

COUNCIL POLICIES AND PROCEDURES

SECTION-G

GRANTS

SUBJECT: Community Recreation Capital Grant Program

POLICY NUMBER: G-12B

APPROVAL DATE: July 16, 2025

PURPOSE

The Community Recreation Capital Grant Program supports the Municipality of the District of Guysborough (MODG) Strategic Plan goals and strategic objectives and the Recreation Master Plan.

The purpose of this policy is to recognize the importance and value of local non-profit organizations to our communities. The MODG is committed to consider, within its financial capacity, reasonable financial support to these groups. To this end, each year MODG offers capital grant programs to local non-profit and community organizations to encourage recreation opportunities, enhance the community and improve the quality and quantity of community recreation programming.

POLICIES

It is the policy of Council to consider, within its financial capacity, financial support to non-profit organizations within the Municipality. This support is provided in recognition of the value these groups and individuals provide to the well-being and growth of the community and in helping the Municipality retain strong community focus. The Municipality recognizes that supporting volunteer community-based organizations and individuals is often fundamental to maintaining our quality of life.

It is the policy of Council to approve only one community capital grant per organization in a four (4) year period for the same project or facility. **Furthermore, community groups may only be eligible to obtain funding from one grant category under MODG's Grant Policies (G-12A and G-12B) per fiscal year with the exception of the District Based Activity Fund.**

It is the policy of Council to encourage community commitment to an initiative by not exceeding community contributions to projects being considered for grant assistance; therefore, the grant awarded shall be based on a cost sharing basis no greater than 50% of total project costs.

It is the policy of Council to only approve those completed applications, including all required supporting documentation, that are received by the deadline.

COMMUNITY RECREATION CAPITAL GRANT CATEGORIES

1.0 WHARF CAPITAL GRANT FUND

This fund is designed to promote and sustain the fishing industry and the tourism industry. Each fiscal year MODG offers a grant program to support the renovation of existing wharves located within the Municipality that are either owned or leased by a non-profit organization. **Privately owned wharfs will not be considered for financial assistance.**

There are three categories of wharves eligible under this policy:

Category A:

Ownership: Federal Government - Small Craft Harbours

Category B:

Ownership: Federal Government has divested ownership to local organization

Category C:

Ownership: Federal Government has leased wharf to local Harbour Authority

Criteria:

One grant falling under either of the following criteria will be available annually.

- a. **Fisheries:** In order to be eligible for a grant from the Municipality, the local Harbour Authority must meet the Project Criteria of the Small Craft Harbours Branch and the D.F.O. Furthermore, funding approval by the Small Craft Harbour Area Chief responsible for the applicable area must be in writing prior to any commitment by the Municipality. Total costs under this category exclude any financial assistance from the Federal Government or Federal agencies.
- b. **Tourism/Recreation:** In order to be eligible for a grant from the Municipality the local Harbour Authority must meet the recreational goals and objectives of the Municipality.

An organization or facility is only eligible to receive one grant in a four (4) year period for the same project or facility. A community is only eligible for one grant under this fund in a four (4) year period, regardless of which organization applies for the funding.

Grants from this category shall not exceed 50% of the total project cost to a maximum of \$25,000.

2.0 CAPITAL RECREATION FUND (CRF)

The objective of the Capital Recreation Fund is to assist community groups and organizations to plan, develop, construct, renovate, conserve, and acquire facilities for

community recreation. Types of projects eligible for assistance are community centres, halls, athletic fields, parks, playgrounds, trails, and any other public recreational facility.

Criteria:

- The Municipal Recreation Department acknowledges a role in assisting the development of sport and recreation facilities of all sizes. Potential applicants should note that the availability of funds under this program is limited. This program provides capital assistance for recreation facility development, but not for the purchase of land for future development.
- Grants may be paid out over one or two years, depending on budget availability and project progression. To remain eligible for funding, all projects must be completed within a 2-year fiscal period.
- Grants must not exceed the direct cash requirements of the project.
- Facilities must be accessible to all members of the public at reasonable times and rates.

Only one grant will be awarded to a facility or facility site within a four (4) year period based on the year of approval, and not the year of payment disbursements.

Grants from this category shall not exceed 50% of total project costs to a maximum of \$25,000.00 per organization. Final commitment is contingent upon verification of the remaining 50% funding to cover total project costs.

The maximum amount set aside by Council in each year shall not exceed \$125,000.00 and will be clearly defined in each year's budget.

3.0 SPECIAL COMMUNITY INFRASTRUCTURE FUND (SCIF)

The objective of the Special Community Infrastructure Fund is to support only one project annually related to community and sporting infrastructure, open space improvements or other community priorities. Funded projects are intended to assist communities to build on their strengths and improve liveability for all current and future residents.

