

# J Grants & Foundations

## Scope of the document

This guide lists provincial and territorial grants **only** (the City of Whitehorse grants are included in the Northwest Territories). The grants outlined cover a broad scope. Grants are for:

- **Programs and Equipment**
- **Capital:** capital grants are scarce with smaller, more remote communities perhaps able to take advantage of these easier through joint federal-provincial infrastructure programs.
- **Refurbishment, Restoration, Renovation and Accessibility:** refurbishment grants mainly deal with heritage properties or club histories.
- **Event Operation:** Event operation grants are listed for those clubs who may want to bid for various curling events that might spur tourism.
- **Employment:** the employment grants are mainly summer ones but a curling club might be able to hire students to do work in the summer months such as marketing or even some construction. There are some provinces that offer year-round grant or wage subsidy programs.

**Please Note:** Applicants should be aware that there is no guarantee of receiving a grant and there is no guarantee that projects will receive the full amount requested. Information on municipal and federal grants is for your information only.

## Duration of grant programs

The information in this document was compiled during the summer/fall of 2003. All grant programs exist at the whim of government. Furthermore, programs herein noted can be eliminated anytime so always check to ensure that the program still exists. The “shelf life” of a grant program can cease with an election. Some grants may have stale dates but the program will be continued in the next year. Literature or websites have not been updated if a stale date is indicated but the appropriate authority has indicated that the program will continue.

## Organization of information

- The listings herein are alphabetical by jurisdiction.
- Where possible contact names are included.
- Owing to space limitations, the bare-bones of the programs are outlined and taken directly from government websites or literature. You are urged to examine the details of the programs.

## Tips on completing application forms

- The contact person listed is your best friend when you are ready to submit a grant application. To save yourself time, communicate with these contact people first to ensure your curling group or project is eligible. This will save you a lot of time.
- Remember that the contact person is there to dispense the money and wants to help you.

- If possible try to get one individual to complete the application form. Committee grant applications can take a long time to do.
- Try to speak the language of the department or agency to which you are submitting. Use their jargon where possible.
- All granters must disclose the names and amounts received by previous grant recipients. Check this list to see if any other curling organizations have received funds. This indicates that the program is probably good for your organization as well.
- You will most likely have to submit associated documents. Ensure you have these ready such as a list of your board of directors.
- Almost every jurisdiction incorporates organizations as not for profit groups without share capital. Those are about the only groups to whom they will grant funds. Ensure your organization is so established under your particular jurisdiction.
- Most jurisdictions either have the application forms on line or can send you electronic copies. This saves you time and effort and lessens the errors caused by poor penmanship or use of a mechanical typewriter. If these don't exist, it is even worth your while to actually type the grants application format on a computer. Remember that your granting officer is seeing hundreds of application forms in many cases.
- Deadlines exist so ensure you submit on time. If no deadline exists and you can submit anytime, create a time line from when you want to spend the funds to when you apply. Remember that approval of your application might take longer than what a funder advertises.
- Depending on what you want to do, obvious departments or agencies might not be the logical funder for your project. For instance, if you want to install a disabled ramp perhaps a jurisdiction has an office responsible for accessibility and they might have funds for this type of project.
- Lottery and gaming profits play a major part in providing governments with the cash they need to fund sports, recreation, culture and health care. A good place to start grant investigations is your jurisdiction's lottery authority. They always have a "where does the money go" section. In most cases lottery profits go to general government coffers. Governments then create programs to dispense the money. Some groups, such as in Quebec, might raise funds by actually operating lottery kiosks.
- Since politicians regulate the grant programs, curling clubs should do two things.
  1. Send your provincial members a copy of your grant application or at least let them know you have applied.
  2. It is always a good idea to keep ALL politicians, who represent the area where your curling club is located, in the loop about your club. Send them your newsletters, invite them to your socials, but keep in touch with them.

# GRANTS BY JURISDICTION

(in provincial / territorial alphabetical order)

## ALBERTA



**Website:** <http://www.gov.ab.ca/home/index.cfm>

The Province of Alberta has a number of granting programs, most funded through the Alberta Lottery Fund.

### **Basis of Funding Through the Alberta Lottery Fund**

Thousands of groups across the province receive funding through the Alberta Lottery Fund every year. In order to qualify for funding, organizations must be a registered charitable or non-profit organization, and meet the specific eligibility guidelines of the program or foundation they are applying to.

## **EQUIPMENT AND CAPITAL GRANTS**

### **COMMUNITY INITIATIVES FUND (CIP)**

2003-04 funding (estimate) – \$30 million

#### **Objective**

The Community Initiatives Program will support project-based initiatives in areas such as community services, seniors' services, libraries, arts and culture, sports, education, health and recreation. The maximum grant will be \$75,000 per project per year, and applications can be submitted anytime throughout the year.

There is a matching requirement for funding over \$10,000. Funding up to \$10,000 may be approved on a non-matching basis if justifiable. The matching requirement may be met in the form of any contribution of money, volunteer labour, services, or donated materials or equipment for the project.

#### **Applicants**

Community non-profit groups (see list of registry qualifications in application). Community organizations that are not registered may have a sponsor apply on their behalf.

#### **Contact Information**

Community Initiatives Program  
Alberta Gaming  
50 Corriveau Avenue,  
St. Albert, AB T8N 3T5  
Tel: 1-800-642-3855  
Fax: (780) 447-8903

### **COMMUNITY FACILITY ENHANCEMENT PROGRAM (CFEP)**

2003-04 funding (estimate) - \$38.5 million

#### **Objective**

To provide financial assistance for the expansion and upgrading of Alberta's extensive network of community-use facilities.

### **Types of Grants**

The program provides matching grants to municipalities, Indian Bands and Metis Settlements, and registered community non-profit groups to build, purchase, repair, renovate, or otherwise improve related family and community wellness facilities.

### **Applications**

Applications can be made any time throughout the year.

### **Contact Information**

Community Facility Enhancement Program  
Alberta Gaming  
50 Corriveau Avenue  
St. Albert, AB T8N 3T5  
Tel: 1-800-642-3855  
Fax: (780) 447-8903

## **HOSTING GRANT**

### **Alberta Sport, Recreation, Parks & Wildlife Foundation - Hosting Program**

#### **Objective**

The purpose of the Hosting Program is to encourage the development of youth in sport, recreation, parks and wildlife programs by providing financial support to communities and associations to assist them in hosting major events thereby promoting economic growth throughout the province.

#### **Eligibility**

Applications will be accepted for the following:

#### **Sporting Events**

- World Championships - up to \$20,000.00
- World Cups - up to \$15,000
- Canadian/North American Championships/Cups - up to \$5,000.00
- Western Canadian Championships/Cups - up to \$3,000.00
- Pre-event expenses and bid preparation for Multi Sport Events - Olympic Games, Pan Am Games, Commonwealth Games as well as International Championships and Events - up to \$20,000.00

#### **Non Sporting Events**

- International Events - up to \$15,000.00
- Canadian/North American Events - up to \$5,000.00
- Western Canadian Events - up to \$3,000.00

#### **AGMs, Seminars etc.**

- based on number & origin of delegates - up to \$10,000.00

#### **Notes**

International Championships and Events are those that include representation from no less than six countries. In the case of a sporting event, the international body will declare an international champion or the event will contribute to the declaration of an international champion. Such events require sanction by the appropriate governing agencies

Canadian/North American Championships and Events are those that include representation from no less than seven provinces or territories or states. In the case of a sporting event, a Canadian or North American Champion is declared for that year. Such events require sanction by the National Organization.

Western Canadian Championships and Events are those that include representation from no less than four provinces/territories. In the case of a sporting event, a Western Canadian Champion is declared for that year. Such events require sanction by the Provincial Association.

Applications will be reviewed on their individual merit based on the objectives of the ASRPWF, the financial resources available, and the following parameters:

- Funding amounts are **maximum** levels and may be adjusted depending on the number of applications received.
- Priority will be given to programs for the development of youth.
- Events receiving funding must be open events that are not restricted to members of a certain group or club. Standards, age categories or categories of disability may be established for such events.
- If more than one Alberta group is bidding to host the same event, funding may be available only after the Alberta representative has been determined.
- Annual community based or provincial events are not eligible for funding.
- Priority will be given to applicants that have not received hosting funding in previous years.
- Financial assistance towards pre-event expenses and bid preparation will constitute a portion of the total hosting funding if the bid is successful.
- Funding totaling \$30,000.00 is the maximum awarded to any one sport, association or group in any fiscal year.

