

Application Deadline: February 14, 2024 by 11:59pm

Applicants are strongly encouraged to contact a CCH Regional Manager to discuss their project before applying.

SECTION 1 – APPLICANT INFORMATION			
Name of Applying Organization (as it appears in NS Registry of Joint Stocks):			
Mailing Address of Organization			
Street Number	Street Address		
PO Box (if applicable)	City/Town	Province	Postal Code
Civic Address of Facility (if different from mailing address)			
Street Number	Street Address		
City/Town	Province	Postal Code	
Contact Information of Chairperson / Chief / Sr. Mgmt		Contact Information of Project Lead	
Name of Chairperson / Chief / Sr. Management lead		Name of Project Lead	
Telephone (Primary)		Telephone (Primary)	
Telephone (Alt)		Telephone (Alt)	
Email		E-Mail	
Identification Number of Applying Organization (if applicable)			
Our organization is one of the following*: <ul style="list-style-type: none"> a. A not-for-profit Society registered with Nova Scotia Registry of Joint Stocks OR b. A Charity or not-for-profit Federal Corporation with the Government of Canada, OR c. Mi'kmaq Band Council, Municipality or Village OR d. Regional Centre for Education or Conseil scolaire acadien provincial If applicable, provide organization's Joint Stock identification number:		<input type="checkbox"/> Yes	<input type="checkbox"/> No * If you respond NO, please contact your Regional Manager. Contacts on page 14.

SECTION 2 – PROJECT OVERVIEW	
2.1 Project Title:	
For this project, our organization would like to apply under the following grant program (please only select one):	
<input type="checkbox"/> Recreation Facility Development (RFD) <input type="checkbox"/> Rink Revitalization Fund (RRF)	
Project Start Date	Estimated Project End Date
<p>Eligible projects may apply for up to two-thirds (2/3) of the total project cost, to a maximum request of \$150,000.</p> <p>This grant is highly competitive. We encourage applicants to base their funding requests on financial need rather than the maximum amount.</p>	
Amount Requested	Total Estimated Project Value
NOTE: this must not exceed 66% of Total Estimated Project Value and be no more than \$150,000	NOTE: this should match the total in Project Value in Section 5
2.2 PROJECT DESCRIPTION	
Provide a short description of the proposed project (1 sentence)	
2.3 ALIGNMENT WITH SHARED STRATEGY FOR ADVANCING RECREATION IN NOVA SCOTIA	
Please refer to https://recreationns.ns.ca/documents/initiatives/344-shared-strategy/file	
Please select the primary goal area this project will advance: Select only one. <input type="checkbox"/> Active Living <input type="checkbox"/> Inclusion and Access <input type="checkbox"/> Connecting People to Nature <input type="checkbox"/> Supportive Environments <input type="checkbox"/> Recreation Capacity	Please select the secondary goal areas this project will advance: Select all that apply: <input type="checkbox"/> Active Living <input type="checkbox"/> Inclusion and Access <input type="checkbox"/> Connecting People to Nature <input type="checkbox"/> Supportive Environments <input type="checkbox"/> Recreation Capacity

***Please note:** Section 3 is primarily for information purposes however some answers may be considered in eligibility assessment and scoring.

SECTION 3 – ORGANIZATION DETAILS

Please respond in the blank spaces provided, where applicable. If more space is needed, please add an attachment.

3.1 Property Ownership or Lease*

Our organization:

- Owns the property where the work will take place.
Please attach a copy of the deed. If a deed is unavailable, please attach a copy of the most recent Property Tax Assessment.

OR

- Maintains a long-term lease of at least 5 years with the owner of property where the work will take place.
Please attach a copy of the lease. If a lease is unavailable, please attach a recent letter from the property owner, confirming the term of lease and approval of the proposed project work.

*Ownership may be verified at any time during the review process. If the property is leased, the owner may be contacted.

3.2 Organization Overview

Please use headings or bullet points as appropriate.

Tell us about your **organization** by answering the following questions:

- Tell us about your organization, including the year it was established, how your organization is governed and its mandate and purpose and/or any current organizational priorities (3-4 sentences/bullets).
- If your organization is engaged in advancing equity, diversity, inclusion, and access, tell us about your approach and any concrete actions you have taken.

