

**HEALTH AND WELLNESS (DHW) VALUES:** Nova Scotia working together to make our province a safe and healthy place in which to live, work and play.

**HPP & PHYSICAL ACTIVITY, SPORT & RECREATION (PASR) ARE COMMITTED** to increasing physical activity through the provision of leadership in policy development, support to the local and provincial sport and recreation delivery system, and collaboration with service-providing partners, other government departments and our Federal/Provincial/Territorial counterparts.

(Department of Health Promotion and Protection 2007-08 Business Plan)

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## **RECREATION FACILITY DEVELOPMENT (RFD) PROGRAM**

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**PROGRAM DESCRIPTION:** Increased access to sport and physical recreation facilities has a positive effect on the health of our population. The Department of Health and Wellness (DHW) plays a role in the development of these facilities across Nova Scotia through the Recreation Facility Development (RFD) Program. This Program assists community groups, municipalities and other ‘not for profit’ organizations to develop facilities in order to increase public participation in sport and physical recreation. Facilities may include: community centres and halls, pools, arenas, athletic fields, parks, playgrounds, trails and enhanced schools for community use and other facilities that promote sport and physical recreation.

### **GOALS**

The goals of the RFD include:

- Increase and broaden sport and physical recreation opportunities for the greatest number of citizens in a geographic area (community or region) through the improvement of existing facilities and the development of new facilities
- Encourage a planned approach to the development of sport and physical recreation facilities
- Improve the safety of users of sport and physical recreation facilities by helping facility owners meet provincial and/or national standards, regulations or guidelines
- Improve opportunities for groups within the community that traditionally face difficulties in accessing facilities for the purpose of participating in sport and physical recreation

### **PRINCIPLES**

The principles that guide the RFD are:

- Conservation and enhancement of needed existing sport and physical recreation infrastructure
- Reflect recent trends, activity patterns, and shifting demographics
- Design facilities for multiple uses
- Include public participation in the planning process
- Encourage cooperation among groups within a community or region

- Create a fair balance in the provision of facilities for all communities
- Develop facilities that are feasible and sustainable
- Contribute to the capacity for increased sport event hosting

### **ELIGIBILITY**

Eligibility criteria for the RFD include:

- 1) **Eligible Applicants:**
  - a) Public organizations incorporated as a “not-for-profit” society under the Societies Act of Nova Scotia and other organizations deemed equivalent by Physical Activity, Sport and Recreation (PASR) of DHW.
  - b) Municipalities, school boards and native band councils.
  - c) Groups or organizations providing or intending to provide facilities accessible to the public at reasonable times and reasonable rates
  - d) Groups or organizations whose individual membership is not restricted or discriminating. In certain cases, groups or organizations whose membership is implicit in the purpose or nature of the organization (e.g. Girl Guides) may be eligible.
- 2) **Eligible Projects.**
  - a) Clear title to the land is required for the project, a long-term lease (minimum of 10 years) or a joint-use agreement, acceptable to PASR. The purchase of land for future development is not eligible.

Note: Please contact your Regional Representative for clarification of any eligibility condition.

## FUNDING

- Projects approved for funding are eligible to receive up to one-third of the total capital cost of the project to a maximum of \$150,000.
- An organization is eligible to receive one grant in a four-year period for the same project or facility. The four-year period begins in the year the project receives approval and not in the year(s) funding is disbursed.
- If an applicant requests between \$100,000 and \$150,000 in RFD funding, a needs assessment and feasibility study may be required. Funding to support needs assessment and feasibility studies may be available through the Planning Assistance Program.
- Projects involving the furnishings, fittings, and equipment, essential to make a facility suitable for a particular use, function, or operation and are relevant for participation in sport and physical recreation are eligible for funding. Routine maintenance and/or projects to purchase equipment that is worn or carried by participants are not eligible.
- Funding received from other provincial government organizations, such as the Department of Economic Development or the Department of Tourism & Culture and Heritage, can affect the amount of the grant awarded by the PASR. Our program policy requires that Provincial government funding for a project cannot exceed 50% cent of the project's total cost.

**Note:** Contact your Regional Representative for clarification of any funding issues.

## APPLICATION PROCEDURE

1. Prospective applicants are encouraged to contact the Regional Representatives office in their area. In addition to assisting applicants directly with their application, regional representatives provide important, relevant information on other programs and the availability of resource materials and staff.
2. Work done after written confirmation by the regional representative that an RFD file has been opened, is eligible. Applicants should note that this confirmation is NOT a guarantee that a project grant will be forthcoming the following year.

