

## GUIDELINES 2021-22

The purpose of the Rink Revitalization Program is to assist community groups, municipalities and other 'not-for-profit' organizations who operate rinks to invest in the revitalization or upgrading of capital infrastructure to support the sustainability of the facility. Rinks include curling clubs and arenas as well as outdoor rinks of a permanent nature. The rink must be open to all members of the public at reasonable times and at a reasonable rate.

### ELIGIBLE APPLICANTS

- Public organizations incorporated as a “not-for-profit” entity under the *Societies Act of Nova Scotia* or other organizations deemed equivalent by the Province.
- Municipalities (incorporated communities) and Mi'kmaq Band Councils.
- Post-secondary institutions whose rinks are available for community use.

### ELIGIBLE PROJECTS AND COSTS

- Projects are eligible to apply for up to one-third (1/3) of the total capital cost of the project to a maximum of \$150,000.
- An organization is eligible to receive one (1) grant per year for a project.
- Funding received from other provincial government departments can affect the amount of the grant awarded. The total provincial government contribution cannot exceed three quarters (3/4) of the total project cost.
- Items of a permanent, durable, capital nature.
- Large permanent furnishings and equipment (e.g. ice re-surfacer, ice plant components, boards, score-clocks, canteen upgrades, energy efficient upgrades), integral to the functioning/operation of the facility.
- Capital conservation work involving repair and/or replacement needs of any major components directly related to a facility's structural or operational integrity.

### INELIGIBLE PROJECTS AND COSTS

- New builds.
- The purchase of consumable, non-fixed furnishings and equipment.
- Furnishings and equipment required for seasonal outdoor rinks.
- Regular/annual maintenance costs (regular or preventative maintenance) undertaken to keep a facility and its equipment in proper working condition or repair of normal wear to components.
- Annual operational expenses.
- The cost of land purchase.
- Wages and remuneration for full or part-time employees cannot be listed as in-kind contributions unless it can be clearly shown that these expenses are project specific and outside the scope of regular duties.
- Any expenses that could be subject to HST rebate for the applicant. If an applicant is eligible for rebates, the details of their rebate must be disclosed and included with other required documentation.

### APPLICATION PROCEDURE AND PROCESS

- Interested applicants can open a file with their Regional Office of Communities, Culture, Tourism and Heritage (CCTH) by contacting the Regional Manager to discuss the project.
- Only eligible project expenses incurred after applicant has opened a file with their CCTH Regional Manager are eligible for reimbursement. Applicants should note that opening a file is not a guarantee that a project grant will be forthcoming.

- The application and information package are available from the Regional Manager in your area. (please refer to page 4 of these Guidelines). A complete application, signed by two officers of the Association or organization, must be submitted to the Regional Manager by 4:30 p.m. on or before **Monday, November 15, 2021** to be considered for funding.
- If work is undertaken between the time of opening a file and being awarded funding, it is done so at the applicant's own risk.

## APPLICANTS MUST PROVIDE THE FOLLOWING:

- A detailed project description which includes a rationale for the need of the project.
- A detailed description of how the project meets, supports or influences the **Application Review Factors (included in the application package)** which are:
  - Community Benefit and Impact
  - Needs Assessment and Project Planning
  - Equity, Accessibility, Safety and Inclusion
  - (including how the needs of diverse groups, cultural underrepresented, and marginalized groups, including but not limited to newcomers, indigenous, older adults, low income, youth, and women & girls, persons with disabilities are addressed)
  - Viability, Sustainability, Project Funding & Budget.
- Copies of the organization's:
  - Constitution and Bylaws
  - List of Executive members
  - Proof of incorporation - Memorandum of Association
- Proof the applicant owns or has clear title to the land or building for the project. A long-term lease (minimum 5-year renewable lease), municipal resolution or a joint-use agreement is also acceptable.
- As applicable, a letter from the Municipality acknowledging awareness or support of the applicant's planned project and details of any Municipal involvement related to funding and/or contribution assistance
- As much detail as possible should be provided such as sketches, concept drawings and needs assessment or feasibility studies if applicable.
- Details on all sources of project funding, including those not confirmed yet. If donated

materials, equipment and/or labour is used, estimates should be based on fair market value of the product or service. Labour rates should be quoted at \$20/hr unless it can be shown that specialized skills or products were required, and in that case industry standards for costing will be assumed. Proof of such will be required and may be in the form of professional or red-seal certification or invoiced professional services.

- Grant recipients need to demonstrate a process of competitive pricing or tendering for goods and services relating to the project. If unable to obtain 3 quotes, an explanation as to the issue with obtaining 3 quotes and justification of selected vendor must be provided.
- If applicable, proof of approval by regulatory bodies and compliance with local bylaws and Provincial Building Code is necessary.
- Grant recipients can apply in consecutive fiscal years as long as the previous year's project has been completed and a final report has been approved by the Province.
- In certain cases, the Province reserves the right to require additional information to be used in assessing an application.

## GRANT DISBURSEMENT

- Groups will be informed of the status of their application following the application review process.
- The CCTH Regional Office will provide a *Terms and Conditions of Grant* agreement to each successful applicant. This form must be completed and returned to the CCTH Regional Office prior to the payment of the initial grant installment.
- A grant installment of the approved grant will be made subject to evidence of reasonable project progress (i.e. evidence of materials ordered, paid invoices, signed contracts, contractor and building materials on site, work underway, location certificate).
- The Regional Office provides a successful applicant with final reporting documents including a financial statement template and logs for recording donated labour, equipment and materials.

- If the grant recipient uses donated materials, equipment and/or labour as part of their contribution, detailed records are required for final reporting. The recipient must submit a signed final report including proof of status of project and or project completion to the Regional Office by March 1. The final report must include a financial statement and may require supporting documents such as invoices, receipts & log books.

## **GRANT RECOGNITION**

Successful applicants to programs acknowledge the financial assistance of the Province of Nova Scotia using CCTH Acknowledgment Guidelines located at the following link:

<https://cch.novascotia.ca/investing-in-our-future/acknowledgement-guidelines>

**FOR FURTHER INFORMATION** contact your local CCTH Regional Office listed on page 4.

**PLEASE CONTACT YOUR CCTH REGIONAL OFFICE FOR FURTHER DIRECTION ON THE RINK REVITALIZATION APPLICATION PROCESS.**

**Cape Breton Region**

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