

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

The Recreation Community Development Grant program is designed to support initiatives that respond to the recreation goals and priorities of communities, as well as 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.

Eligible Applicants

To be eligible for this grant program, **applicants must be one of the following:**

- Registered community 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) where their facilities are available for community use.

Eligible Projects

- Initiatives to be completed between April 1 – March 1 of the approved year
- Leadership Education and Capacity Development
- Marketing and Awareness Campaigns
- Organizational and Partnership Development
- Program or Policy Development and Implementation

- Resource Development, Planning and Evaluation
- Equity, Diversity, Inclusion & Accessibility Work in Recreation.

Ineligible Projects and Costs

- School curriculum components and sport teams
- Capital construction projects
- Sponsorship of a table or event
- Uniforms and team travel

Contribution Guidelines

- Registered non-profits are eligible for up to **75% of eligible project costs** to a maximum of **\$10,000** (annually). The amount may vary in special cases such as large regional projects.
- All other applicants are eligible for up to 50% of project costs, though eligibility may be considered for up to 75% under special circumstances. Requests for special consideration must be discussed with regional staff (see page 5). The balance of funds can be other sources such as other grants, cash on hand, fundraising and in-kind support.
- The applicants may be eligible to apply each year for the same initiative to a maximum of three years **if the project shows progress and growth**.
- Funding received from other provincial government departments can affect the amount of the grant awarded. The total provincial government contribution cannot exceed 75% of the total project cost.

Application Procedure and Process

- Potential applicants are requested to contact a Regional Manager to discuss the proposal, determine eligibility and to receive relevant advice and assistance.
- Pending legislative approval of the provincial budget, applications are accepted on an ongoing basis between **April 1 - December 1** or until the grant program funds are 100% committed.
- A completed, signed application form is required before an application can be recommended for consideration.
- Applications will be reviewed by staff based on these guidelines and questions.
- Please allow at least 30 business days (six weeks) after the confirmed receipt of completed application prior to following up on the status.

Questions To Answer on the Application

1. Organizational Overview

- a) Project title
- b) Type of project
- c) Connection to the Shared Strategy for Advancing Recreation

2. Project Description

- a) Goals and objectives plus key activities (*who, what, when, where, how & why*)
- b) What are the outcomes, and how these will be measured?
- c) What is the tentative timeline for the project?
- d) What is the sustainability plan for the project?

3. Project Participants, Target Audience

- a) Describe any consultation or community input on the project.
- b) How will you engage or reach your target audience/participants?
- c) What is your organization doing to increase equity, diversity, inclusion and accessibility in this project?

4. People and Partnerships

- a) Describe the staff and/or volunteers involved in the project (their names, roles, and relevant knowledge or experience).
- b) Does the project involve partnerships with other organizations? If so, describe their role(s) OR attach letters of support.

5. Funding Background

- a) Has this project been funded previously under this grant program, and if so, when?
- b) Has this project previously received, or will it receive, other government funding? If so, from which government program or department? Please list all.

6. Project Budget

- a) Please ensure expenditures listed in the budget relate to the project.
- b) Total amount requested should equal the total project expenses minus the total project funding.
- c) Requested amount cannot exceed \$10,000.

Grant Disbursements (if approved):

- If Minister approval has been provided by letter to the applicant, a Terms and Conditions agreement letter will then be sent to the applicant to review and sign.
- Payment is provided after the Terms and Conditions agreement has been signed and submitted to CCTH.
- Payments are made at 100% unless otherwise stated in the agreement.
- Should the project or budget need to be revised or modified, written permission to reallocate funding is required first from CCTH staff.
- A completed final report is required upon completion of the project. A final report is also required before any future grant applications can be approved.
- The final report includes a written report and financial statement. Deadline to submit is provided in the Terms and Conditions agreement.
- If there is a final payment to be made from CCTH to the applicant, it will be issued upon completion of the initiative and submission of a final report.
- 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.

EDIA 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.
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Grant Recognition

Successful applicants to programs acknowledge the financial assistance of the Province of Nova Scotia by following [CCTH Acknowledgment Guidelines](#).

For the online CCTH [grant finder tool go here](#), or to see our [grant program guide go here](#).

For a full CCTH online grant program guide, please see:

[ccth-funding-programs-and-resources.pdf \(novascotia.ca\)](#)

For More Information, Contact Your Regional Office:

Cape Breton Region – Cape Breton Island

Larry Maxwell, *Regional Manager*

Email: 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

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

Phone: 902-698-9407

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

Phone: 902-578-4813

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

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

Phone: 902-698-9407

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