

Introduction

The Department of Communities, Culture, Tourism and Heritage (CCTH) leads government efforts, and collaborates with communities to improve the quality of life of Nova Scotians through sport, physical activity, and recreation. The department supports the sector to develop an effective and integrated system of high-quality opportunities and supports for all Nova Scotians to live actively.

Program Description

CCTH provides the Planning Assistance Program to help organizations obtain professional expertise required to research, assess or design new facilities or expand existing facilities that advance sport and recreation in Nova Scotia. This program supports projects that respond to the priorities of their community and the [*Shared Strategy for Advancing Recreation in Nova Scotia*](#).

Application Guideline Reminders

- Applicants are strongly encouraged to speak with a Regional Manager in advance of any deadline and before applying. See contact list on page 5.
- **Application deadlines: June 30** (1st Intake) and **September 30** (2nd Intake).
- Complete your application in full. Answer all questions.
- Project end dates should be before March 31 of the following calendar year. For example, a project submitted for funding in 2026 must end before March 31, 2027.

EDIA Statement

CCTH supports communities to thrive by promoting active living, tourism, and Nova Scotia's diverse culture, heritage, and languages. We pride ourselves in helping to grow communities and organizations by providing programs and services that support these areas. We are committed to ensuring that our programs and services are free of discrimination and barriers, and value equity, diversity, inclusion, and accessibility (EDIA). By applying this lens and ensuring it is a core value in our programs and decision-making processes, we are taking steps to address the long-standing systemic barriers that impact many communities in our province. CCTH is committed to advancing equity, diversity, inclusion, and accessibility across Nova Scotia, and we support partners who share in this commitment.

Eligible Applicants

To be eligible for this grant program, **the facility must have recreation, sport, and/or physical activity as its primary function**, and must be open to all members of the public at reasonable times and at a reasonable rate or no cost.

Eligible applicants include:

- Registered associations/non-profit societies with active status in NS Registry of Joint Stocks.
- Mi'kmaq Band Councils, Municipalities and Villages.
- Post-secondary education institutions, and schools (through their Regional Centre for Education or Conseil Scolaire Acadien Provincial) whose facilities are available for community use.

Eligible Projects

- **General Facility Planning** including needs assessment, feasibility studies, master plans and facility operation plans.
- **Schematic Design** for new or renovated facilities and landscaping. Schematic design illustrates the scale and charter of a project showing how the parts of the project relate to each other. This work includes preliminary cost estimates.
- **Research Projects** that investigate a specific topic aimed at gathering data, testing theories, or solving problems. Information gathered will be used to guide decision-making.
- **Building Audits** forecast the replacement of building components by professional consultants and result in the development of life cycle plan for a facility.

Funding Parameters

- Funding is available for up to **50 per cent of the total cost** of the project to a maximum of **\$10,000.00**.
- Only eligible project expenses incurred after the application is submitted, and/or when an applicant has opened a file with their CCTH Regional Manager, are eligible for reimbursement. Please note that applying or opening a file is not a guarantee of funding.
- Funding received from other provincial government departments can affect the amount of the grant awarded.

- Applicants can request no more than 50 per cent of estimated total project cost stated in application.
- The total provincial government contribution cannot be more than 75 per cent of the total project costs.
- All overdue final reports, where applicable, for previously funded applications must be submitted and approved before any additional requests or applications for funding can be fully considered.

Application Timeline and Process

- The application package is available **April 1, 2026**, online or from CCTH and/or the Regional Office. Please see page 5 for a contact list.
- ***NEW: Application deadlines** are **June 30** (1st Intake) and **September 30** (2nd Intake).
- For a definitive description of the work to be done, a copy of a Terms of Reference, Request for Proposal or Statement of Work must be attached to the completed grant application.
- Applications will be reviewed by CCTH staff based on the guidelines outlined above.
- Please allow at least 30 business days (6 weeks) after the submission deadline before inquiring about the status of an application.

If the project is approved:

- Payment is provided after the Terms and Conditions agreement has been signed and submitted.
- Payment allocations are 100 per cent unless otherwise stated in the agreement.
- Should the project or budget need to be revised, written permission to reallocate funding is required from the Regional Manager before proceeding.
- A completed final report is required upon completion of the project.
- The final report includes a written report, financial statement and copy of the consultant's report or final product delivered. Deadline to submit these documents is provided in the Terms and Conditions agreement.
- If the project is not undertaken or completed after payment of the grant has been made, the recipient must return unused funds to CCTH payable to the **Minister of Finance**.

Grant Recognition

Successful applicants to the programs must acknowledge the financial assistance of the Province of Nova Scotia by following the [**CCTH Acknowledgement Guidelines**](#).

Grant Guidance

For information on other CCTH funding programs visit our online [**Grant Finder Tool**](#) or [**Program Guide**](#).

For More Information, Contact Your Regional Office:

Cape Breton Region – Cape Breton Island

Larry Maxwell, *Regional Manager*

Email: capebretonregion@novascotia.ca

Phone: 902-578-4813

Courier/Mail: 850 Grand Lake Road, Suite 15, Sydney NS B1P 5T9

Central Region – Halifax Regional Municipality (HRM)

Andrea Redmond, *Regional Manager*

Email: centralregion@novascotia.ca

Phone: 902-578-4813

Courier: Homburg Building, 3rd Floor, 1741 Brunswick St., Halifax

Mail: PO Box 456, Halifax, NS B3J 2R5

Fundy Region – Cumberland, Colchester Counties, Municipality of East Hants

Courtney Nicholson-Patriquin, *Regional Manager*

Email: fundyregion@novascotia.ca

Phone: 902-338-0659

Courier/Mail: 80 Walker Street, Suite 1, Truro, NS B2N 4A7

Highland Region – Guysborough, Antigonish, Pictou Counties

Rae Gunn, *Regional Manager*

Email: highlandregion@novascotia.ca

Phone: 902-338-0659

Courier/Mail: 149 Church Street, Suite 4, Antigonish, NS B2G 2E2

South Shore Region – Yarmouth, Shelburne, Queens, Lunenburg Counties

Anna Haanstra, *Regional Manager*

Email: southshoreregion@novascotia.ca

Phone: 902-698-9407

Courier/Mail: 312 Green Street, Lunenburg, NS B0J 2C0

Valley Region – Annapolis, Kings, Digby Counties, Municipalities of West Hants, Clare

Anna Sherwood, *Regional Manager*

Email: valleyregion@novascotia.ca

Phone: 902-698-9407

Courier/Mail: 10 Webster St., Suite 200, Kentville, NS B4N 1H7