In order for appropriate project costs to be included in the application, the regional representative must confirm the eligibility of costs, prior to the submission of the application.

3. An original RFD application form, signed by two officers of the association, must be submitted to the regional representative by 4:30 p.m. on or before the first Monday in February to be considered for funding in the next fiscal year.

## 4. Applications must be accompanied by:

- a. Statement of how the project meets, supports or influences the **Application Review Factors**, which are:
  - PASR mandate: increase sport and physical recreation opportunities
  - community benefit and impact
  - needs assessment
  - project planning
  - long-term sustainability
  - resourcefulness
  - commitment by applicant
- b. The organization's:
  - constitution and bylaws
  - list of the executive members of the organization
  - proof of incorporation - Memorandum of Association
  - deed, lease, or municipal resolution for land involved in the project
- c. Letters of support from stakeholders
- d. Letter from the Municipality verifying awareness of the application
- e. If applicable, proof of approval by regulatory bodies and compliance with local bylaws and Provincial Building Code is necessary.

Regulatory bodies may include:

- Fire Marshall
- Local building inspector
- Nova Scotia Power Incorporated
- Nova Scotia Department of Environment and Labour
- Nova Scotia Department of Natural Resources
- Coast Guard Canada
- Fisheries and Oceans Canada

- f. A sketch or engineering drawing(s) must be provided, if requested. These drawings must include:
    - Survey showing land ownership, easements, and phasing where applicable (approximate scale 1" to 40'-0")
    - Floor plan showing interior layout, building materials, type of equipment, etc. (approximate scale 1/4" to 1'-0").
5. In certain cases, the PASR reserves the right to require additional information. to be used in assessing the application.
  6. Applicants must provide details on all sources of project funding. If estimated values of donated materials, equipment and/or labour are to be used, they should be based on fair market costs.

## APPLICATION REVIEW & RESPONSE PROCESS

PASR reviews applications by region following the submission deadline. Regional representatives use the **Application Review Factors** listed above, together with the following factors to make recommendations for funding applications:

- Plans for new facilities and substantially renovated facilities must meet the minimum National Building Code standards for wheelchair access to main program and public areas. If published standards, guidelines, or legislation exist for the facility type proposed, then the facility must conform with these. For example, OH&S legislation, Building Accessibility Act and CSA standards Z 262.7 - 04 for spectator safety in arenas and Z-614-M98 for playgrounds. If the facility does not conform with regulations or standards, then your application is ineligible for funding under the RFD Program.
- For large-scale conservation projects, eg. indoor arenas and pools, applicants must develop a life cycle plan based on a building audit prepared by a professional engineer or architect. Applicants for large scale conservation projects carried out over several years must submit a multi-year Life Cycle plan in the first year. Applicants are eligible to reapply each year during the maximum four-year period to complete the project.
- In the case of trail projects that take several years to complete, applicants must submit a multi-year development plan in the first year. Applicants are eligible to reapply each year during the four-year period to complete the trail project.
- If the timing of the project is NOT within the control of the applicant, (eg., the Department of Education has approved community-use enhancements to new schools, or significant renovations to existing schools), then the following special provisions to establish eligibility for funding apply:

With the application, include an outline of the specific community enhancements and costs together with letters from the applicant and the school board confirming a commitment to complete a joint-use agreement outlining the details associated with public access. An executed joint-use agreement must be provided before disbursements commence.

**Note:** These applications are eligible for submission throughout the year.

- Unsuccessful applicants may re-apply once for funding for the same project.
- Applications from First Nations peoples may be forwarded to the Minister responsible for Aboriginal Affairs for review and comment.