**CONTACT INFORMATION:**

Cindy Nield  
Alberta Games and Marketing Section  
101, 525 - 11 Avenue SW  
Calgary, AB T2R 0C9  
Phone: (403) 297-2909  
Fax: (403) 297-6669  
e-mail: [Cindy.Nield@gov.ab.ca](mailto:Cindy.Nield@gov.ab.ca)

**HERITAGE GRANT**

**Alberta Historical Resources Foundation**  
Heritage Preservation Partnership Program

**Objective**

The primary purpose of the Alberta Historical Resource Foundation is to encourage initiatives that preserve and interpret Alberta's rich heritage. This is done by providing financial, technical and professional assistance to community-based heritage projects ranging from the restoration of historic buildings to the publishing of community histories. Each project is intended to benefit the community socially, educationally and economically.

**Deadlines**

Grant application deadlines are February 1st and September 1st.

**Funding Categories**

This program includes the following funding categories.

- **Heritage Awareness:** this category supports interpretive and educational initiatives that promote awareness of Alberta's history and pre-history and have a lasting impact.

- **Historic Resource Preservation:** this category encourages the preservation and restoration of significant historic structures and historic, archaeological, or palaeontological sites within Alberta.
- **Publications:** This category supports initiatives to document Alberta's history and pre-history by assisting with the printing/publishing costs of books, brochures, or other documents.
- **Research:** This category supports research that will produce new understanding or add to the knowledge base of Alberta's history and pre-history.

**Contact Information**

The [Program Coordinator](#)

Alberta Historical Resources Foundation

(780) 431-2305.

## BRITISH COLUMBIA



**Website:** <http://www.gov.bc.ca/>

Pertinent grant programs all operate through funding from the British Columbia Lottery Corporation.

Check out the Lottery Corporation's web site:

<http://www.bclc.com/cm/howyoubenefit/wherethemoneygoes/applyforfunding.htm>

In 2002/03, about 5,000 community organizations benefited from \$126 million of BCLC net income.

The Ministry of Public Safety and Solicitor General, Gaming Policy and Enforcement Branch controls the application process. There are three ways to access funding.

### **Types of grants:**

- **Licensed Gaming:** where you hold a gaming event as a fundraiser.
- **Bingo Hall Affiliation:** where you receive a portion of bingo hall proceeds in return for fulfilling bingo hall duties.
- **Direct Access Program:** you receive grant directly from the government for specific goals.

### **Licensed Gaming**

Eligible community organizations may apply to the Gaming Policy and Enforcement Branch for a license to operate:

- a ticket raffle (where tickets are sold on a chance to win a prize, usually through a draw)
- an independent bingo (a bingo held in a community facility, rather than a commercial bingo hall)
- wheels of fortune (as part of a community carnival, fair or exhibition), or a social occasion casino (a casino held in conjunction with a social event - for example, a dinner or dance sponsored by the community organization.)

License holders - also known as "licensees" - are entitled to keep the money they raise from their gaming events, but must use it for approved, eligible purposes.

### **Government Gaming Grants**

Eligible community organizations may apply to the Gaming Policy and Enforcement Branch to receive a government gaming grant through either:

- the direct access program, which provides grants to eligible community organizations with funds from government gaming revenues, or
- affiliation with a commercial bingo hall. Affiliated community organizations may receive grant proceeds, from a portion of the revenue generated at the bingo hall, and in return must fulfill in-hall and out-of-hall obligations.

Organizations receiving government gaming grants must use their grant funds for approved, eligible purposes.

### **Direct Access Program**

Applying for the direct access program is easier if you do some planning in advance and collect all the information and documentation you need before you start. Applications received without complete documentation and/or information will be returned.

### **Step One**

Confirm that your community organization is eligible for the direct access program. Ensure what you want to use the money for fits with the eligible purposes allowed by the Gaming Policy and Enforcement Branch for your type of organization.

### **Step Two**

Determine your organization's goals for the current year, and how much money you will need to reach them. Decide how much of that money you can raise through other fund-raising efforts and how much you think you will need from the direct access program

### **Step Three**

Open a gaming account, if you do not have one already. This is a bank account that you will use solely for the money you may receive from the direct access program, through affiliation with a bingo hall or from holding a licensed gaming event. The gaming account cheques must have the correct legal name of your organization and the words "Gaming Account" printed on them, and require two authorized signatures

### **Step Four**

Begin collecting the information you will need to complete your application, and the documentation you will need to attach to it. The information you will need to complete the direct access program application includes your organization's:

- full legal name, as listed on your Certificate of Incorporation or Constitution
- mailing address or post-office box
- contact person (the member of the Executive or Board of Directors responsible for the operation and control of your organization, usually the President or Chair)
- fiscal year end, and
- date of incorporation (if your organization is incorporated under the [Society Act](#)).

Also include the number of:

- voting members in your organization
- years your organization has existed, and
- people in your community who will benefit from your organization's program and services.

In addition, you will need to include:

- a description of how you plan to use the money generated by the gaming event (if you have more than one purpose, you will need to list them all with the amount you intend to allocate to each purpose).

The documents you will need to attach to the direct access program application include a voided cheque from your gaming account, and copies of your:

- annual financial statement for the previous fiscal year (this includes revenue and expense statements clearly showing gaming revenues as a separate entry)
- current board of directors list, with names, positions, addresses and telephone numbers, occupations and places of employment, and
- Gaming Account Summary Report for the previous year (if applicable).

If this is your first time applying for the direct access program, you will also need to attach a description of your organization and its activities within the community for the past 12 months, along with copies of your:

- Certificate of Incorporation (if your community organization is registered under the Society Act)
- constitution and bylaws, including any resolutions and amendments, and ,
- annual general meeting minutes, including number of voting members in attendance.
- **Please note:** You do not need to resubmit these documents with your next application, unless something has changed - for example, a new bylaw.



**Step Five**

Fill out the direct access program application form. Application forms are available on-line or at Gaming Policy and Enforcement Branch regional offices or Government Agents offices across the province.

**Step Six**

Send your completed application and all required documentation to the Gaming Policy and Enforcement Branch in Victoria by mail, courier or fax (the address and fax number are on the application form).

**Bingo Hall Affiliation**

Any eligible community organization may apply to the Gaming Policy and Enforcement Branch to be affiliated with a commercial bingo hall. Affiliated community organizations may receive grant proceeds, from a portion of the revenue generated at the bingo hall, and in return must fulfill in-hall and out-of-hall obligations. Each bingo hall has a set of number of charities which can be associated with it. New affiliations are granted on availability.

<http://www.pssg.gov.bc.ca/gaming/grants/bingo-hall/index.htm>

**Contact Information**

Ministry of Public Safety and Solicitor General Gaming Policy and Enforcement Branch  
Direct Access Program:

<http://www.pssg.gov.bc.ca/gaming/publications/directaccess/procedures/ApplyingDAGrant.pdf>

Ministry of Public Safety and Solicitor General Gaming Policy and Enforcement Branch

P.O. Box 9310 Stn Prov Govt

Victoria BC V9W 5N1

250 387-5311

Fax: 250 356-8149

Email: [gaming.policy@gems5.bc.gov.ca](mailto:gaming.policy@gems5.bc.gov.ca)

Web site: [www.pssg.bc.gov.ca/gaming/](http://www.pssg.bc.gov.ca/gaming/)

Lower Mainland Regional Office Ministry of Public Safety and Solicitor General Gaming Policy and Enforcement Branch

408-4603 Kingsway Avenue

Burnaby, B.C. V5H 4M4

604 660-0245

Fax: 604 660-0267

Southern Interior Regional Office Ministry of Public Safety and Solicitor General Gaming Policy and Enforcement Branch

200-1517 Water Street

Kelowna B.C. V1Y 1J8

250 861-7363

Fax: 250 861-7362

Northern B.C. Regional Office Ministry of Public Safety and Solicitor General Gaming Policy and Enforcement Branch

211-1577 7<sup>th</sup> Avenue

Prince George B.C. V2L 3P5

250 612-4122

Fax: 250 612-4130

## MANITOBA



Website: <http://www.gov.mb.ca/index.html>

A number of different departments offer grant programs.

### **EQUIPMENT AND CAPITAL GRANTS**

Department of Culture Heritage and Tourism <http://www.gov.mb.ca/chc/>

#### **Community Places Program**

##### **Objective**

To contribute to the general well-being of Manitoba communities by assisting non-profit organizations to undertake facility projects they initiate to provide long term wellness, recreational and social benefits for their community.

