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) Sport and Recreation Associations
- c) Schools (excluding curriculum components and School Sport Teams)
- d) Church Groups

#### **2) Eligible initiatives:**

- a) Program Development and implementation
- b) Leadership and Capacity development
- c) Marketing and Promotion
- d) Planning and Organizational 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 Department of Communities, Culture and Heritage is 50%.
- b) In kind contributions are acceptable.
- c) Initiatives may be eligible for funding for up to three years.
- d) Collaboration with other groups is encouraged.
- e) Maximum contribution from Regional Development Program will be \$15,000 (annually).

### **APPLICATION PROCEDURE AND PROCESS**

- Potential applicants are requested to contact a Regional Representative (as listed below) to discuss the proposal, determine eligibility and provide relevant advice and assistance. Applications will be accepted between April 1<sup>st</sup> and February 15<sup>th</sup> of a given fiscal year.
- 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 DISBURSEMENTS**

At the request of the organization, an initial payment (normally 80% of the approved amount) may be made at the start of the project. If the project is to be funded for more than one year, a report on the previous year's operation will be required to keep the approved initiative in good standing.

Final payments will be made upon completion of the initiative and submission of a final report. The final report includes a brief written report, financial statement and evaluation which must be submitted by March 1<sup>st</sup>.

Should the project need to be modified, written permission to reallocate funding is required from CCH staff.

### **GRANT RECOGNITION**

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