## PAYMENT OF GRANTS

- Applicants will be informed of the outcome of the application review process following approval of the Provincial Budget.
- A *Terms and Conditions of Grant* agreement form will be sent to each successful applicant. This form must be returned to the Regional Office prior to the payment of the initial grant installment.
- Grant recipients should be prepared to demonstrate a process of competitive pricing or tendering for goods and services relating to the project. (i.e. obtain a minimum of three estimates).
- Projects receiving funds must be completed within the specified fiscal year(s).
- Initial grant installments of up to 80 per cent of the approved grant can be made, subject to evidence of the reasonable progress of the project.
- Grants may be paid out in installments over several years.
- The Recipient of a grant must keep all records, invoices and other documents relating to the project in a consistent manner and must maintain these records for seven years following the completion of all project reporting requirements.
- If the applicant uses donated materials, equipment and/or labour as part of their contribution, detailed records are required. Samples of log books are available from the Regional Offices.
- Final grant payment is made on the completion of the project. The Recipient must submit a signed Financial Statement Report form to the Regional Offices by the end of the fiscal year (March 1) in which it was given. The Financial Statement Report form must be supported by receipts and completed logs (if applicable). A site visit and inspection by the Department's Regional Representative is also required, prior to the payment of the final installment of the grant.
- If actual costs are less than the original estimate, the amount of the grant is reviewed and revised accordingly. Grants do not exceed the direct cash requirements of the project.
- If, for any reason, an organization is unable to proceed with a project, or needs to make substantial changes to a project as outlined in the application and in the Minister's letter of commitment, PASR must be informed in writing as soon as possible. Changes to the purpose of the project are not permitted without prior approval from the PASR staff.

## GRANT RECOGNITION

Funding recipient must work with DHW to develop an appropriate strategy for recognizing the funding contribution of the provincial government. this strategy may include, among other items, the following:

- visual, permanent recognition of the province by way of a plaque or other appropriate signage; to be discussed and agreed upon at time of contribution.
- public announcement: the funding contribution can only be announced in collaboration with DHW and may include a news conference, news release and the development of other collateral materials. Other items may also be considered in collaboration and agreement with DHW.
- DHW logo must be present on all promotional materials.
- other forms of recognition will be considered and agreed upon between the recipient and DHW at time of contribution.

## OTHER PROGRAMS AVAILABLE

### Planning Assistance for Facility Development

Projects having a total cost less than \$15,000 can be funded through the Community Recreation Capital Grant Program.

The PASR's Planning Assistance Program provides funding to hire technical expertise (see Planning Assistance Program brochure).

### Community Recreation Capital Grant Program

PLEASE PROCEED TO CONTACT YOUR REGIONAL REPRESENTATIVE FOR FURTHER DIRECTION ON THE APPLICATION PROCESS (SEE TABLE BELOW).

For more information contact The Department of Health and Wellness, Physical Activity, Sport and Recreation or visit our website at: <http://www.gov.ns.ca/hpp/>

<p><i>Cape Breton Region</i> Serving Cape Breton Island 305 Esplanade, Sydney, NS B1P 1A8</p> <p>Larry Maxwell Regional Representative (902) 563-2380 Fax (902) 563-2565 Email: larry.maxwell@gov.ns.ca</p>	<p><i>Highland Region</i> Serving Counties of Guysborough, Antigonish and Pictou 149 Church Street, Suite 4 Antigonish, NS B2G 2E2</p> <p>Gerard MacIsaac, Regional Representative (902) 863-7380 Fax (902) 863-7477 Email: Gerard.MacIsaac@gov.ns.ca</p>
<p><i>Central Region</i> Serving Halifax Regional Municipality 1601 Lower Water Street, 5<sup>th</sup> floor Halifax, NS B3J 3P6</p> <p>Carol Davis-Jamieson, Regional Representative (902) 424-7622 Fax (902) 424-0663 Email: Carol.Davis-Jamieson@gov.ns.ca</p>	<p><i>South Shore Region</i> Serving Counties of Yarmouth, Shelburne, Queens and Lunenburg 312 Green Street, P.O Box 9000, Lunenburg, NS B0J 2C0</p> <p>Debby Smith, Regional Representative (902) 634-7505 Fax (902) 634-7542 Email: Debby.Smith@gov.ns.ca</p>
<p><i>Fundy Region</i> Serving Counties of Cumberland and Colchester and the Municipality of East Hants 80 Walker Street, Suite 1, Truro NS B2N 4A7</p> <p>Jim Campbell, Regional Representative (902) 893-6215 Fax (902) 896-2425 EMAIL: Jim.Campbell@gov.ns.ca</p>	<p><i>Valley Region</i> Serving Municipalities of West Hants, Clare and Counties of Annapolis, Kings and Digby 35 Webster Street, Suite 102, Kentville, NS B4N 1H4</p> <p>Mike Trinacty, Regional Representative (902) 679-4390 (902) 679-6748 Email: Mike.Trinacty@gov.ns.ca</p>