

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 **Recreation Facility Development Grant** program to help develop facilities where community members participate in sport, physical activity, and recreation. Projects should align with the recreation goals and priorities of their community and the [Shared Strategy for Advancing Recreation in Nova Scotia](#).

This program includes the **Rink Revitalization Fund (RRF)**, which helps organizations that operate rinks to invest in needed repairs and upgrades to keep their facilities sustainable.

An eligible organization may receive one (1) grant per year, per project. Eligible projects may apply for up to two-thirds (2/3) of the total project cost, to a maximum request of \$150,000. This grant is highly competitive. We encourage applicants to base their funding requests on financial need rather than the maximum amount. %

Applicants are strongly encouraged to contact a Regional Manager to discuss their project before applying. See page 6 for contact list.

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 and clubs with active status.
- 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).

Applicants must own the property or facility where the work will take place OR maintain a long-term lease of at least five (5) years with the owner of the property. Proof of ownership or lease is required as part of the application.

ELIGIBLE PROJECTS

This grant is for projects with a total project cost of \$30,000 or greater. See page 5 for details of other grants if your project does not qualify.

- **Facility development:** recreation centres, pools, rinks, athletic fields, parks, playgrounds, and enhancements to schools for community use and other recreation facilities that promote active living.
 - The Rink Revitalization Fund (RRF) assists organizations who operate rinks or arenas to invest in the revitalization or upgrading of arena/rink infrastructure. Outdoor rinks are considered eligible if it is a need related to permanent infrastructure.
 - For large-scale projects that take several years to complete, such as major renovations or construction, applicants must submit a multi-year development plan and outline the phases of development with pertinent details. Applicants may reapply for funding each year during the length of the project. Funding in the first year does not guarantee funding in subsequent years.
- **Upgrades and repairs:** Capital conservation work involving repair and/or replacement needs that are directly related to a recreation facility's structural or operational integrity.
- **Large equipment:** Purchase of large permanent furnishings or equipment that is essential to facility operations (For example: soccer goals, ice re-surfacer, ice plant components).

For guidance on meeting Nova Scotia's Accessibility Legislation please see: [Interim Accessibility Guidelines for Indoor and Outdoor Spaces - Government of Nova Scotia, Canada](#)

For information on Nova Scotia's Dismantling Racism and Hate Act, please see: [equity-and-anti-racism-strategy.pdf \(novascotia.ca\)](#)

PROGRAM CRITERIA

Applications will be scored using the criteria below. Please be sure to address the following in your application:

- **Project Need and Planning** – How was the need for the project identified? Who was consulted to determine this project as a priority? What planning, design, studies or research were done to determine the size, scope, location, design and components of the project?
- **Community Outcomes and Benefit** - How will the project sustain, improve or expand participation in recreation, sport and physical activity for the public? Who will benefit most from the investment, and what positive impacts will it have?
- **Project Viability & Sustainability** — Does your organization have the capacity to complete the project within scope and timelines? Who is providing leadership on this project? How will maintenance be overseen and funded and what is the expected lifecycle of this investment/project/item?
- **Project Funding and Budget** – Does the project costs reflect reasonable and competitive pricing? Do you have most, to all, funding confirmed to match the total project costs? Is the budget detailed and balanced?
- **Equity, Diversity, Inclusion and Accessibility (EDIA)**— How does the project/organization address systemic barriers or intentionally engage equity-deserving community members? How has your organization involved equity-deserving community members in the planning or decision making of this project?

CCTH's 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.*

INELIGIBLE PROJECTS AND COSTS*

- The purchase of consumable, non-fixed furnishings and equipment. (For example: tables, chairs, picnic tables, chainsaws, moveable items, sports equipment)
- Regular or preventative maintenance costs, such as the repair of normal wear to components or equipment.
- Legal fees
- Annual operational expenses.
- The cost of land purchase.
- Wages and remuneration for full- or part-time employees or project management 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 taxes that will be rebated through an HST rebate are not eligible. If an applicant is eligible for HST rebate, the details of their rebate must be disclosed and clear in the project budget.
- Linear trail expansion and development projects must apply to the Recreational Trail Expansion Program. See page 4 for more details.

**Please see page 5 for other capital grants if you are ineligible for this grant.*

APPLICATION GUIDELINES

As you develop your application, please consider these important steps:

- Have you spoken to the CCTH Regional Manager in your region about your project? Applicants are strongly encouraged to speak with the Regional Manager far in advance of the deadline and before applying. See contact list on page 6.
- Have you completed your application in full? A checklist is included in Section 7 of the application to help ensure you include all required information. **Incomplete applications may be considered ineligible.**
- Have you demonstrated competitive pricing? Please include as much of the following information as you can:
 - Three (3) quotes for all external contractor/supplies (If three quotes are not possible, please provide rationale and/or details on all attempts to secure three quotes from suppliers).
 - OR fully outline the procurement process you plan to undertake for this project. If there is insufficient space, please add as an attachment. %
 - Where space is provided, please include any pertinent budget information or rationale for contingency.

- Have you included the project start and end dates? Project end dates should be before March 31 of the following calendar year. For example, a project submitted for funding in 2024 must end before March 31, 2025.

APPLICATION TIMELINE AND PROCESS

- The application package is available December 11, 2023, online or from CCTH and/or the Regional Office in your area. Please see page 6 for a contact list.
- **The deadline to submit complete, signed applications is 11:59 p.m. February 14, 2024.** Applications can be emailed, mailed or dropped off at a Regional CCTH office. If mailed, applications must be post marked no later than February 14th, 2024.
- Applications will be reviewed by CCTH staff based on the guidelines outlined above. The entire review process may take 10-16 weeks.
- If construction is undertaken between the time of opening a file and funding decisions being made, it is done so at the applicant's own risk as funding is not guaranteed.

FUNDING CONSIDERATIONS:

- 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 submitting an application 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.
- 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.

NOTE: If your project doesn't fit within these guidelines, please see below for other possible grant opportunities within Communities, Sport and Recreation: <https://cch.novascotia.ca/investing-in-our-future>

- Funding to support needs assessments and feasibility studies may be available through the Planning Assistance program.
- Legions should consider applying to the [Legion Capital Assistance Program](#).
- Community Halls should consider applying for the [Community Facilities Improvement Program](#).
- For accessibility projects (i.e. accessible ramps, washrooms, exits, etc.), eligible applicants should apply to the [Community ACCESS-Ability Program](#).
- For trail expansion and development projects, applicants should apply to one of the [Trail Funding Programs](#).
- For small scale indoor and outdoor capital recreation projects valued at \$30,000 or less, eligible applicants should apply to the [Community Recreation Capital Grant](#).
- For advice on the conservation of properties registered under the Heritage Property Act or grants offered to eligible owners of registered heritage properties, please consider applying to the [Heritage Property Program](#).
- For equipment purchase(s) related to a fire or emergency situations, eligible applicants should apply to the [Emergency Services Provider Fund](#).

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: Larry.Maxwell@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: 902-456-5908

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: 902-324-8392

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: 902-870-7278

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

SOUTH SHORE REGION – Yarmouth, Shelburne, Queens, Lunenburg Counties

Anna Haanstra, Regional Manager

Email: Anna.Haanstra@novascotia.ca

Phone: 902-930-2872

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: Anna.Sherwood@novascotia.ca

Phone: 902-698-9407

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