3.3 Equity, Diversity, Inclusion, and Accessibility (EDIA)

Some useful resources for this section are:

- Nova Scotia Access by Design 2030: <https://novascotia.ca/accessibility>
- Nova Scotia's Equity and Anti-Racism Strategy: [equity-and-anti-racism-strategy.pdf \(novascotia.ca\)](#)

3.3.1 - Communities, Culture, Tourism and Heritage (CCTH) is committed to ensuring our programs and services are equitable, accessible, and inclusive. Understanding the demographics of our clients and people we serve will help us determine whether our programs, funding allocations, and processes are inclusive of Nova Scotia's diverse communities.

Please identify who your organization serves. Check all that apply. If you serve everyone, please select "General population".

General population

African Nova Scotians

Persons of African Descent

Mi'kmaq / Indigenous

Racialized Groups / Communities

Immigrants / Newcomers /

Refugees

People living with disabilities

Low income

Youth (under 19 years)

Seniors (65+ years)

Acadian / Francophone

2SLGBTQIA+

Gender Diverse

Men / Boys

Women / Girls

Gaelic / Gaels

If not identified above, please specify: _____

3.3.2 As part of CCTH's commitment to EDIA, we are interested to know if your organization's leadership is reflective of the communities you serve. See CCTH's EDIA commitment statement in our RFP/RRF guidelines.

Does your organization's leadership (Board, staff, leadership, volunteers etc.) reflect the communities you serve (language, gender, lived experience or cultural identities, etc.).

Yes

Somewhat

No

Unsure

N/A

Section 3.4 Facility Overview

Please use headings or bullet points as appropriate.

3.4.1 Tell us about your **facility** by answering the following questions:

- Please describe the overall facility and the primary function(s) of the facility you are seeking funding for.
- How does your facility increase public use and participation in sport, recreation, and physical activity? Please describe how the public accesses the facility and include examples of paid and unpaid opportunities for the public to access.
- Please name some of your common partners in program delivery or facility access.
- Who are your main users or tenants and please describe the primary demographics served by this facility. Consider EDIA categories in Section 3.3.1.

Tell us about your **facility** by answering the following questions:

3.4.2 What is the distance (kilometers) to the nearest facility in the same category as yours?

3.4.3 Please identify any distinct features your facility has.

3.4.4 What geographic region/counties does this facility primarily serve?

3.4.5 How many people regularly use/will use this facility on a monthly or seasonal basis? If relevant, what impact may this investment have on increased use of the facility.

3.4.3 Please answer the following questions about your facility:

- | | | |
|---|-----|----|
| • Does your facility currently offer free Wi-Fi? | YES | NO |
| • Does your facility provide barrier free access (i.e. ramp, or lift to enter the facility)?* | YES | NO |
| • Does your facility have at least one accessible washroom?* | YES | NO |
| • Are all or some of your hallway and door frames wide enough to allow a wheelchair to pass through?* | YES | NO |
| • Does your facility have a commercial kitchen? | YES | NO |
| • Does your facility have an emergency backup generator? | YES | NO |
| • Does your facility have an Automatic External Defibrillator (AED)? | YES | NO |

*See <https://novascotia.ca/accessibility> for guidance.

SECTION 4 – PROJECT DETAILS

Please answer the questions below. Use headings or bullet points as appropriate.

If more space is needed, please add an attachment. Attach any other relevant supporting documents.

4.1 Project Need and Planning

4.1.1 Tell us about the proposed project by answering the following questions:

- Describe the need for the project. How was the need identified?
- If part of a significant facility expansion or a new build, please describe who was consulted or engaged, and what informed the location, size, scope and components of the project? Describe how the planning process has or will engage equity-seeking and under-represented groups. See section 4.4 for definitions.
- How has the municipality been engaged and consulted in this project? To what degree do they see it as a priority in the community and what type of support or endorsement has been offered? Please provide reasoning if deemed not applicable. (*Note: This question is not applicable for projects within, or led by, Mi'kmaq communities.*)
- Is this project part of a larger/phased plan to improve your facility? Please explain. Attach a separate document as appropriate.

4.3 Community Outcomes and Benefit

4.3.1 If your project is successful, tell us about the proposed community outcomes and benefits, by answering the following questions:

- What will be the *primary* outcome (change or impact) of this project or investment?
- Who will benefit *most* from this project? Who else will benefit?
- How will the project sustain, improve or expand participation in recreation, sport and physical activity in your community?
- What other positive effects or impacts will the project have? What else should we know about the impact or benefit of the project?

