

**COMMUNITIES, CULTURE, TOURISM AND HERITAGE (CCTH)** is committed to increasing sport and recreation opportunities for all Nova Scotians through the provision of leadership in policy development, support to the local and provincial sport and recreation delivery system, and collaboration with service-providing partners, other government departments and our Federal/Provincial/Territorial counterparts.

**EQUITY, DIVERSITY, INCLUSION, AND ACCESSIBILITY (EDIA) COMMITMENT** is to thrive by promoting active living, tourism, and Nova Scotia's diverse culture, heritage, and languages. We pride ourselves in helping to grow communities and organizations by providing programs and services that support these areas.

We are committed to ensuring that our programs and services are free of discrimination and barriers, and value EDIA. By applying this lens, and ensuring it is a core value in our programs and decision-making processes, we are taking steps to address the long-standing systemic barriers that impact many communities in our province. CCTH is committed to advancing equity, diversity, inclusion, and accessibility across Nova Scotia, and we support partners who share in this commitment.

### **PROGRAM DESCRIPTION:**

The Department of CCTH acknowledges the benefits of hosting sport events in Nova Scotia include the opportunity to facilitate sport development, increase exposure for sport, and create lasting legacies for sport in Nova Scotia. In addition, CCTH recognizes that certain sport events exemplify the department's mandate and make a significant contribution toward advancing its priorities. CCTH provides grants to organizations hosting International, National, and Inter-Provincial/Territorial sport events, as well as select sport events that advance the vision, mission and priorities of the department and enhance the public profile of the Province.

### **GOALS:**

- To increase the development opportunities for Nova Scotia's athletes, coaches, officials, and volunteers by hosting sport events in Nova Scotia.
- To raise the profile of amateur sport in Nova Scotia by hosting more sport events in Nova Scotia.
- To strengthen the Nova Scotia sport system through legacies achieved by hosting.
- To support sport events that make a significant contribution to CCTH's mandate.

### **APPLICANTS**

- Provincial Sport Organizations (PSOs) in good standing with Sport Nova Scotia and/or their respective recognized National Sport Organization (NSO).
- Incorporated "non-profit" societies designated as the host organization of an event by PSO/NSO.
- Application must be submitted by the Executive Director or President of the PSO.

## ELIGIBILITY

LEVEL OF EVENT	Description	LEVEL OF FUNDING
<b>International Events</b>	International Federation (IF) World Championship / World Cup / World Tour	Up to \$10,000 (x 2 years)
	Other IF / National Sport Organization (NSO) sanctioned international events	Up to \$10,000
<b>National Championship</b>	NSO / CIS / CCAA	Up to \$5,000
<b>Inter-Provincial Championship</b>	NSO Eastern/ Atlantic Championship (Must be the highest level of national competition for the division/ age category)	Up to \$3,000
<b>National Annual General Meeting</b>	NSO AGM	Up to \$1,000
<b>Signature Event</b>	Sport events selected based on its potential contribution to the priorities of Discretionary. The Department and the NS Sport Plan (Participation/Excellence/ Capacity/ Collaboration).	

## APPLICATION PROCEDURE

### International Events

**Step 1:** An Event Profile form should be submitted to Department of CCTH at least 12 months in advance of the event. It is recommended that this step is completed as soon as possible once the event has been confirmed.

**Step 2:** A completed application form with supporting documents must be submitted before the deadline established in consultation with Department of CCTH Staff. Funding cannot be allocated until a complete application is received.

### National/Inter-Provincial Territorial Championship/AGM

**Step 1:** An Event Profile should be submitted to the Department of CCTH at least one year in advance of the scheduled date of the event.

**Step 2:** A complete application form, NSO letter of support, and other supporting documentation must be received at least six months in advance of the event.

## APPLICATION REVIEW & RESPONSE PROCESS

Applications will be reviewed by the sport & recreation staff based on the anticipated:

- Size and scope of the event
- Sport development contribution
- Alignment of the event with NS Sport Plan priorities
- Profile for sport the event will generate
- Legacy of the event

Applicants will be notified on the status of their application within 60 days of the complete application being received.

## FUNDING

- Hosting Program funds may be combined with other Province of Nova Scotia grants, however; Provincial Government funding for hosting an event cannot exceed a total greater than 50% of the operational budget (capital expenditure funding is independent of hosting funding).
- Applicants are required to disclose all sources of revenue including in-kind contributions.
- Organizations receiving CCTH funding are required to have a plan for spending any surplus funds.
- Funds must be re-invested into sport in Nova Scotia.
- Open at the beginning of fiscal (April 1) until fully allocated.

## PAYMENT OF GRANTS

- Once approved, an initial payment of 100% of the approved amount will be made.

## GRANT RECOGNITION

- Funding recipients must work with the Department of CCTH to develop an appropriate strategy for recognizing the funding contribution of the provincial government. This strategy may include, among other items, the following:
- Visual recognition of the province by way of appropriate signage, Province of Nova Scotia logo placement on print material and website.
- Public announcement: recognition in media, public service announcements during the event.
- Province of Nova Scotia representation: Opportunity for Minister or designate taking part in event ceremonies, message from Minister in event program.
- Promotional opportunities: program ad space, display booth at the event, inserts in participant packages.
- Other items may also be considered in collaboration and agreement with the Department of CCTH.

## FINAL REPORT

- A final report outlining activities undertaken, results achieved AND project lead (organizer) evaluation questions completed must be received no later than 30 days after the project's end date.
- If the final report is not received, no funds can be released for any subsequent grants approved through the Department of Communities, Culture, Tourism and Heritage until the report has been received.
- If the project is cancelled or the full amount of the funding is not required, the funds will be returned to our office by cheque payable to 'Minister of Finance'.

### **Does your project need volunteers?**

Volunteer NS is a province-wide service that connects people looking for the right volunteer opportunity to non-profit organizations looking for skilled volunteers.

Visit: [Volunteer Nova Scotia \(volunteerns.ca\)](http://volunteerns.ca)