The project must provide economic and social benefits to the community and MODG and also must provide documented viability, sustainability, guarantee capacity, capability and resources to carry out the proposed project to the end with consideration of the following:

- Is this project related to recognized infrastructure and priorities of MODG?
- Is this project beneficial to the entirety of MODG?
- Is this project beneficial to the local community?

Criteria:

- MODG recognizes that needs and opportunities arise from time to time to enhance local infrastructure. This infrastructure may not necessarily relate to core infrastructure required for operations of a local government.
- Community groups and visionaries, from time to time, provide unique opportunities of which Council may wish to invest.

- Capital grants from this fund are to augment the community share of a large capital investment. Final approval of the municipality's commitment is contingent upon verification of funding from senior levels of government and/or funding partners, as well as the community at large.
- No more than one grant per organization will be awarded to a project of this nature within a 10-year period. This 10-year period is based on the year of approval, and not the year of payment disbursements.
- A maximum of 10% of the grant funding can be used towards administrative type expenses with the vast majority going directly into infrastructure.
- Grants may be paid out over one to four years, depending on budget availability and project progression. To remain eligible for funding, all projects must be completed within a 2-year fiscal period.
- Facilities must be accessible to all members of the public at reasonable times and rates.

Only one grant will be awarded to a facility or facility site within a ten (10) year period based on the year of approval, and not the year of payment disbursements.

Grants from this category are limited to one project per year and shall not exceed 50% of total project costs to a maximum of \$200,000.00 per organization. Final commitment is contingent upon verification of the remaining 50% funding to cover total project costs.

GUIDING PRINCIPLES (CRF/SCIF):

Guiding principles of the CRF/SCIF Programs are to:

- a. Conserve existing recreation and community infrastructure whenever possible.
- b. Improve sport or recreation and cultural opportunities for all residents of a community or the Municipality.
- c. Reflect current trends, activity patterns, and shifting demographics.
- d. Design facilities for multiple uses if this is possible and advantageous.
- e. Include public and community participation in the planning process.
- f. Encourage cooperation among groups within the Municipality.

ELIGIBILITY (CRF/SCIF):

- Community organizations incorporated as non-profit societies under the Societies Act of Nova Scotia are eligible to apply for funding under this program.
- The applicant must have either deeded title to the land involved in the project, or an appropriate long-term lease (minimum of ten years). A copy which must accompany the application.
- New facilities and any renovated facility must include minimum standards for barrier-free access to all program and public spaces.
- Eligible work will be identified by Municipal staff and can include facility related, non-consumable, fixed furnishings, fittings, and equipment necessary to make an area suitable for a particular use, function, or operation.

APPLICATION REVIEW FACTORS (CRF/SCIF):

The Municipality will utilize application review factors to prioritize and assess funding applications from each applicant. While most of these review factors are part of every application, we will consider the applications based on the extent to which each proposal meets our basic expectations for each factor.

Applicants must describe in writing how the project responds to the following assessment factors:

- Community benefit and impact.
- Needs assessment and project planning.
- Equity and accessibility.
- Long term sustainability.
- Safe and secure environments.
- The goals of the Municipal Recreation Department.
- Commitment by applicant.

APPLICATION PROCEDURE (CRF/SCIF):

All non-profit organizations seeking financial support from the Municipality will have to submit a **completed** *Community Recreation Capital Grant Application Form* in writing by December 31st to be eligible in the next fiscal year (Apr 1st - Mar 31st). This application can be obtained from the Recreation Department.

Grant recipients must conduct a process of competitive pricing or tendering for goods and services relating to the project. As such, applications must include written quotes/estimates (at least 2 per project) to support cost figures.

Applications must be accompanied by:

- a detailed description of the project
- how the project responds to the application review factors
- a copy of each of the following:
 - Organization's constitution/bylaws
 - List of the executive members
 - Proof of incorporation
 - Deed, or lease for land involved in the project
- Assurance and supporting evidence of:
 - Strong local support
 - Ability to generate a major portion of capital.
 - Operational costs of the facility
- Assurance of compliance of Municipal By-Laws, and Provincial Building Code, if applicable.
- Assurance that, where applicable, approval from regulatory bodies is received before construction starts. Regulatory bodies may include, but is not limited to:
 - Municipal Building/Fire Inspector
 - Nova Scotia Power Incorporated
 - Nova Scotia Department of Public Works
 - Nova Scotia Department of Labour, Skills and Immigration
 - Nova Scotia Department of Environment and Climate Change
 - Nova Scotia Department of Natural Resources and Renewables

- Other regulatory agencies, such as Coast Guard Canada, Fisheries and Oceans Canada
- If published standards, guidelines, or legislation exist for the facility type proposed, then the facility must conform to these. For example, OHS legislation, Building Accessibility Act, and CSA Standards for playgrounds. If your facility does not conform to such standards, then your application may be rejected.
- The source of Capital Funding of the application must be completed in full. Donated labour or materials must clearly be identified.

