



Community ACCESS-ability Program Grant Application

Use this cover sheet as the first page of your proposal. Attach the other documents to it. Use the following check list to ensure all necessary information relevant to your proposal is included.

Community Group/ Organization (Applicant): _____

Contact Name: _____ Title: _____

Telephone: _____ Fax: _____ Email: _____

Mailing Address: _____
Civic address or Box #

_____ Municipality _____ Postal Code

Type of Facility: _____
for example: Community Hall, Playground

Facility Location: _____
Civic Address _____ Community

Type of Project: _____
For example : Ramp, Lift

Project Schedule: Start Date: _____ Completion Date: _____

PROJECT ESTIMATED COSTS:

design (engineer, architect, consultant)	\$
construction (attach estimates*)	
Materials	\$
Labour	\$
permit fees (where applicable**)	\$
equipment	\$
other (please specify)	\$
TOTAL	\$

* Provide detailed estimates separately. It is recommended that a minimum of 3 bids on contracted work be obtained by the applicant as grant calculations are based on estimated costs. Cost overruns of projects are the responsibility of the applicant.

** Building Permits are required for many renovation projects. Please consult with your local municipal building official to determine if a permit is required.

PROJECT FUNDING:

Applicant's Contribution (actual cash)	\$
Donated Labour/material/equipment <small>(detail separately)</small>	\$
Other Groups or organizations** <small>(detail separately)</small>	\$
ACCESS-ability Grant*	\$
TOTAL (from Project Estimated Costs)	\$

* Note: This amount may not exceed 66.6% of TOTAL, or \$10,000.00 (whichever is less)

**Specify expected amount of project funding by source[s]. Attach letters indicating funding commitments where appropriate.

All renovations or construction must conform to the Barrier Free Design requirements of the Nova Scotia Building Code Regulations and the National Building Code of Canada 2005.

Checklist of Required Documentation

Please submit all applicable documents from the following list . Incomplete submissions will delay consideration of your project.

- Description of existing facility** *Physically, how does the facility function now. Include photos and/or drawings for clarity*
- Documented use of facility** *Identify activities that take place, community groups that use the facility and frequency of use*
- Description of Proposed Project** *Provide a detailed description of the project. How will the project make the existing facility accessible or compliment current accessible features, if any? Include photos and/or drawings for clarity*
- Project objectives and prospects for long term use** *Describe the lasting social, cultural and economic benefits to the community. Use clear concise and measurable terms*
- Sectors and organizations involved** *Identify all partner organizations involved in the project, if applicable. Include details concerning the nature of the partnership or collaboration*
- Letters of support** *Include letters of support from individuals and groups who use and will benefit from the project.*
- Other Grants** *Identify all other sources of grant funds. Some grants stipulate that they may be reduced, where other grants are received for the same project.*
- Copy of lease agreement or proof of ownership.** *For proposed improvements to leased facilities please include written approval of property owner and copy of current lease.*
- Proof of Incorporation and/or charitable status** *Provide evidence of incorporation and identify how long the organization has existed and if co-sponsored, similar proof from the co-sponsoring organization*
- Detailed Estimates** *a minimum of 3 bids recommended on contracted work as grant is calculated based on estimated costs*

DECLARATION

The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give Service Nova Scotia and Municipal Relations authority to verify any and all information pertaining to this application. I understand that projects which are funded may be subject to audit by the Province of Nova Scotia, who reserve the right to review and inspect projects and related documentation during and following completion of the project.

Signing Authority for the Applicant

Date

Please forward your proposal to:
Community ACCESS-ability Program
c/o Service Nova Scotia and Municipal Relations
P.O. Box 216
Halifax, Nova Scotia
B3J 2M4