

## GUIDELINES 2021-22

The purpose of the RFD program is to assist community groups, municipalities and other ‘not-for-profit’ organizations to develop facilities to increase public use of facilities and participation in sport and recreation. Facilities may include: community centres, pools, arenas, athletic fields, parks, playgrounds, and enhancements to schools for community use and other facilities that promote active living. The facility 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), Mi’kmaq Band Councils, Schools through Regional Centres for Education (RCE), and Universities.

### 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 \$150,000.00
- An organization is eligible to receive one (1) grant per year for a project.
- The need for the project must be documented in the application. Funding to support needs assessments and feasibility studies may be available through the Planning Assistance program.  
<https://cch.novascotia.ca/planning-assistance-program>
- 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.
- Large permanent furnishings and equipment (e.g. ice re-surfacer, trail groomer, soccer goals) integral to the functioning/operation of a 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

- The purchase of consumable, non-fixed furnishings and equipment.
- Trails: Trail expansion and development projects must apply to the Recreational Trail Expansion Program.  
<https://cch.novascotia.ca/trail-funding-programs>
- 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

- Only eligible project expenses incurred after applicant has opened a file with their Communities, Culture & Heritage (CCH) 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 RFD application and information package is available from the Regional Manager in your area. A completed RFD application, signed by

two officers of the association, must be submitted to the Regional Manager by 4:30 p.m. on or before **Monday, February 1, 2021** to be considered for funding in the current fiscal year starting on April 1.

- If construction 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 RFD 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
  - Deed, lease, or municipal resolution for land required for the project
- Proof the applicant owns or has clear title to the land required for the project. A long-term lease (minimum 5-year renewable lease) or a joint-use agreement is also acceptable.
- If applicable, a letter from the Municipality acknowledging awareness 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 available.
- Details on all sources of project funding. If donated materials, equipment and/or labour is used, estimates of cost 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 industry standards for costing will assumed. Proof of such will be required and may be in the form of professional or red-seal certification or invoiced professional services.
- For large-scale projects (e.g. major renovations or, new construction) that take several years to complete, applicants must submit a multi-year development plan or lifecycle plan in the first year outlining the scope of work in each yearly phase. Applicants are eligible and required to reapply each year during the length of the project. Funding in the first year does not guarantee funding in subsequent years.
- In the case of community enhancements to a public school, where timing of the Department of Education and Early Childhood Development project plan is not within the control of the applicant, applications can be submitted at any time during the year and must include:
  - an outline of the specific community enhancements and costs;
  - letters from the applicant and the Regional Centre for Education (RCE) confirming commitment to execute a joint-use agreement outlining community access details.
  - PLEASE NOTE: an executed joint-use agreement must be provided before a grant disbursement can be issued.
- Grant recipients need to demonstrate a process of competitive pricing or tendering for goods and services relating to the project. (i.e. obtain a minimum of three estimates – if unable to obtain 3 quotes, an explanation as to the issue with obtaining 3 quotes and justification of selected vendor).
- If applicable, proof of approval by regulatory bodies and compliance with local bylaws and Provincial Building Code is necessary
- 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 approval of the Provincial Budget.
- The CCH Regional Office will provide a *Terms and Conditions of Grant* agreement to each successful applicant. This form must be completed and returned to the CCH 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.
- Approval of the final report by CCH enables final grant payment to be made.
- Projects must be completed within the indicated fiscal year(s) specified in the Minister's letter of commitment.

## GRANT RECOGNITION

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

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

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

**PLEASE CONTACT YOUR CCH REGIONAL OFFICE FOR FURTHER DIRECTION ON THE RFD APPLICATION PROCESS.**

**Cape Breton Region**

Serving Cape Breton Island  
850 Grand Lake Road, Suite 15  
Sydney, NS B1P 5T9

**Larry Maxwell or Natalie MacPherson**

Regional Manager / Administrative Assistant  
Office (902) 578-4813  
Fax (902) 563-2565

[Larry.Maxwell@novascotia.ca](mailto:Larry.Maxwell@novascotia.ca)  
[Natalie.MacPherson@novascotia.ca](mailto:Natalie.MacPherson@novascotia.ca)

**Highland Region**

Serving Guysborough, Antigonish & Pictou Co.  
149 Church Street, Suite 4  
Antigonish, NS B2G 2E2

**Rae Gunn or Chantel Gurney**

Regional Manager / Administrative Assistant  
Office (902) 338-0659  
Fax (902) 863-7477

[Rae.Gunn@novascotia.ca](mailto:Rae.Gunn@novascotia.ca)  
[Chantel.Gurney@novascotia.ca](mailto:Chantel.Gurney@novascotia.ca)

**Central Region**

Serving Halifax Regional Municipality  
Homburg Bld, 3<sup>rd</sup> Floor  
1741 Brunswick Street  
PO Box 456 Halifax, NS B3J 2R5

**Andrea Redmond or Deborah Fram**

Regional Manager / Administrative Assistant  
Office (902) 456-5908  
Fax (902) 424-0710

[Andrea.Redmond@novascotia.ca](mailto:Andrea.Redmond@novascotia.ca)  
[Deborah.Fram@novascotia.ca](mailto:Deborah.Fram@novascotia.ca)

**South Shore Region**

Serving Yarmouth, Shelburne, Queens,  
Lunenburg Counties & District of Argyle  
312 Green Street, PO Box 9000  
Lunenburg, NS B0J 2C0

**Anna Haanstra or Denise Scott**

Regional Manager / Administrative Assistant  
Office (902) 930-2872  
Fax (902) 634-7542

[Anna.Haanstra@novascotia.ca](mailto:Anna.Haanstra@novascotia.ca)  
[Denise.Scott@novascotia.ca](mailto:Denise.Scott@novascotia.ca)

**Fundy Region**

Serving Cumberland, Colchester Counties  
& Municipality of East Hants  
80 Walker Street, Suite 1  
Truro, NS B2N 4A7

**Peter McCracken or Teresa McNutt**

Regional Manager / Administrative Assistant  
Office (902) 324-8392  
Fax (902) 896-2425

[Peter.McCracken@novascotia.ca](mailto:Peter.McCracken@novascotia.ca)  
[Teresa.McNutt@novascotia.ca](mailto:Teresa.McNutt@novascotia.ca)

**Valley Region**

Serving Municipalities of West Hants, Clare,  
Annapolis, Kings & Digby Counties  
10 Webster Street, Suite 200  
Kentville, NS B4N 1H7

**Anna Sherwood or Tracy Roberts**

Physical Activity Consultant / Administrative  
Assistant  
Office (902) 698-9407  
Fax (902) 679-6748

[Anna.Sherwood@novascotia.ca](mailto:Anna.Sherwood@novascotia.ca)  
[Tracy.Roberts@novascotia.ca](mailto:Tracy.Roberts@novascotia.ca)