

Facility Development Assistance Program
Major Category
Guidelines

Program Objectives

Purpose: To assist communities in the construction, renovations, or acquisition of facilities for public recreation purposes by offering larger funding than the existing program. The program covers all capital aspects of facility development and construction, excluding the purchase of land for future development.

Criteria:

To be considered, project should:

1. Increase recreation opportunities for people in the community or region.
2. Be designed for multi purpose where possible and advantageous.
3. Reflect the needs of the community/region
4. When appropriate, be physically accessible to all members of the community.

Eligibility

1. Community groups incorporated within the Province of Nova Scotia
2. Among the types of projects that are generally eligible for assistance are recreation/community centres, sports facilities, parks, playground and outdoor recreation facilities, and cultural centres.
3. The applicant must have clear title to the land involved in the project, or alternatively, a long-term lease (minimum 10 years). Evidence of this should accompany the application, if not currently on file with the Recreation Department.
4. Assurance and evidence of community support for raising the major portion of capital and ongoing cost of the project.

The amount of the grant will not exceed \$5,000.00, matched dollar for dollar by the group.

5. The dollar value of the project shall be a minimum of \$10,000.00.
6. Council shall award no more than two (2) grants per budget year.

5. Groups receiving funding from this category will not be eligible for funding from the FDA program, either category, for two (2) budget years.

Procedure

The application must be accompanied by the following:

1. A copy of the organization's Memorandum of Association and Bylaws, a list of executive members, and proof of incorporation.
2. A letter of awareness from the Municipal District Councillor.
3. Estimated construction starting date and time to complete project.
4. Specific details of the proposed methods of meeting all capital and operational costs.
5. Assurance of compliance with local bylaws and National Building Code, if applicable (Supplement 5 of the National Building Code relates to accessibility for persons with disabilities).
6. Assurance that, where required, approvals are received prior to the start of construction from:
 - a. Fire Marshall
 - b. Building Inspector
 - c. N.S. Power Corporation
 - d. N.S. Department of Environment
 - e. N.S. Department of Health
7. The cost analysis section of the application form must be completed in full. If estimated values of donated labour and/or materials are used, this should be clearly and specifically identified.
8. Applications must be received by April 15th yearly.
9. The Director of Recreation & Community Facilities will require a meeting with applicants prior to a recommendation being made to the Region of Queens Council for funding.
10. Successful applicants will be advised of their grant amount no later than June 20th yearly.

7. If no grants are awarded in a given fiscal period, funds not allocated shall be held in reserve for this purpose.

Payment of Grant

1. Payment of grants is in 80% and 20% proportions. The 20% payment is made only on evidence of cost incurred. Details of financial expenditures will be required. Evidence of actual costs should be in the form of a contractor's certificate, when appropriate, or a formal declaration certifying costs incurred, executed by the individual responsible for supervision of the construction project.
2. In the event of the actual costs are significantly less than the estimate, the amount of the approved grant may be reviewed and revised.