

How to complete this application:

- Complete parts A, B, and C using the spaces provided in the application.
- Attach your own financial table, including revenues and expenses.
- Sign the application and ensure you have confirmed your consent and declaration.

For your convenience, there is a checklist included in Part E to help you ensure all requirements are complete.

PART A: ORGANIZATION INFORMATION		
Name of Applicant Organization (<i>official name</i>)		
Street Address	Unit/Suite #	
Mailing Address (<i>if different</i>)		
County/City/Town/Community	Province	Postal Code
Organization E-Mail	Website	
NS Registry of Joint Stocks Registration No.	Charitable Registration Number (CRA)	

CHAIRPERSON/CHIEF CONTACT INFORMATION	PROJECT LEAD/ALTERNATE CONTACT INFORMATION
Name	Name
Telephone (Primary)	Telephone (Primary)
Telephone (Alternate)	Telephone (Alternate)
E-Mail	E-Mail

Equity, Diversity, Inclusion, and Accessibility (EDIA):

Please note that the answers to the EDIA Section are for information only and do not impact funding recommendations.

Communities, Culture, Tourism and Heritage (CCTH) is committed to ensuring our programs and services are equitable, diverse, inclusive, and accessible. Understanding the demographics of our clients and people we serve will help us determine whether our programs, funding allocations, and processes are inclusive of Nova Scotia’s diverse communities.

Applicant’s Information:

Does your *organization* have a specific mandate or primary focus to serve any of the following underrepresented and/ or underserved communities? Select all that apply:

2SLGBTQIA+	Mi’kmaq
Acadian / Francophone	Persons of African Descent
African Nova Scotian	Persons Living with Disabilities
Gaelic/Gaels	Racialized Groups / Communities
Indigenous	None of the above
Immigrants / Newcomers / Refugees	If not identified above, please specify:

If you answered “None of the above,” please also fill out Part B.

While your organization serves the public, does your organization deliver any *programs, services, or outreach* specifically intended to serve the following underrepresented and/ or underserved communities? Select all that apply:

2SLGBTQIA+	Mi’kmaq
Acadian / Francophone	Persons of African Descent
African Nova Scotian	Persons Living with Disabilities
Gaelic/Gaels	Racialized Groups / Communities
Indigenous	None of the above
Immigrants / Newcomers / Refugees	If not identified above, please specify:

Accessibility Statement

If you encounter any barriers or need accessibility support during the application process, please contact the program representative at least two weeks before the deadline for assistance.

The information you provide will help us learn if our programs and processes serve underrepresented and/or underserved communities and are inclusive of Nova Scotians.

PART B: PROJECT DETAILS	
Project Title	
Provide a brief description of the proposed project (1-2 sentences)	
Total Project Costs	Amount requested from this program.
Project Start Date	Project End Date
In which community or communities are your proposed project participants located?	
Will your project receive funding from other government entities (confirmed or planned)? If yes, please indicate the name of the entity and the amount of funding.	YES <input type="radio"/> NO <input type="radio"/>

PART C: PROJECT DETAILS

From the list below, select the objective(s) that best aligns with your project. You may answer your questions in a separate document.

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><input type="checkbox"/> Provide vulnerable Nova Scotians access to healthy, culturally appropriate, and locally produced/prepared food.</p> <p><input type="checkbox"/> Build the capacity of organizations to provide healthy, culturally appropriate, and locally produced/prepared food.</p> | <p><input type="checkbox"/> Harness the benefits of working collaboratively to change food ecosystems and demonstrate a collective impact.</p> <p><input type="checkbox"/> Create food ecosystems convene, plan, or address barriers and challenges to acquiring healthy, culturally appropriate, and locally produced/prepared food by those who need it most.</p> |
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ABOUT YOUR PROJECT

Tell us about your project by addressing the following:

Tell us about your organization.

Describe your project in more detail, including how you are working with other organizations.

Who are you serving?
How long will the program run?
What resources do you need to undertake the project? (e.g., equipment, volunteers, groceries)
How will you let people know about your program?
Is this a new program/initiative?
Who is involved?
How will this project support or help achieve the objective(s) selected?
Please include photos, social media screen shots, posters, support letters and/or participant statements. The following file formats accepted by email are JPEG/JPG, GIF, PNG for images, PDF, DOC/DOCX, XLS/XLSX for documents.

PART D: FINANCIAL DETAILS

Please submit a complete budget with your application, including any revenues if applicable.

PART E: APPLICATION CHECKLIST

Have you completed all sections of the application?

Have you included a project budget?

Will program staff be able to easily reach your project contact? *(If successful, your funding may be delayed if a representative with knowledge of the project cannot be reached.)*

Is your application signed?

CONSENT

I consent to the sharing of information contained in this application with other government departments, organizations or contractors that the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian and Gaelic Affairs) or Arts Nova Scotia has a data sharing agreement with.

I consent to the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian and Gaelic Affairs) or Arts Nova Scotia adding the contact information, including name, mailing address and e- mail, to a distribution list to receive updates on programs, services, news, and events.

DECLARATION

As the authorized representative of an organization or Mi'kmaw Band:

- I have carefully read the application guidelines and the applicant eligibility criteria for this program and confirm that the organization or Mi'kmaw Band I represent meets the eligibility criteria.
- I am aware that 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 considered.
- I understand that my current application may not be eligible if any of my final reports have not been submitted and approved.
- I will act as the representative of the organization or Mi'kmaw Band and will keep all participants informed of the application content and any funding decision.
- I am aware that the information I have provided in this application form is subject to the Freedom of Information and Protection of Privacy Act, and any request for my personal information requires my written consent before it can be shared with a third party.

As an authorized representative who can accept and be accountable for this funding on behalf of the organization or Mi'kmaw Band, I acknowledge the above declaration statements. I understand that not accepting these statements as true will affect eligibility for this funding application.

Print Name	Title
Signature	Date
Executive/Chief Signature	Date

Please submit your completed application by e-mail or mail before the deadline.

E-Mail: CCTH.food@novascotia.ca

Mail or Drop-off:

Department of Communities, Culture and Heritage c/o
Communities Nova Scotia Unit
PO Box 456, STN Central 1741
Brunswick Street, 3rd Floor
Halifax, NS B3J 2R5

For questions, please call (902) 424-5793 or email CCTH.food@novascotia.ca

Does your project need volunteers?

Volunteer NS is a service that connects people looking for the right volunteer opportunity to non-profit organizations looking for skilled volunteers.

Visit: <https://www.volunteersns.ca/> for more information



Do you need help finding where to source local food and products?

Nova Scotia Loyal is a government program designed to make it easier to identify, purchase, and support local products.