##### **Grants**

Community groups sponsoring projects involving the construction, purchase, upgrading, or expansion of recreational facilities, libraries, museums, cultural facilities, community parks/playgrounds, child day cares, seniors' activity centres, facilities for the disabled and community resource centres can apply to the Program for up to 50% of total project costs. The maximum grant is \$50,000.

##### **Technical Consultation Services**

These services are provided by the Program's Facility Consultant who assists community groups in the planning and development of facility projects. Consultations include planning and design advice, project and operating cost projections, information on regulatory requirements, the provision of schematic drawings and assistance with the tendering process.

##### **Eligibility Criteria**

Eligible to apply are non-profit community organizations throughout Manitoba with the exception of public schools, universities, hospitals, nursing homes, commercial co-operatives and federal, provincial and City of Winnipeg departments and agencies. Ineligible projects include those involving housing, worship space and municipal services.

##### **Project Funding**

Project sponsors' contribution to project costs can include locally raised funds, other non-Provincial sources, volunteer labour, donated materials and loaned heavy construction equipment. In communities under the jurisdiction of the Northern Affairs Act, Manitoba Aboriginal and Northern Affairs may provide the local government portion of eligible project costs.

##### **Contact Information**

##### **Regional Offices / Bureaux régionaux**

Central Region / Région du Centre  
225 Wardrop St.  
ph. 822-5418 Tél.

Morden MB R6M 1N4  
225, rue Wardrop  
fax 822-4792 Téléc.  
e-mail [gtimmerman@gov.mb.ca](mailto:gtimmerman@gov.mb.ca) courriel

Eastman Region / Région de l'est  
Box 50, 20 - 1st St. S.  
ph. 268-6018 Tél.  
Beausejour MB R0E 0C0  
C.P 50, 1re Rue S., bureau 20  
fax 268-6070 Téléc.  
e-mail [dweibel@gov.mb.ca](mailto:dweibel@gov.mb.ca) courriel

Interlake Region / Région d'Entre-les-Lacs  
Box 1519, 62 - 2nd Ave.  
ph. 642-6006 Tél.  
Gimli MB R0C 1B0  
C.P. 1519, 2e Avenue, bur. 62  
fax 642-6080 Téléc.  
e-mail [dcain@gov.mb.ca](mailto:dcain@gov.mb.ca) courriel

Norman Region - The Pas / Région du Nord et du Pas  
Box 2550, 3rd & Ross Ave.  
ph. 627-8213 Tél.  
The Pas MB R9A 1M4  
C.P. 2550, angle de la 3e Rue et de l'avenue Ross  
fax 623-5792 Téléc.  
e-mail [whuculak@gov.mb.ca](mailto:whuculak@gov.mb.ca) courriel

Norman Region - Thompson  
59 Elizabeth Dr.  
ph. 677-6780 Tél.  
Thompson MB R8N 1X4  
59, prom. Elizabeth  
fax 677-6862 Téléc.  
e-mail [santila@gov.mb.ca](mailto:santila@gov.mb.ca) courriel

Parkland Region / Région des Parcs  
27 - 2nd Ave., S.W.  
ph. 622-2022 Tél.  
Dauphin MB R7N 3E5  
27, 2e Avenue, S.-O.  
fax 638-6558 Téléc.

e-mail [ebillows@gov.mb.ca](mailto:ebillows@gov.mb.ca) courriel  
Westman Region / Région de l'Ouest  
Room 112, 340 - 9th St.  
ph. 726-6066 Tél.  
Brandon MB R7A 6C2  
340, 9e Rue,  
bureau 112  
fax 726-6583 Téléc.  
e-mail [cmoore@gov.mb.ca](mailto:cmoore@gov.mb.ca) courriel

Winnipeg Office / Bureau de Winnipeg  
3rd Floor – 213 Notre Dame Ave.  
ph. 945-0502 Tél.

Winnipeg MB R3B 1N3  
213, av. Notre Dame, 3e étage  
fax 948-2086 Téléc.  
e-mail [mcpp@gov.mb.ca](mailto:mcpp@gov.mb.ca) courriel

### **REFURBISHMENT OF HISTORIC PROPERTIES**

Department of Culture, Heritage and Tourism  
<http://www.gov.mb.ca/chc/>

#### **Designated Heritage Building Grants Program**

Designed for restoration work to buildings legally protected under *The Heritage Resources Act* as municipal or provincial heritage sites.

#### **Contact Information**

Historic Resources Branch  
Main Floor - 213 Notre Dame Avenue  
Winnipeg, MB R3B 1N3  
Telephone: (204) 945-5809  
E-mail - [hrb@gov.mb.ca](mailto:hrb@gov.mb.ca)

### **EMPLOYMENT**

Department of Education and Youth  
<http://www.edu.gov.mb.ca/index.html>

#### **CareerFocus Program**

##### **Objective**

CareerFocus is designed to provide support to high school and post-secondary instructors who help students access career-related work experience. Under CareerFocus, instructors identify employers who are able to provide employment experiences that are related to the career plans of students identified for referral. Students have the opportunity to explore career possibilities and may establish contacts leading to permanent employment following graduation. Employers receive a wage incentive to assist in the creation of new career-related positions for students and benefit by having interested and motivated employees.

##### **Duration**

CareerFocus operates between April 1, 2003 and March 31, 2004. Applications will be accepted till March 31, 2004. Applications for the summer employment period - April 28 to September 1, 2003 must be received at least two weeks prior to the proposed start date or by June 16, 2003, for positions planned for July and August.

##### **Finances**

Manitoba CareerFocus provides employers with a wage incentive of \$2.00 per hour. Payments will be issued on a claim for reimbursement basis.

- Training costs will also be supported to a maximum of \$100.00 per position. All purchases of training must be substantiated by a completed Reimbursement for Training Costs Form.
- All employers are responsible for contributing to employee benefits such as vacation allowance, employment insurance and the Canada Pension Plan.
- All employers are eligible to apply for a maximum of three positions per independent work location.
- Manitoba CareerFocus **will not** provide wage incentives for:
  1. any weeks worked outside of the approved employment period;
  2. any weeks in which an employer has not provided a minimum of 25 regular hours of employment;
  3. any time off given to an employee in lieu of overtime pay **or** wages paid in lieu of notice or as severance pay;
  4. any hours worked on the seventh consecutive day.

## Contact Information

204-945-3557

## NEW BRUNSWICK



**Website:** <http://www.gnb.ca/index-e.asp>

There are few grants available to curling clubs for capital or program expenses.

### **EMPLOYMENT**

Department of Training and Employment Development

<http://www.gnb.ca/0311/0001e.htm>

### **Summer Employment Placements**

#### **Objective**

The key to economic prosperity is an educated workforce. That is why Training and Employment Development helps students pay for their post-secondary education and gain work experience by funding summer jobs.

#### **How does Summer Employment Placements work?**

Training and Employment Development, through our Central Provincial Student Referral Office, maintains a database of eligible students who wish to obtain employment through Summer Employment Placements. Municipalities, non-profit groups and provincial government departments and agencies that want to offer students interesting and worthwhile projects during the summer months may apply for funding. If approved, the funding helps employers to create the student positions. Employers can select from a list of eligible students referred to them from the Provincial Student Referral Office, where the needs of the employer are matched with the education and skills identified by the students.

#### **I'm a student, how do I register?**

Placements are only available to students who will be attending a post-secondary institution in the fall and have registered with the Central Provincial Student Referral Office. Starting in December each year, you can obtain an application for registration at any:

- Training and Employment Development Office,
- Service New Brunswick Centre,
- New Brunswick university, or
- New Brunswick Community College.

Although the application deadline is June 30th, you are encouraged to apply early as placements begin in April. For more information contact the Provincial Student Referral Office directly at (506) 453-3058, by fax (506) 462-5084.

#### **I'm an employer, how do I apply for job funding?**

Employer applications are available at any Training and Employment Development Office or Service New Brunswick Centre. Municipalities, non-profit groups and provincial government departments and agencies are eligible to apply. The deadline is March 1st of each year. For more information you can phone us at 453-3818, fax us at (506) 453-7962.

