

## Introduction

The Communities, Sport and Recreation division of the Department of Communities, Culture, Tourism and Heritage leads government efforts, and collaborates with communities, to improve the quality of life of Nova Scotians through sport, physical activity, and recreation. It supports the sector to develop an effective and integrated system of high-quality opportunities and supports for all Nova Scotians to live actively.

## Program Description

**Communities, Culture, Tourism and Heritage (CCTH)** offers the **Planning Assistance Program** to help organizations obtain professional expertise required to research, assess or design new facilities or expand existing facilities that advance sport and recreation in Nova Scotia. This program supports projects that respond to the priorities of their community and the [\*Shared Strategy for Advancing Recreation in Nova Scotia\*](#).

## Application Guideline Reminders

- Applicants are strongly encouraged to speak with a Regional Manager in advance of any deadline and before applying. See contact list on page 5.
  - Complete your application in full.
  - Project end dates should be before March 1 of the following calendar year. For example, a project submitted for funding in 2025 must end before March 1, 2026.
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## EDIA Commitment Statement:

- Communities, Culture, Tourism & Heritage supports our communities 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 equity, diversity, inclusion, and accessibility (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.
- Communities, Culture, Tourism, and Heritage is committed to advancing equity, diversity, inclusion, and accessibility across Nova Scotia, and we support partners who share in this commitment.

## Eligible Applicants

To be eligible for this grant program, **the facility must have recreation, sport, and/or physical activity as its primary function**, and must be open to all members of the public at reasonable times and at a reasonable rate or no cost.

Eligible applicants include:

- Registered associations, non-profit societies with active status in Joint Stocks.
- Mi'kmaq Band Councils, Municipalities and Villages.
- Post-secondary education institutions, and schools, (through their Regional Centre for Education and Conseil Scolaire Acadien Provincial whose facilities are available for community use).

## Eligible Projects

- **General Facility Planning** including needs assessment, feasibility studies, master plans and facility operation plans.
- **Schematic Design** for new or renovated facilities and landscaping. Schematic design illustrates the scale and charter of a project showing how the parts of the project relate to each other. This work includes preliminary cost estimates.
- **Research Projects** that investigate a specific topic aimed at gathering data, testing theories, or solving problems. Information gathered will be used to guide decision-making.
- **Building Audits** forecast the replacement of building components by professional consultants and result in the development of life cycle plan for a facility.

## Eligible Costs

Funding is available for up to **50% of the total cost** of the project to a maximum of **\$10,000.00.\***

*\*Special cases that include planning for large projects or inter-municipal planning with a multi-disciplinary approach may apply for a higher amount. These cases require discussion with a CCTH Regional Manager. See page 5 for contact information.*

## Funding Parameters

- Only eligible project expenses incurred after the application is submitted, and/or when an applicant has opened a file with their CCTH Regional Manager, are eligible for reimbursement. Please note that applying or opening a file is not a guarantee of funding. Funding received from other provincial government departments can affect the amount of the grant awarded.
- Applicants are expected to follow their organization's procurement policies. If none exist, it is recommended to obtain three (3) quotes.
- Applicants can request no more than 50 per cent of estimated total project cost stated in application.
- The total provincial government contribution cannot be more than 75 per cent of the total project costs.
- All overdue final reports, where applicable, for previously funded applications must be submitted and approved before any additional requests or applications for funding can be fully considered.

## Application Timeline and Process

- The application package is available **April 1, 2025**, online or from CCTH and/or the Regional Office. Please see page 5 for a contact list.
- Applications are accepted on an ongoing basis between **April 1 to December 1** or until the grant program funds are 100% committed.
- For a definitive description of the work to be done, a copy of a Terms of Reference, Request for Proposal or Statement of Work must be attached to the completed grant application.
- Applications will be reviewed by CCTH staff based on the guidelines outlined above.
- Please allow at least 30 business days (6 weeks) after the confirmed receipt of completed application prior to inquiring about the status of the application.

### If the project is approved:

- Payment is provided after the Terms and Conditions agreement has been signed and submitted
- Payment allocations are 100% unless otherwise stated in the agreement.
- Should the project or budget need to be revised, written permission to reallocate funding is required from the Regional Manager first.

- A completed final report is required upon completion of the project.
- The final report includes a written report, financial statement and copy of the consultant's report or final product delivered. Deadline to submit these documents is provided in the Terms and Conditions agreement.
- If the project is not undertaken or completed after payment of the grant has been made, the recipient must return unused funds to CCTH payable to the **Minister of Finance**.

## Grant Recognition

Successful applicants to the programs must acknowledge the financial assistance of the Province of Nova Scotia by following the **CCTH Acknowledgement Guidelines**.

## Grant Guidance

For information on other CCTH funding programs visit our online **Grant Finder Tool** or **Program Guide**.

## For More Information, Contact Your Regional Office:

### **Cape Breton Region** – Cape Breton Island

Larry Maxwell, *Regional Manager*

**Email:** [capebretonregion@novascotia.ca](mailto:capebretonregion@novascotia.ca)

**Phone:** 902-578-4813

**Courier/Mail:** 850 Grand Lake Road, Suite 15, Sydney NS B1P 5T9

### **Central Region** – Halifax Regional Municipality (HRM)

Andrea Redmond, *Regional Manager*

**Email:** [centralregion@novascotia.ca](mailto:centralregion@novascotia.ca)

**Phone:** 902-578-4813

**Courier:** Homburg Building, 3rd Floor, 1741 Brunswick St., Halifax

**Mail:** PO Box 456, Halifax, NS B3J 2R5

### **Fundy Region** – Cumberland, Colchester Counties, Municipality of East Hants

Courtney Nicholson-Patriquin, *Regional Manager*

**Email:** [fundyregion@novascotia.ca](mailto:fundyregion@novascotia.ca)

**Phone:** 902-338-0659

**Courier/Mail:** 80 Walker Street, Suite 1, Truro, NS B2N 4A7

### **Highland Region** – Guysborough, Antigonish and Pictou Counties

Rae Gunn, *Regional Manager*

**Email:** [highlandregion@novascotia.ca](mailto:highlandregion@novascotia.ca)

**Phone:** 902-338-0659

**Courier/Mail:** 149 Church Street, Suite 4, Antigonish, NS B2G 2E2

### **South Shore Region** – Yarmouth, Shelburne, Queens, Lunenburg Counties

Anna Haanstra, *Regional Manager*

**Email:** [southshoreregion@novascotia.ca](mailto:southshoreregion@novascotia.ca)

**Phone:** 902-698-9407

**Courier/Mail:** 312 Green Street, Lunenburg, NS B0J 2C0

### **Valley Region** – Annapolis, Kings, Digby Counties, Municipalities of West Hants, Clare

Anna Sherwood, *Regional Manager*

**Email:** [valleyregion@novascotia.ca](mailto:valleyregion@novascotia.ca)

**Phone:** 902-698-9407

**Courier/Mail:** 10 Webster St., Suite 200, Kentville, NS B4N 1H7