

Community Jobs and Facilities Improvement Program

Please ensure you have the current guidelines from the department's web site

Program description: The Community Jobs and Facilities Improvement Program supports Government's strategic priorities of creating good jobs, growing the economy and making life better for Nova Scotian families. This program invests in community projects initiated by local not-for-profit organizations which enhance existing key facilities, public places and strategic initiatives within Nova Scotian communities, with an emphasis on promoting local job opportunities.

Program goals: The Community Jobs and Facilities Improvement Program will target the following key areas:

- Develop and expand existing community facilities and public places operated by not-for-profit organizations;
- Develop new revenue sources for not-for-profit organizations;
- Develop new jobs within the community; and
- Contribute to the growth of the local economy.

Projects principles: Under the Community Jobs and Facilities Improvement Program, government offers assistance to projects that enhance existing community facilities and public places. The program is intended to assist special or one time projects that will enhance a facility and create quality jobs in the process. The program is not intended to provide ongoing operational support. Specifically, capital costs can be provided to:

- ***Non-profit community organizations***
- ***Community, Cultural and Heritage facilities (with a primary emphasis on Community activities)***

Eligibility: An organization may be eligible if it:

- Is a registered not-for-profit organization;
- Operates primarily for community benefit; and
- Provides programs that serve a broader community impact and not strictly to the organization's membership.

Ineligible applicants include:

- Government (all levels);
- Private Sector;
- Individuals;
- Hospitals;
- Education Institutions;
- Religious or Faith Sanctuaries; and
- Legions (please see the Legion capital assistance program)
<http://www.gov.ns.ca/snsmr/muns/infr/lcap.asp>

Please note: Projects must not create dependency on additional provincial government funding.

Consideration will be provided for facility improvements of the space within a place of worship (such as a church hall) used by an eligible not-for-profit organization.

Program evaluation: The department will measure the success of the Community Jobs and Facilities Improvement Program and the activities it supports through review of evaluation forms completed by funded organizations following the conclusion of their activities. The division is looking to achieve the following outcomes:

Making life better for families and communities

- increased hours of employment within the community
- increased accessibility for community use
- Improved community infrastructure

Level of funding: The department's contribution will not normally exceed 75% of project costs and not exceed a maximum of \$50,000.

Stipulations: The applicant is responsible for funding 10% (minimum) of the total project cost.

The combination of provincial and federal funding for the project should not exceed 90% of project costs.

The application must demonstrate how the project will increase hours of employment within the community, increased accessibility for community use, and improved community infrastructure.

The applicant must own the property being considered, or maintain a long term lease of at least 2 years with the property's owner.

The value of in-kind contributions of goods and materials can be included in the revenues and expenses, provided they are essential to the project.

The applicant must comply with all necessary legislative requirements (such as, but not limited to, the Fire Code Act, the Building Code Act, and the Heritage Property Act).

If approved, the applicant must obtain all necessary permits required by the municipality before funding is provided.

Applicants who currently receive funding under other provincial capital funding programs, such as Health and Wellness's Recreation Facilities Development (RFD) Initiative, are not eligible under this program.

Funding is intended to help organizations address current structural, infrastructure, and strategic needs and foster sustainable infrastructure development that help create and sustain jobs within the community.

Application procedure: An organization applying to the program for the first time is encouraged to speak with representatives from Communities, Culture and Heritage to discuss proposed plans and the requirements for application before submitting an application. Please contact Kevin Barrett, Coordinator, Community Jobs and Facilities Improvement Program, at 902-424-6396.

It is recommended that those preparing the application involve other members of their organization in the process of developing and writing their proposal.

Completed application forms must be signed and dated by the Chair and if applicable the Executive Director or lead staff of the organization.

Applications can be delivered by hand, courier, or regular mail to the address below.

To facilitate preparation for the assessment process, please submit applications single sided on 8.5 x 11 inch white paper.

Professional Services: Organizations can also request support for professional services intended to ensure meaningful project applications. Costs for professional services to prepare reports in support of an application will also be available. The costs to prepare these reports will be included in the 75% of the total project cost and are not to exceed \$5,000. Specifically, such costs can include:

- Design services from a registered architect;
- Design services from a registered landscape architect; or
- Design services from a registered engineer.

To determine if your organization requires such services, please contact Kevin Barrett, Coordinator, Community Jobs and Facilities Improvement Program, at 902-424-6396.

Application Submissions: Applications are accepted at any time throughout the year, and will be assessed on a monthly basis.

Application Assessment: Applications will be assessed against a needs based assessment process. Criteria for assessment will be on:

Clear community benefit:

- Demonstrates increased hours of employment within the community will be derived from the project.
- Identifies the project's long-term benefit to the community and that the organization is sustainable.
- Demonstrates specific measures of how the project will improve the community's infrastructure.

Sustainability and lasting impact:

- Demonstrates a viable plan to ensure resources are in place to continue the operations of the organization.
- Complies with all necessary legislative requirements (such as, but not limited to, the Fire Code Act, the Building Code Act, and the Heritage Property Act).
- Demonstrates readiness to proceed and ensuring all funding sources are in place.
- Demonstrates the scale of work is achievable within project schedule.

Notification of Results: Applicants will be informed of funding decisions by letter, typically within 45 to 60 days after the department receives the submission.

Payment and Conditions of Funding: Applicants which are approved for funding will receive a letter outlining the terms and conditions of funding. Funding recipients must meet the following conditions:

- Payments are made in the name of the organization or group shown as the applicant on the application form. Payments cannot be made to individuals.
- Program funds must be used for the activity as described in the application.
- The department must be notified in advance of any changes in the activity, including start and end dates, location, or any other significant changes.
- If the project is not undertaken after payment of the grant has been made the recipient must return the funds to the department.
- If the project generates a surplus of revenues over expenses recipients may be required to return the surplus funds to the department.
- Program funds for projects which are approved prior to April 1 but which do not start until April 1 or later normally will be paid in full in April.
- Program funds for projects which carry over from one government fiscal year to another must be paid in two instalments. The fiscal year changes on April 1. The first instalment will be issued when a signed Terms and Conditions letter has been received by the department; the second will be issued in April. The amount of each instalment will depend on when costs are incurred and/or how much of the project takes place prior to and following April 1.
- Successful applicants must submit a **Final Report** within 60 days of the project end date. Organizations may be required to submit original or copies of receipts for purchases/services rendered in completion of the project.
- The department's support must be recognized as outlined in the "Requirements for Acknowledging Funding" which accompany the Terms and Conditions letter.

Send completed application form to:

Community Jobs and Facilities Improvement Program
Department of Communities, Culture & Heritage

In person/courier:
World Trade and Convention Centre
1800 Argyle Street, Suite 601
Halifax, NS B3J 3N8

By regular mail:
Culture & Heritage Development Division
PO Box 456
Halifax, NS B3J 2R5

For further information on the submission process, please call 902-424-6396.

Please note: If the **Final Report** becomes overdue no funds can be released for any subsequent application through the Culture and Heritage Development Division's programs until the overdue report has been received.