#### **Are there any guidelines as to jobs that can be funded?**

In order to ensure funds are targeted at creating additional employment opportunities a number of guidelines apply:

- funding is only available in instances where the summer jobs are incremental to regular employment levels,
- funding can not be used to convert part-time positions to full-time positions,
- funded jobs can not displace or replace existing staff or volunteers who are on layoff, vacation or parental leave,
- funding can not be used to create jobs already funded under another government program,
- family members or officers or directors of the applying organization, can not be hired through Summer Employment Placements, and
- funded jobs must be in compliance with all collective agreements signed by the applying organization with its unionized workers.

#### **What do these summer positions pay?**

Training and Employment Development will reimburse the employer \$6.25 per hour (to a maximum of 40 hours per week), plus the employer's share of benefits. We encourage employers to top-up wages whenever possible.

#### **Contact Information**

Culture and Sport Secretariat  
Sport recreation and culture branch  
Leadership grants for training sessions available  
Place 2000, 250 King Street, P.O. Box 6000  
Fredericton NB E3B 5H1  
Tel: (506) 453-2928  
Fax: (506) 453-6548

#### **HOSTING GRANT**

Minister of Intergovernmental and International Relations Culture and Sport Secretariat  
<http://www.gnb.ca/0131/index-e.asp>

#### **Objective**

The Government of New Brunswick and the Culture and Sport Secretariat recognize the benefits of hosting major events in the province. These events generate economic activity, and help to promote and develop both the sport and the province. Provincial organizations hosting a national or international event/championship in New Brunswick may be eligible for financial assistance to fund basic administrative and operational costs. Priority will be given to events attracting the largest number of participants and visitors.

#### **Amount:**

Maximum assistance is \$3,000. Funding assistance will be determined after a review of the proposed operating budget which includes all sources of income and expenditures. Our contribution may total 20% of the operating budget, not in excess of \$3,000. Funding will be paid out to the treasurer of the provincial organization. An amount equal to 40% of the grant will be held back, until we receive a financial statement which must be submitted within 60 days following the event.

Event organizing committees that receive hosting program funding through their provincial organization must contribute 50% of any profits to the provincial organization. This refund amount is calculated excluding facility improvements, and is not to exceed the amount of the original hosting grant.

The funding contribution of the Government of New Brunswick must be acknowledged in all news releases and advertisements.

#### **Contact Information**

Culture and Sport Secretariat

Place 2000  
P.O. Box 6000  
Fredericton, N.B. E3B 5H1  
Arts and Heritage tel.: (506) 453-2324, fax: (506) 453-2416  
Sport tel.: (506) 453-2928, fax: (506) 453-6548

### **SUPPORT FOR ATHLETES**

Minister of Intergovernmental and International Relations Culture and Sport Secretariat  
<http://www.gnb.ca/0131/sportdev-e.asp>

#### **High Performance Athlete Assistance**

Funding is provided to New Brunswick's top amateur athletes who are not nationally carded. Athletes must be competing in a recognized sport in a discipline featured in a major games (Olympics/Paralympics/Canada Games, etc.). Support is for training and competition expenses. The program aims to assist people to make the senior national team. The athletes who are closest to making their senior national team will be the most likely to receive support. Individual athlete applications are coordinated and evaluated by the provincial sport organization before being reviewed by the Sport, Recreation and Active Living Branch. Approximately \$70,000 is distributed to between 65 and 80 athletes annually.

#### **Contact Information**

Culture and Sport Secretariat  
Place 2000 P.O. Box 6000  
Fredericton, N.B. E3B 5H1  
Arts and Heritage tel.: (506) 453-2324, fax: (506) 453-2416  
Sport tel.: (506) 453-2928, fax: (506) 453-6548  
[Sport@gnb.ca](mailto:Sport@gnb.ca)

### **EQUIPMENT AND CAPITAL GRANTS**

#### **Regional Development Corporation**

<http://www.gnb.ca/0096/index-e.asp>

*Note: This one is a long shot. You might want to speak to your MLA before attempting this one.*

#### **Youth Community Assistance Program**

<http://www.gnb.ca/0096/Youth-e.asp>

#### **Objective**

To provide funding for capital initiatives in support of youth community oriented projects that, without such support, would otherwise not proceed. This program is administered by the Regional Development Corporation and is designed to complement federal and provincial programs related to youth community development.

#### **Program Criteria**

Assistance will be available to non-profit organizations and/or municipalities engaged in youth community-related projects such as playgrounds, youth centres, recreation centres, soccer fields, baseball fields, etc. Priority will be given to projects where programs and services to the youth can be delivered at minimal or no fee.

#### **Amount of Financial Assistance**

The level of assistance available for qualifying capital costs under the Youth Community Assistance Program will be based on the type of project.

- Playground type projects will be eligible for 100% of the total approved material costs to a maximum level of \$15,000. Eligible costs include playground equipment, fencing and

soil/gravel. (Operational costs, harmonized sales tax (hst), land costs, machinery, planning and labour costs are not eligible costs.)

- All other project types will be eligible for 50% of the total approved project costs to a maximum level of \$30,000. Eligible costs include materials, building materials, land preparation, machinery rental, purchase of recreational equipment, and labour associated with the project. (Operational costs, harmonized sales tax (hst), land costs and planning costs are not eligible costs.)

### **Contact Information**

Youth Community Assistance Program  
Regional Development Corporation  
836 Churchill Row, P. O. Box 428  
Fredericton NB E3B 5R4  
Telephone: (506) 453-8534  
Fax: (506) 453-7988  
Web site: <http://www.gov.nb.ca/rdc/prog2.htm>

### **Canada-New Brunswick Infrastructure Program**

<http://www.gnb.ca/0009/0376/0001/index-e.html>

Confer with your municipal politician and your MLA. before applying.

### **Objective**

The purpose of the Infrastructure program is to improve urban and rural municipal infrastructure in Canada and New Brunswick. Infrastructure program objectives include improving Canadian's quality of life through investments. The first priority is green municipal infrastructure to ensure safe drinking water and more effective waste management systems. A minimum of 70 % of the total funding will be directed to Green Local Government infrastructure.

Secondary priorities for the program include : local transportation, cultural and recreational facilities, infrastructure supporting tourism, rural and remote telecommunications, high-speed internet access for local public institutions and affordable housing. Whether providing a community with healthy drinking water or helping to keep a river clean, building a safer sewage system or creating an ecologically sound landfill, the Canada Infrastructure Program will be working toward improving the condition of our environment.

### **Contact Information**

Infrastructure Secretariat  
Department of the Environment and Local Government  
P. O. Box 6000  
Fredericton, NB, E3B 5H1  
(506) 457-4947  
Fax: (506) 457-4991  
[Walter.Waite@gnb.ca](mailto:Walter.Waite@gnb.ca)



## NEWFOUNDLAND & LABRADOR



**Website:** <http://www.gov.nf.ca/>

There are few grant programs available to individual curling clubs. The Government partially funds the provincial curling association.

### **SUPPORT FOR ATHLETES**

*Tourism, Recreation and Culture Ministry*

A) <http://www.gov.nf.ca/tcr/>

B)

C) **Labrador Travel Subsidy**

The Labrador Travel Subsidy provides funding which supports transportation costs and permits the high school athletic federation to offer Labrador students an athletic program similar to that available to students on the island part of the province. It allows a greater number of schools throughout Labrador to participate in the program.

### **Contact Information**

Goronwy Price, (709) 896-3209

### **Athlete Assistance Program**

To provide financial assistance to our provinces elite amateur athletes as they pursue athletic excellence in their chosen sport. The program offers grants ranging from \$500, \$ 1000 and \$ 1500 to eligible athletes.

### **Contact Information**

Glenn Littlejohn, (709) 729-5923

### **PROGRAM GRANTS**

#### **Community Recreation Development Grants**

Designed to offset the cost of providing recreation and sport/active living programs and leisure services with the Community Recreation Committees in communities of less than 6000 people can apply for financial support. Application forms are available through regional offices.