In addition to assisting applicants directly with their application, the Municipal Recreation Director can provide important, relevant, information of potential value to the applicant. This information could affect other programs and grants, and the availability of resource materials and staff.

APPLICATION REVIEW AND RESPONSE PROCESS (CRF/SCIF):

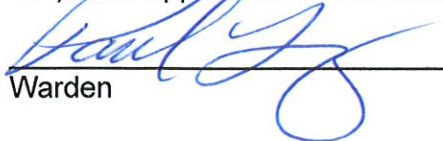
- The Municipality will review applications each January/February. Applicants will be informed of the outcome of the application review process at the earliest opportunity following approval of the Municipal Recreation budget.
- Projects receiving funds must be completed within the specified fiscal year(s), and all funding must be properly accounted for during that period.

PAYMENT OF GRANTS (CRF/SCIF):

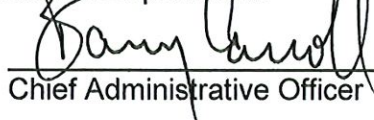
- Grant payments will be made upon the submission of invoices or project completion, following a site visit by appropriate municipal staff, and the recipient's submission of statement of total expenditures (supported by receipts and proof of payment).
- The Chair/President and one other member of the executive must sign a statement of total expenditures.
- If actual costs are less than the original cost estimate, the amount of the grant payment will be reviewed and revised accordingly.
- Changes to the purpose of the grant as originally outlined in the application process are not permitted unless approved beforehand by the Municipality. If for any reason, a grant recipient is unable to proceed with a project or needs to make substantial changes to a project as outlined in the application, the Director of Recreation must be informed in writing.

DEADLINE:

All organizations seeking financial support from the Municipality will have to submit a **completed** grant application in writing by **December 31st** to be eligible in the next fiscal year (Apr 1st - Mar 31st). This application can be obtained from the Recreation Department.



Warden



Chief Administrative Officer

July 17, 2025

Date



COMMUNITY RECREATION CAPITAL GRANT APPLICATION

Address: 60 Green Street, Guysborough, NS B0H 1N0

Phone: (782) 452-4003/(902) 870-9845

Name of Organization if applicable: _____

Contact Person: _____ Phone: _____

Position in Organization: _____ Email: _____

Address: _____

Incorporated as a Non-Profit Organization under the Societies Act of NS?

☐ Yes

☐ No

If yes, please provide registration number: _____

*** Please refer to the Community Recreation Capital Grant Policy G-12B for a detailed description.**

Please check which grant you are applying for:

- ☐ **Wharf Capital Grant Fund:** Financial assistance may be provided to support the renovation of existing wharves located within MODG that are either owned or leased by a non-profit organization to promote and sustain the fishing and tourism industry. Funding shall not exceed \$25,000. The categories include:
 - ☐ Fisheries
 - ☐ Tourism/Recreation
- ☐ **Capital Recreation Fund (CRF):** Financial assistance may be provided to assist community groups and organizations plan, develop, construct, renovate, conserve and acquire facilities for community recreation. Types of projects eligible for assistance include community centres, halls, trails, athletic fields, parks, playgrounds, and any other public recreational facility. Funding shall not exceed \$25,000.
- ☐ **Special Community Infrastructure Fund (SCIF):** Financial assistance may be provided to registered non-profit organizations for a project related to community and sporting infrastructure, open space improvements or other community priorities. Funding shall not exceed \$200,000.



COMMUNITY RECREATION CAPITAL GRANT APPLICATION

SUPPORTING DOCUMENTATION

Applicants are advised that grant approvals will be conditional on the applicant providing such documentation and other information as MODG may require to evaluate eligibility and merits of the application.

WHARF CAPITAL GRANT FUND

Please attach the following:

- ☐ Detailed description of the project
- ☐ Confirmation it meets project criteria of Small Craft Harbour Branch and DFO
- ☐ Confirmation of funding approval by the Small Craft Harbour Harbour Area Chief

COMMUNITY RECREATION & CAPITAL GRANT FUND

Please attach the following:

- ☐ Proof of registration as a Non-Profit Organization
- ☐ Detailed description of project
- ☐ A copy of the organization's constitution/bylaws
- ☐ List of executive members
- ☐ Deed or lease for land involved in the project
- ☐ Supporting evidence of local support
- ☐ Confirmation of ability to generate all necessary funding for the project
- ☐ Confirmation of operational costs of the facility
- ☐ Confirmation of compliance with MODG bylaws & Provincial/National Building Code where applicable
- ☐ Confirmation of approval from other regulatory bodies where applicable
- ☐ Confirmation that project meets all standards, guidelines or legislation that may apply
- ☐ Confirmation of all sources of capital funding, including any donated labour or materials

Amount requested from the Municipality: \$ _____

SIGNATURES:

Name: _____

Signature: _____

Date: _____