Legion Capital Assistance Program (LCAP) Application 2024-2025

For Royal Canadian Legions in Nova Scotia

Use this cover sheet as the first page of your proposal. Attach the other documents to it.

Legion Name (Applicant):_____**RCL Branch #:** _____

Facility Location: _____

Civic Address Community

Please check only one type of project you are applying for:

- ○ necessary structural repairs to meet building code requirements
- ○ furnace/heating system replacement
- ○ roof repairs/replacement
- ○ window/door replacement
- ○ Wells and water treatment
- ○ Emergency situations at the discretion of the department of Communities, Culture, Tourism and Heritage

Contact Name:_____Title: ___

Telephone:_____**Fax:**_____**Email**: _____

Mailing Address: _____

Civic Address or Box #

_____

Municipality Postal Code

PROJECT ESTIMATED COSTS:

Design *(engineer, architect, consultant)*	$
Construction (*attach estimates**) Materials	$
Labour	$
Permit fees *(where applicable**)*	$
Other *(please specify)*	$
TOTAL ***	$

** Provide detailed estimates separately. The applicant must obtain a minimum of three (3) bids on proposed material and/or contracted work, if possible. The applicant must provide justification if submitting fewer than three (3) bids. Cost overruns of projects are the responsibility of the applicant.*

*** Building Permits are required for many renovation projects. Please consult with your local municipal building official to determine if a permit is required.*

**** Must be equal to Project Funding Total*

PROJECT FUNDING:

Applicant's Contribution	$
Donated Labour/material/equipment *(detail separately)*	$
Other Groups or organizations* *(detail separately)*	$
Legion Assistance Program (maximum $10,000)	$
TOTAL * **	$

**Specify expected amount of project funding by source[s). Attach letters indicating funding commitments where appropriate.*

*** Must be equal to Project Estimated Costs Total

For construction upgrades:
All renovations must conform to the requirements of the Nova Scotia Building Code regulations and the National Building Code of Canada 2010.

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Checklist of Required Documentation

Please submit all applicable documents from the following list. **Incomplete submissions will not be evaluated.**

- Description of proposed project: Provide a detailed description of the project, age of the existing infrastructure and the urgency of doing this project. For clarity, you may wish to include photographs and/or drawings.
- Describe how your proposed upgrades will help make your building more sustainable and/or impact on services to the community.
- Copy of lease agreement or proof of ownership: For proposed improvements to leased facilities, please include written approval of property owners and a copy of the current lease. For properties owned by applicant, please provide copy of deed.
- Proof of Property Peril Insurance: Provide all or portion of insurance policy that states coverage period and indicates that the equipment is insured i.e. fire/vandalism. Renewal notices will not be accepted.
- Detailed Estimates: The applicant must obtain a minimum of three (3) bids on proposed equipment purchases and/or contracted work. The applicant must provide justification if submitting fewer than three (3) bids.
- Provide justification of bid selected if it is not the lowest one received.
- Other Grants: Identify all other sources of grant funds. Some grants stipulate that they may be reduced, when other grants are received for the same project.

DECLARATION

The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give the department of Communities, Culture and Heritage authority to verify any and all information pertaining to this application. I understand that any projects funded may be subject to audit by the Province of Nova Scotia. The Province reserves the right to review and inspect funded projects and related documentation during and following project completion.

_____ _____

Signature Authority for the Application Date

Please forward your application via:

Email to:
CommunitiesNS@novascotia.ca and Nancy.Sheppard@novascotia.ca

Mail to:
1741 Brunswick St., 3rd Floor P. O. Box 456, STN Central
Halifax, Nova Scotia, Canada B3J 2R5