### **Contact Information**

David Doyle, (709) 729-5281

### **VOLUNTEER DEVELOPMENT**

#### **Human Resource Development**

Staff develop and deliver a variety of training and educational programs in the form of workshops, seminars and meetings, designed to enhance and support the professional development of volunteers, community groups. These training programs include play leadership, skills training for management volunteers, and the National Coaching Certification Program. Ongoing specialty workshops can be arranged on request

### **Contact Information**

David Doyle (709) 729-5281  
Dave Feener - Avalon regional office (709) 729-6291  
Clayton Welsh - Eastern regional office (709) 832-2202  
Randy White - Central regional office (709) 535-6903  
Josh Carey - Western regional office (709) 637-2427  
Trevor Paine - Labrador regional office (709) 896-7251

### **EMPLOYMENT**

#### **Human Resources and Employment Ministry**

[http://www.gov.nf.ca/hre/employ&career/wage\\_sub.htm](http://www.gov.nf.ca/hre/employ&career/wage_sub.htm)

#### **Youth Services and Post Secondary Education (YSPSE)**

##### **Graduate Employment Program**

The Graduate Employment Program is funded by the Department of Youth Services and Post Secondary Education (YSPSE) and jointly managed by YSPSE and the Department of Human Resources and Employment. The program is designed to help recent post secondary graduates secure valuable work experience in their field of study. Eligible graduates can use this wage subsidy program to market themselves to employers.

##### **Who does it serve?**

The Graduate Employment Program serves students who:

- Have successfully completed a post secondary program (minimum duration of one academic year)
- Are currently unemployed or under-employed (working less than 20 hours per week or working in an area not related to their field of study)
- Have graduated at least three months and no longer than two years
- Are not an immediate family member of the employer.
- Are Non E.I. eligible:
  1. Currently not receiving E.I. benefits; and
  2. Have not received E.I. benefits within the last three years; or
  3. Have not received E.I. maternity or parental benefits within the last five years

##### **Description**

The Graduate Employment Program will provide 60% of the starting salary of the approved position, to a maximum program contribution of \$10,000. The subsidy will cover a period of 52 weeks. These positions will not result in the displacement of existing employees or employees who are on lay-off, recall or absent because of work stoppage or labour/management dispute. The employer should develop and undertake activities that will provide work experience pertaining to the graduate's field of study.

##### **How to access?**

Applications may be obtained from any office of the Department of Human Resources & Employment. Applications must originate from employers; however, unemployed individuals may use the Graduate Employment Program application in their job search.

For more information contact your nearest Human Resources & Employment office or one of the numbers listed below:

## **Contact Information**

### **Avalon Region**

St. John's  
Tel: 729-4317  
Fax: 729-5756

Mount Pearl  
Tel: 729-6190  
Fax: 729-0736

Carbonear  
Tel: 945-3105  
Fax: 945-3073

### **Central Region**

Grand Falls-Windsor  
Tel: 292-4574  
Fax: 292-4501

### **Western Region**

Corner Brook  
Tel: 637-2601  
Fax: 637-2630

### **Labrador Region**

Happy Valley  
Tel: 896-8846  
Fax: 896-5371

## **Employment and Career Services: Seasonal Employment Program**

The Seasonal Employment Program is designed to provide individuals with skills to improve job performance and enhance prospects for long-term employment.

### **Participants of the Seasonal Employment Program must:**

- Be currently unemployed or under-employed (working less than 20 hours per week)
- Not be in receipt of federal or provincial pension income, or workers' compensation benefits.
- Not be an immediate family member of the employer
- Be non E.I. eligible:
  1. Currently not receiving E.I. benefits; and
  2. Have not received E.I. benefits within the last three years; or
  3. Have not received E.I. maternity or parental benefits within the last five years
  4. Have not received E.I. maternity or parental benefits within the last five years

### **Description**

The Seasonal Employment Program provides 50% of hourly wages to a maximum of \$3.00 per hour for a minimum of eight weeks and a maximum of 15 weeks. The program provides seasonal employers the opportunity to assist in expanding their seasonal operation and create full-time seasonal employment.

These positions shall not result in the displacement of existing employees or employees who are on lay-off, recall or absent because of work stoppage or labour/management dispute

### **How to access**

Applications may be obtained from any office of the Department of Human Resources & Employment. Applications must originate from employers; however, unemployed individuals may use the Seasonal Employment Program application in their job search

### **Contact Information**

#### **Avalon Region**

St. John's  
Tel: 729-4317  
Fax: 729-5756

Mount Pearl  
Tel: 729-6190  
Fax: 729-0736

Carbonear  
Tel: 945-3105  
Fax: 945-3073

#### **Central Region**

Grand Falls-Windsor  
Tel: 292-4574  
Fax: 292-4501

#### **Western Region**

Corner Brook  
Tel: 637-2601  
Fax: 637-2630

#### **Labrador Region**

Happy Valley  
Tel: 896-8846  
Fax: 896-5371

### **Employment and Career Services: Employment Generation Program**

The Employment Generation Program is designed to provide individuals with skills to improve job performance and enhance prospects for long term employment.

Participants of the Employment Generation Program must:

- Be unemployed or under-employed (working less than 20 hours per week or working in an area not related to their field of study) and actively seeking employment.
- Not be an immediate family member of the employer.
- Be Non E.I. eligible:
  1. Currently not receiving E.I. benefits; and
  2. Have not received E.I. benefits within the last three years; or
  3. have not received E.I. maternity or parental benefits within the last five years

#### **Description**

**Private Sector:** The Employment Generation Program will provide 50% of the hourly wage to a maximum of \$4.00 per hour for the first 20 and final 20 weeks of a 60 week program.

**Non-Profit Sector:** The Employment Generation Program will provide 100% of the hourly wage to a maximum of \$5.68 per hour for the first 20 and final 20 weeks of a 60 week program. The employer must provide **60 continuous weeks of employment**. The position will not result in the displacement of existing

employees or employees who are on lay-off, recall or absent because of work stoppage or labour/management dispute.

**How to access?**

Applications may be obtained from any office of the Department of Human Resources & Employment. Applications must originate from employers; however, unemployed individuals may use the **Employment Generation Program** application in their job search. For more information contact your nearest Human Resources & Employment office or one of the numbers listed below:

**Contact Information**

**Avalon Region**

St. John's  
Tel: 729-4317  
Fax: 729-5756

Mount Pearl  
Tel: 729-6190  
Fax: 729-0736

Carbonear  
Tel: 945-3105  
Fax: 945-3073

Harbour Grace  
Tel: 945-3105  
Fax: 945-3073

**Central Region**

Grand Falls-Windsor  
Tel: 292-4574  
Fax: 292-4501

**Western Region**

Corner Brook  
Tel: 637-2601  
Fax: 637-2630

**Labrador Region**

Happy Valley  
Tel: 896-8846  
Fax: 896-5371

**Youth Services and Post Secondary Education(YSPSE); Student Work and Services Program (SWASP) Paid Employment Component**

The Student Work and Service Program (SWASP) paid employment component is funded by the Department of Youth Services and Post Secondary Education (YSPSE) through the Student Investment and Opportunity Corporation and is jointly managed by YSPSE and the Department of Human Resources and Employment. This program is designed to assist individuals who plan to attend or return to a post secondary institution.

**Who does it serve?**

Post secondary students

**Description**

Employers receive \$2.75 per hour towards the student's salary for a minimum of five weeks to a maximum of 14 weeks. In addition to salary, students receive a \$50.00 per week tuition voucher for every week worked under the program. This voucher is redeemable at any post-secondary institution in Canada.

**How to access**

Applications may be obtained from any office of the Department of Human Resources & Employment. Applications must originate from employers. However, students may use the **Student Work and Service Program** application in their job search.

**Contact Information****Avalon Region**

St. John's  
Tel: 729-4317  
Fax: 729-5756

Mount Pearl  
Tel: 729-6190  
Fax: 729-0736

Carbonear  
Tel: 945-3105  
Fax: 945-3073

Harbour Grace  
Tel: 945-3105  
Fax: 945-3073

**Central Region**

Grand Falls-Windsor  
Tel: 292-4574  
Fax: 292-4501

**Western Region**

Corner Brook  
Tel: 637-2601  
Fax: 637-2630

**Labrador Region**

Happy Valley  
Tel: 896-8846  
Fax: 896-5371

**Student Employment Program (Levels I, II, III)**

Assists community-based non-profit organizations in creating summer employment for high school students. Funded by the Department of Youth Services and Post-Secondary Education (YSPSE) and administered through the Human Resources and Employment delivery system, the program is designed to provide students with an opportunity to gain valuable work experience which may improve their future employment opportunities.

**Eligible Clients**

Any individual who:

- plans to attend or return to a post-secondary institution within the next year;

- is legally entitled to work in Canada;
- and is not an immediate family member of the employer.

### **Eligible Sponsors**

Profit and non-profit private sector enterprises are eligible.

### **How to Apply**

Contact the nearest office of Human Resources and Employment at the number listed below.