4.4 Equity, Diversity, Inclusion and Accessibility – EDIA

See section 3.3 for supporting information.

**** The scoring on this section includes some questions asked under Organization and Facility Overview and Project Need and Planning (Sections 3&4).**

Equity deserving groups and/or under-represented groups can be defined as:

- **Underrepresented:** An underrepresented community refers to a group of people who are not adequately represented or have limited presence or visibility in certain domains or contexts, such as social, political, economic, educational, or cultural spheres. These communities typically experience marginalization, discrimination, or exclusion due to various factors, including race, ethnicity, gender, sexual orientation, disability, socioeconomic status, or other characteristics.
- **Underserved:** The term “underserved” implies that the community is not receiving or has not received an adequate level of support or attention from institutions, organizations, or government agencies. This lack of access can manifest in various areas, including health care, education, employment, housing, transportation, social services, and access to sport, physical activity and recreation.

Some useful resources for this section are:

- Nova Scotia Access by Design 2030: <https://novascotia.ca/accessibility/access-by-design/>
- Equity and Anti-Racism Strategy: [equity-and-anti-racism-strategy.pdf \(novascotia.ca\)](#)

4.4.1 Tell us about how this project or your facility has addressed EDIA by answering the following questions:

- How will or does the project/facility/organization address any social inequities (such as racism, affordability, physical access barriers, gender identity, (un)welcoming environments) experienced by under-represented groups? Please be as specific as possible.
- Tell us about any work you are doing to intentionally reach out to communities and organizations that have not been on your organization's "radar screen" and/or that have been traditionally excluded. What is your approach and what steps have been taken?

4.5 Project Viability & Sustainability

4.5.1 Tell us about how this project will be sustained and funded, by answering the following questions:

- What are some other projects your organization have accomplished that demonstrate your capacity to complete the project you are seeking funds for? Provide details like year, approx. project cost and final result.
- Project team: Who will provide leadership, oversight, and management of this project? Please provide name(s), title(s) and project role and relevant skills or experience.
- How do you plan to fund or oversee regular maintenance and operations?
- What is the expected lifecycle of this facility/item/investment?

SECTION 5 – PROJECT BUDGET AND FUNDING

Complete the table below with eligible project costs to determine total project value.

- Please see RFD/RRF guidelines for in/eligible project costs.
- If this project is part of a larger/phased plan, ONLY include project work for this year/application period.
- Include details and value of relevant in-kind contributions in both project expenditure AND funding sources sections:
 - The value of donated/in-kind contributions of labour and materials should be included below as part of the budget table (total project value AND contributions) **if they are essential to the project.**
 - If there is significant in-kind labour as part of your funding sources/contribution, please attach a separate detailed breakdown of in-kind contributions.
 - Unskilled/general labour can be valued at \$20/hour. Certified trade labour or machinery can be valued at market value. Please include # of hours x hourly wage value.
- The Provincial government contribution cannot be more than 75 per cent of the total project costs.
- Please identify all funding sources and mark Y or N if the funding is confirmed. Please attach any letters confirming approved funding.

For large projects, you are highly encouraged to attach a **separate detailed project budget** with sufficient detail to demonstrate accurate estimates and total project costs. Excel format is preferred.

BUDGET				
Expenses (Project Cost)	Description	Amount	Quote / Estimate Attached	
Labour			Y	N
Material			Y	N
Equipment			Y	N
Other			Y	N
Other			Y	N
Other			Y	N
Total Project Value	A			
Revenues and Contribution	Description	Amount	Confirmed	
Applicant Contribution (Cash)			Y	N
Bank Loans (for this project)			Y	N
In-kind Labour			Y	N
In-kind <i>Material</i>			Y	N
In-kind Equipment			Y	N
Federal Government Source			Y	N
Municipal Government Source			Y	N
Other Provincial Government Sources			Y	N
Other			Y	N
Total Revenues and Contribution	B			
Amount requested from Dept. Communities, Culture, Tourism & Heritage Maximum 2/3 of total project cost up to \$150,000	A-B=			

5.1.2 Applicants are required to demonstrate competitive pricing and attach all quotes. If needed, **please include any pertinent details and/or rationale about your project budget or contingencies, quotes or vendor selection.** If there is insufficient space, please add an attachment.

- Three (3) quotes for all external contractor/supplies
 - If 3 quotes are not possible, please provide rationale and/or details on all attempts to secure 3 quotes from suppliers
- OR fully outline the procurement process you plan to undertake for this project.