### **Contact Information**

#### **Avalon Region**

St. John's  
Tel: 729-4317  
Fax: 729-5756

Mount Pearl  
Tel: 729-6190  
Fax: 729-0736

Carbonear  
Tel: 945-3105  
Fax: 945-3073

#### **Central Region**

Grand Falls-Windsor  
Tel: 292-4574  
Fax: 292-4501

#### **Western Region**

Corner Brook  
Tel: 637-2601  
Fax: 637-2630

#### **Labrador Region**

Happy Valley  
Tel: 896-8846  
Fax: 896-5371

and/or

### **The Newfoundland and Labrador Information Network**

Toll-Free at 1-800-563-6600 (729-6600 St. John's calling area)

## **NORTHWEST TERRITORIES**



**Website:** <http://www.gov.nt.ca/research/departments/index.html>

### **PROGRAM FUNDING**

Department of Municipal and Community Affairs Recreation and Sport Contributions

<http://www.maca.gov.nt.ca/>

Most of the funding goes to territorial and regional recreation and sports organizations.

### **TERRITORIAL AND REGIONAL RECREATION AND SPORT ORGANIZATION CONTRIBUTIONS**

#### **Purpose**

To financially assist territorial and regional recreation and sport organizations which are registered non-profit societies to provide recreation and sport programs and services to their members, and to community governments in the NWT.

#### **Eligibility**

Recreation and sport organizations are eligible for funding for the following expenses and activities:

- Program administration expenses (maximum of fifteen percent of contribution agreement total including audits and financial statements, insurance, annual reports, office);
- Selection and participation of northerners in regional, territorial, national or international recreation and sporting events, including travel costs;
- Development of recreation and sport organizations, including annual conferences and general meetings and strategic planning;
- Initiatives aimed at the development of participants and leaders in recreation and sport activities;
- Promotion of and development of resources for recreation and sport activities, including the development of internet websites
- Hosting regional, territorial, national and international (such as the Arctic Winter Games) recreation and sporting events
- Awards and recognition programs
- Research initiatives

### **COMMUNITY RECREATION AND SPORT**

#### **Purpose**

To financially assist eligible community governments or registered "not for profit" community-based recreation and sport organizations to provide recreation and sport programs in communities.

#### **Eligibility**

Community governments and non-profit community recreation organizations are eligible for funding for the following activities and events and sports.

- Participation in recreation and sport events;



- Development and delivery of recreation and sport activities, including traditional aboriginal recreation and sport activities;
- Development and delivery of a public aquatics programs either at a public pool or a waterfront, includes support to transport residents of small communities to communities with a public pool;
- Promotion of and development of resources for recreation and sport;
- Development and delivery of recreation training, skills workshops or clinics;
- Improvements to local recreation and sport programs and services;
- To obtain sport and recreation equipment for public programs;
- To develop sport and recreation plans (multi-year facility, event hosting, strategic plans, program development plans etc).

**Contact Information**

Yellowknife Office for Sport, Recreation and Youth Programming  
 (867) 873-7757 or,  
 (867) 920-6192.

**EMPLOYMENT - YOUTH EMPLOYMENT**

To help students and youth make the transition to employment, Wage subsidies are available to employers to offset the cost of hiring individuals with limited skills. Students or youth may be subsidized individually or on a project basis.

**Program Objective**

The objective of the Youth Employment (YE) program is to provide opportunity for youth and students to obtain essential skills through work experience. Essential skills are defined as; reading, writing, mathematics, oral communications; thinking skills, teamwork; computer use and continuous learning. Wage subsidies are provided to employers to offset the costs of training.

**Eligible Employers**

- NWT employers in business a minimum of six months and licensed to operate in the NWT.
- Municipalities, Aboriginal Organizations, Friendship Centers, Health and Educational Institutions
- Volunteer Organizations and Agencies, Business Associations and Professional Associations

**Eligible Participants**

Participants must be:

- Students returning to full-time studies
- Youth, aged 15-29, not in school and unemployed or underemployed, or
- Students or youth currently receiving Employment Insurance (EI) benefits, or
- Students or youth who had an EI claim which ended in the past 3-5 years

**Financial Assistance**

Salary subsidies are negotiable to a maximum of \$5 per hour for private and public sector employers, 90% of minimum wage and employee benefits for non-profit organizations.

**How long is the Program?**

Maximum Duration for the program is 52 weeks. Jobs must be a minimum of 6 weeks and provide at least 30 hours of work weekly.

**Contact Information**

Career Centre / Canada-NWT Service Centre

Fort Simpson (2nd floor Deh Cho Hall)..... 695-7334

**Fax..... 695-7351**

Fort Smith (Sweetgrass Building)..... 872-7217  
**Fax..... 872-4507**  
Hay River (Courthouse Building)..... 874-9200  
**Fax..... 874-9215**  
Inuvik (1st floor Perry Building)..... 777-7365  
**Fax..... 777-4531**  
Norman Wells (Gov't Building)..... 587-2566  
**Fax..... 587-2612**  
Yellowknife (Joe Tobie Building)..... 766-5100  
**Fax..... 873-0423**

## NOVA SCOTIA



**Website:** <http://www.gov.ns.ca/>

### CAPITAL

#### **Sports and Recreation Commission**

<http://www.gov.ns.ca/src/publications/index.htm>

#### **Recreation Facility Development Program**

The Recreation Facility Development Program assists municipalities and community groups in the planning, construction, renovation, conservation or acquisition of facilities for public recreation purposes. Types of projects generally eligible for assistance are community centres, pools, sport facilities, parks, playgrounds, trails and other outdoor recreation facilities.

#### **Guidelines**

Applicants can apply for up to 1/3 of total capital cost of a project.

#### **Deadline**

First Monday in February

#### **Eligible organizations**

Incorporated not-for-profit societies and municipalities. Applicants are only eligible for either the Community Recreation Capital Grant Program or Recreation Facility Development Program, once in any four year period.

#### **Community Recreation Capital Grants Program**

The Community Recreation Capital Grant Program (CRCG) assists with the development of small scale indoor and outdoor capital recreation projects. CRCG program funding must be used for:

- public, community recreation purposes;
- items of a permanent, non-consumable, capital nature; and,
- projects where the need for financial assistance is demonstrated.

#### **Guidelines**

Applicants can apply for up to 1/3 of total capital cost of a project to a maximum of \$3,000. Applications can be made year round - until funding is depleted.

#### **Eligible organizations**

Incorporated not-for-profit societies and municipalities. Applicants are only eligible for either the Community Recreation Capital Grant Program or Recreation Facility Development Program, once in any four year period.

#### **Planning Assistance Program**

Assists municipalities and community organizations obtain professional assistance in planning, designing and researching proposed and existing recreation facilities.

**Guidelines**

Applicants can apply for up to 50 per cent of total cost of consultants' fees, to a maximum of \$5,000.

Applications can be made year round.

**Eligible organizations**

Incorporated not-for-profit societies and municipalities. Applicants are only eligible for either the Community Recreation Capital Grant Program or Recreation Facility Development Program, once in any four year period.

**Contact Information**

Nova Scotia Sport and Recreation Commission Main Office  
P.O. Box 864  
5516 Spring Garden Road  
2nd Floor  
Halifax, Nova Scotia B3J 2V2  
Tel: (902) 424-7512  
Fax: (902) 424-0520  
email: daltonam@gov.ns.ca  
Website: www.gov.ns.ca/src

**Regional Offices**

**Cape Breton**

Coleen Chisholm  
380 Kings Road  
Sydney, Nova Scotia, B1S 1A8  
Phone: (902) 563-2380  
Fax: (902) 563-2565  
email: chishoco@gov.ns.ca

**Central**

Carol Davis-Jamieson  
P.O. Box 864  
5516 Spring Garden Road - 2nd floor  
Halifax, Nova Scotia, B3J 2V2  
Phone: (902) 424-7622  
Fax: (902) 424-0520  
email: davisjcm@gov.ns.ca

**Fundy**

Jim Campbell  
35 Commercial Street - Suite 101  
Truro, NS B2N 3H9  
Phone: 902) 893-6215  
Fax: 902) 893-6108  
email: jcampbel@gov.ns.ca

**Highland**

Gerard MacIsaac  
20 St. Andrews Street  
Antigonish, Nova Scotia, B2G 2H1  
Phone: (902) 863-7380  
Fax: (902) 863-7477

email: macisagx@gov.ns.ca

**South Shore**

Debby Smith  
99 High Street - Suite 200  
Bridgewater, Nova Scotia, B4V 1V8  
Phone: 902) 543-5000  
Fax: 902) 543-0676  
email: smithde@gov.ns.ca

**Valley**

Mike Trinacty  
28 Aberdeen Street, Suite #2  
Kentville, Nova Scotia, B4N 2N1  
Phone: (902) 679-4390  
Fax: 902) 679-6094  
email: trinacme@gov.ns.ca

**Service Nova Scotia and Municipal Services**

<http://www.gov.ns.ca/snsmr/muns/infr/access/access.stm>

**Municipal Services / Community ACCESS-ability**

The Community ACCESS-ability Program is one way the Government of Nova Scotia is demonstrating its commitment to equal opportunity and improving access to community facilities and venues for persons with disabilities. Under this program, funds are available for cost shared grants to community groups for accessibility related capital improvements. Proposals for ACCESS-ability Grants are welcome from non-profit community organizations or groups, and municipalities.

Under this program, the provincial Government will make grants of up to two thirds of the direct and indirect costs of renovations, installations, and/or equipment, with the sponsoring organization being responsible for raising at least one third of their improvement project's funding from other sources. The maximum grant available for individual projects is \$10,000. Priority will be given to applications which demonstrate that the improvement proposed is part of an overall plan and commitment to the inclusiveness of persons with disabilities.

Applications for ACCESS-ability Grant funds will be considered any time throughout the duration of the program, subject to funding availability.

**Eligibility**

Funding is available to non-profit community organizations or groups, and municipalities for renovations that will provide universal public accessibility or to upgrade existing accessible facilities to improve universal public accessibility.

Eligible types of facilities include the following:

- community halls/meeting facilities
- libraries
- parks or playgrounds
- community cultural/heritage facilities
- shelters/group homes [non profit]
- sport & recreation facilities

Eligible types of projects include the following:

- ramps
- barrier free washrooms
- power door operators

- audio signals and loops
- elevators and/or lifts
- lever door handles
- lighting/colour contrasting for visually impaired

Eligible types of organizations are:

- non profit community organizations or groups
- municipalities

Expenditures for renovations and equipment incurred prior to the date of the application approval will not be eligible for cost sharing under this program. Funding Applications for improvements to leased premises will be considered, provided the lease period extends to at least five years beyond the date the application is submitted to the Department.

### **Evaluation Criteria**

Program funding is limited. Consequently it may not be possible to respond favourably to all requests for assistance. Applications will be assessed on the basis of a variety of criteria including the following:

- The extent to which accessibility needs in the Community will be met through renovations or equipment
- History of sponsoring organizations service to the community
- Benefits to the community
- Cost effectiveness
- Extent of community support
- Ability of the sponsoring organization to maintain the improved facility
- Demonstrated ability of the sponsoring organization to complete the project on time and within budget
- The extent to which the project will serve the needs of multiple groups
- Identification of partner or co-sponsor organizations who will benefit

### **Funding**

Funding will be available across the province to eligible applicants who wish to make their facilities universally accessible. Grants of up to 66.6% of eligible costs to a maximum of \$10,000 per eligible project will be provided. Cost sharing is required, but applicants may use donations of eligible labour and materials as part of their contribution. Grants from other government sources may affect the amount of grant awarded under this program.

### **Contact Information**

Karen Ramsland, Program Coordinator  
 (902) 424-7798 or [kramslan@gov.ns.ca](mailto:kramslan@gov.ns.ca)  
 for more information about the ACCESS-ability program.

### **PROGRAMS - Sports and Recreation Commission**

<http://www.gov.ns.ca/src/publications/index.htm>

### **Community Development Grant Program**

#### **Purpose**

Local, municipal or regional organizations that initiate sport, recreation and fitness projects to achieve one or more of the following results will be considered for funding by the Nova Scotia Sport and Recreation Commission.

- Increase public awareness of the personal, social, economic and
- environmental value of participation in sport, recreation and fitness activities.

- Increase opportunities for safe participation in competitive and non-competitive forms of sport, recreation and fitness for all Nova Scotians.
- Improve the efficiency and effectiveness of communities and organizations that offer sport, recreation and fitness opportunities.
- Improve the quality and sustainability of indoor and outdoor areas and facilities.
- Increase the supply of knowledgeable, skilled and committed volunteer and professional leaders in sport, recreation and fitness.
- Increase the contribution of sport, recreation and fitness to community development.

### **Commission Priorities**

Priority will be given to projects that aim to increase participation:

- Of inactive or traditionally unserved populations
- By youth at risk in prevention oriented activities
- In fair and safe activities
- In environmentally sound outdoor recreation activities.

### **Guidelines**

- projects should be based on demonstrated needs, involvement of consumers, formal partnerships and be sustainable beyond government funding
- normally, 50 percent of costs could be shared to a maximum of \$5,000; higher percentages will be considered for Commission priorities
- a minimum of three quotes must be obtained to hire a consultant
- copies of useable resource material must be made available to the Nova Scotia Sport and Recreation Commission for its use
- equipment is an eligible cost but cannot be the only one,
- ongoing operational expenses and capital improvements are not eligible

### **Contact Information**

Nova Scotia Sport and Recreation Commission  
 P.O. Box 864  
 5516 Spring Garden Road  
 2nd Floor  
 Halifax, Nova Scotia B3J 2V2  
 Tel: (902) 424-7512  
 Fax: (902) 424-0520

### **Fundy**

35 Commercial Street, Suite 101  
 Truro, Nova Scotia B2N 3H9  
 Tel: (902) 893-6215  
 Fax: (902) 893-6108  
 E-mail: jcampbel@gov.ns.ca

### **Highland**

20 St. Andrews Street  
 Antigonish, Nova Scotia B2G 2H1  
 Tel: (902) 863-7380  
 Fax: (902) 863-7477  
 E-mail: macisagx@gov.ns.ca

### **South Shore**

99 High Street, Suite 200  
 Bridgewater, Nova Scotia B4V 1V8  
 Tel: (902) 543-5000

Fax: (902) 543-0676  
E-mail: smithde@gov.ns.ca

### **Valley**

28 Aberdeen Street, Suite 2  
Kentville, Nova Scotia B4N 2N1  
Tel: (902) 679-4390  
Fax: (902) 670-6094  
E-mail: trinacme@gov.ns.ca

### **Regional Offices**

#### **Nova Scotia Sport and Recreation Commission**

### **Cape Breton**

380 Kings Road  
Moxham Centre, Suite 2  
Sydney, Nova Scotia B1S 1A8  
Tel: (902) 563-2380  
Fax: (902) 563-2565  
E-mail: chishoco@gov.ns.ca

### **Central**

P.O. Box 864  
5516 Spring Garden Road, Suite 200  
Halifax, Nova Scotia B3J 2V2  
Tel: (902) 424-7622  
Fax: (902) 424-0520  
E-mail: [davisjcm@gov.ns.ca](mailto:davisjcm@gov.ns.ca)

### **Recreation Nova Scotia**

[http://www.recreationns.ns.ca/program/lucky\\_duck\\_loto.htm](http://www.recreationns.ns.ca/program/lucky_duck_loto.htm)

### **The Lucky Duck Lottery**

#### **What is Lucky Duck Lotto 2004?**

A fundraising program for community groups sponsored by Recreation Nova Scotia (RNS) for the past 24 years.

Here's How!

- Contact Recreation Nova Scotia
- Sign contract
- Sell Lotto Tickets
- Return unsold tickets and 30% of monies

#### **Who Can Participate?**

Any non-profit, recreation, sport, cultural, or community groups. Who Will Benefit? Community groups are the big winners by keeping 70% of ticket sales. In the past these funds have been used for operational cost, awards, special events, new equipment and uniforms. RNS uses the 30% balance to cover lottery administration costs and to help support programs like training workshops, liability insurance, newsletters and awards.