5.2.2 Is there anything else you would like to share with us about your project? This section is not scored.

SECTION 6 – CHECKLIST

Incomplete applications may be considered ineligible.

Applications are considered complete when the following required and applicable items are included in your application package at the time of submission. (Please check the boxes below).

REQUIRED ITEMS

- All 2024-25 Recreation Facility Development information sections are complete, and all questions are answered.
- A copy of proof of property ownership/leasing is attached, as mentioned on Page 3 of this Application Form.
- Demonstration of competitive pricing through any of the below:
 - Three (3) quotes for all external contractor/supplies
 - If 3 quotes are not possible, in section 5.1.2 please provide rationale and/or details on all attempts to secure 3 quotes from suppliers.
 - OR in section 5.1.2 fully outline the procurement process you plan to undertake for this project. If there is insufficient space, please add as an attachment.
- The Application Form has been signed and dated by 2 signing authorities, on Page 13.
- You are highly encouraged to attach a **separate detailed project budget** with sufficient detail to demonstrate accurate estimates and total project costs. Excel format is preferred.
- If available, design plans, site plan, concept or construction drawings, sketches, illustrations.
- Confirmation of confirmed revenues/grants/in-kind contributions.

IF APPLICABLE ITEMS

- Any relevant supporting documents are attached (ie., feasibility studies, letters of support, consultation reports, needs assessments, organizational plans or project phase overview).
- Letter Details of HST rebate eligibility.
- If the project has **significant in-kind labour** or donated materials, please include a separate detailed breakdown of in-kind contributions. See labour rates in Section 5.
- Demonstration of municipal awareness, acknowledgement and/or funding of the project. This is not applicable for projects within, or led by, Mi'kmaq communities.
- Copies of permits and reports, where required or applicable. This may include needs assessment, lifecycle plans, building/inspection/occupancy permits.

SECTION 7 – CONSENT AND DECLARATION

Consent

I consent to the sharing of my information with other government departments, organizations or contractors that the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian and Gaelic Affairs) or Arts Nova Scotia has a data sharing agreement with.

I consent to the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian and Gaelic Affairs) or Arts Nova Scotia adding my name, mailing address and e-mail to a distribution list to receive updates on programs, services, news and events.

Declaration

As a representative of an organization:

- I have carefully read the application guidelines and eligibility criteria for this program, and I confirm that the organization I represent meets the eligibility criteria to the best of my understanding.
- I am aware that 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 considered.
- I understand that my current application may not be eligible if any of my final reports have not been submitted and approved.
- I will act as the representative of the organization and will keep all participants informed of the application content and any funding decision.

I accept all the declaration statements above that are applicable to me as a representative of an organization. I understand that not accepting these statements as true may affect eligibility for this funding application.

1st Signature of Signing Authority (Position/Title & Print Name)

Date

2nd Signature of Signing Authority (Position/Title & Print Name)

Date

SECTION 8 – CONTACT US

Please send your completed application to us by email or mail on or before the deadline.

Submitting your application Regional Offices

Cape Breton Region – serving Cape Breton Island

Larry Maxwell, Regional Manager

Office: 902-578-4813 **Email:** Larry.Maxwell@novascotia.ca

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

Submit

Central Region – serving Halifax Regional Municipality (HRM)

Andrea Redmond, Regional Manager

Office: 902-456-5908 **Email:** centralregion@novascotia.ca

Courier: Homburg Bldg, 3rd Floor, 1741 Brunswick Street

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

Submit

Fundy Region – serving Cumberland, Colchester Counties, and Municipality of East Hants

Courtney Nicholson-Patriquin, Regional Manager

Office: 902-324-8392 **Email:** FundyRegion@novascotia.ca

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

Submit

Highland Region – serving Guysborough, Antigonish and Pictou Counties

Rae Gunn, Regional Manager

Office: 902-870-7278 **Email:** HighlandRegion@novascotia.ca

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

Submit

South Shore – serving Yarmouth, Shelburne, Queens, Lunenburg Counties

Anna Haanstra, Regional Manager

Office: 902-930-2872 **Email:** Anna.Haanstra@novascotia.ca

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

Submit

Valley - serving Municipalities of West Hants, Clare, Annapolis, Kings and Digby Counties

Anna Sherwood, Regional Manager

Office: 902-698-9407 **Email:** Anna.Sherwood@novascotia.ca

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

Submit