#### **Contact Information**

Recreation Nova Scotia  
Suite 312, 5516 Spring Garden Road  
Halifax, NS B3J 1G6



Phone: (902) 425-1128  
Fax: (902) 422-8201  
E-mail: [rns@sportsns.ns.ca](mailto:rns@sportsns.ns.ca)

## **EMPLOYMENT - NOVA SCOTIA YOUTH SECRETARIAT**

<http://youth.ednet.ns.ca/employment/pep/pep.asp>

### **Provincial Employment Program**

The Provincial Employment Programs (PEP for short) is funding established in 1978 to provide career-related work experience for students enrolled in post-secondary education. The programs administered by the Department of Education are:

#### **Nova Scotia Cooperative Employment Program for Students**

partners with Nova Scotia Universities and the Nova Scotia Community College system to create meaningful work experience for students enrolled in approved cooperative employment programs. Eligible employers work closely with the coop coordinators at the institutions to develop position descriptions and jobs that assist the student in bettering their skills in their specific field of study. Eligible employers include not-for-profit organizations and government funded organizations which meet the specific criteria for the program. This program offers three work terms: Summer, Fall and Winter. \*Students must be enrolled in Nova Scotia post-secondary institution

#### **Nova Scotia Employment Program for Students**

offers employers who have a not-for-profit status, as identified in the program mandate, the opportunity to create jobs to assist students in obtaining employment in their chosen fields of study. The positions must offer skill sets which the student has already studied and is perfecting with an eye for future full-time employment or positions designed to offer students experience in their field which they can take back into the learning environment at a higher level. This program runs from late May until the end of August. Students interested in these positions apply directly to the organizations who have received funding. Employers' are responsible for advertising and interviewing for the approved positions.

#### **Programs**

- [Nova Scotia Co-operative Employment Program for Students](#)
- [Nova Scotia Employment Program for Students](#)

#### **Contact Information**

Provincial Employment Program  
NS Department of Education  
Skills & Learning Branch  
2021 Brunswick Street  
Halifax, Nova Scotia  
B3J 2S9  
Telephone: 902-424-6000  
Toll Free (Within Nova Scotia): 1-800-424-5418  
FAX: 902-424-0508

## NUNAVUT



Website: <http://www.gov.nu.ca/>

**DEPARTMENT OF COMMUNITY, GOVERNMENT AND TRANSPORTATION**  
<http://www.gov.nu.ca/Nunavut/English/phone/cgt.shtml>

### **Sport and Recreation Grants and Contributions**

Guidelines for funding development/delivery of opportunities for sport, community recreation leadership and cultural games.

### **Contact Information**

Directorate Iqaluit  
Phone - 867-975-5306  
Fax - 867-975-5305  
Sport Nunavut  
Phone - 867-975-5348  
Fax - 867-975-5330

Recreation Development  
Phone 867-897-3600  
Fax 867-897-8014

Baker Lake Sport Nunavut  
Phone - 867-793-3310  
Fax 867-793-3321  
Toll Free 1-888-765-5506

## ONTARIO



Website: <http://www.gov.on.ca/>

### PROGRAMS AND CAPITAL

#### MINISTRY OF CULTURE

<http://www.culture.gov.on.ca/english/index.html>

#### Ontario Trillium Foundation

<http://www.trilliumfoundation.org/OTF-English/new/index.htm>

The Ontario Trillium Foundation has two granting streams: the [Community Program](#) and the [Province-Wide Program](#). As one of Canada's leading grant making foundations, the Ontario Trillium Foundation works with others to make strategic investments to build healthy, caring and economically strong communities in Ontario.

They provide three types of funding in each of our four sectors:

#### Operating Grants

for ongoing program and administration costs over a limited period of time of up to five years

#### Project Grants

for an initiative that has a definite beginning and end, and that may be in addition to a group's regular work

#### Capital Grants

for making repairs, renovations or improvements to lands and buildings, or for buying equipment that will have a direct effect on a group's programs or activities

You can apply for:

- One-year or multi-year grants of up to \$75,000 per year for up to five years
- One-time grants of up to \$75,000 in most catchment areas and \$100,000 in larger catchment areas\* for renovations/repairs, improvements to land or buildings, and equipment purchases that will take place during one year

\* Larger catchment areas are Champlain, Halton-Peel, Simcoe-York, and Toronto.

#### The Trillium Foundation funds four sectors:

##### Arts and Culture

We invest in arts, culture and heritage activities that expand community access and involvement, build community capacity to support activities in arts and culture, and recognize the role this sector plays in stimulating economic activity. We support both amateur and professional organizations in their efforts to expand volunteerism and to be more effective and responsive within their community. We fund initiatives

that celebrate community heritage and diversity, expand the availability of arts and cultural events, and encourage tourism within Ontario.

### **Environment**

We fund initiatives that protect and restore the environment or that increase awareness of our vital relationship with the ecosystem. We fund activities that help communities take a leadership role in protecting their natural environments and habitats, and that promote healthy living. We support environmental organizations in their efforts to become more efficient and to use their volunteers more effectively.

### **Human and Social Services**

We invest in projects that help communities prevent social problems and respond to emerging community challenges. We encourage civic participation, recognize diversity and promote healthy and safe communities. We support projects where organizations work together in partnerships to create integrated community solutions that improve access to programs and services and stimulate economic activity.

### **Sports and Recreation**

We fund a wide range of sports, leisure and recreation programs so that people of all ages and abilities can participate in community activities. We encourage initiatives that promote active living and enhance social and physical well-being. We help sports and recreation organizations in their efforts to be more effective and responsive to community needs, and fund new equipment and the repair of community facilities to improve access to sports and recreation. We support communities in their efforts to attract and host special sports and recreation events that encourage economic activity.

### **Contact Information**

See web site for full listing – <http://www.trilliumfoundation.org>

### **MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING**

[http://www.mah.gov.on.ca/scripts/index\\_.asp](http://www.mah.gov.on.ca/scripts/index_.asp)

### **Rural Economic Development Program**

#### **Objectives**

The Rural Economic Development program will stimulate:

- a diversified business climate in rural Ontario;
- the creation and retention of long-term jobs;
- a strategic and co-ordinate regional approach for rural economic development projects;
- investment in sectors that contribute to economic development in rural Ontario;
- the creation of alliances or partnerships and increased quality of participation of rural stakeholders;
- new markets and export development; and
- the development of information, tools and resources to enhance rural economic development.

#### **Who may apply?**

Rural areas depend on the efforts of a range of players working together to develop the local economy. Eligible clients include partnerships / strategic alliances between (any combination of) individuals, businesses, community organizations (including not-for-profit) and municipalities with an arm's length relationship from each other. All applicants must share in the risks of the project, invest in the project, and have a vested interest in completing the project. Individuals or individual businesses are not eligible to apply as sole applicants.

Applicants must demonstrate their ability to complete the project and carry on needed work after the project is finished. Applicants must establish and present the positive impact this project will have on the rural economy.

## **Funding**

The projects will be cost-shared with the provincial government investing up to 50 per cent of the project's eligible cost in most cases. Funding may be available at up to 90 per cent of the total eligible project costs, under special circumstances. In-kind contributions will not be eligible for cost sharing.

Applications will be accepted on an on-going basis until March 31, 2004. Projects must be completed no later than January 1, 2005. Applicants are encouraged to apply as soon as possible.

## **How to apply**

The Rural Economic Development Program has a two-stage application process:

- Pre-proposal in which applicants must register their project with the Rural Secretariat by submitting:
  1. a project registration form, and
  2. a project summary
- Full Application and Business Case which includes:
  1. a written business case, and
  2. completed schedules 1 to 5 (including separate General Company Information, Consent and Certification Form for each applicant).

## **Contact Information**

Rural Investments Branch  
1 Stone Road West  
Guelph, Ontario N1G 4Y2  
Tel: 1-888-588-4111  
Fax: (519) 826-4336  
E-mail: [OSTAR@mah.gov.on.ca](mailto:OSTAR@mah.gov.on.ca)

## **MINISTRY of CITIZENSHIP**

<http://www.gov.on.ca/citizenship/english/index.html>

## **COMMUNITY ACCESSABILITY PROGRAM**

Improving access, creating opportunities for people with disabilities in Ontario.

The Community AccessAbility Program is just one way the Government of Ontario is demonstrating its commitment to create opportunities and to prevent and remove barriers for people with disabilities.

The Community AccessAbility Program provides grants to incorporated, not-for-profit, non-government, community-based organizations in Ontario that enter into partnerships with others to create practical, workable projects that help to improve access for people with disabilities in key areas such as employment, transportation, education, training and access to services.

## **Goals**

The goals of the program are to:

- Encourage local organizations such as community groups, service clubs and businesses to work together to make their communities more accessible
- Promote the benefits of improving access so that people with disabilities can participate more fully in their communities
- Educate communities about the barriers faced by people with disabilities - physical, communication-related or attitudinal - and how to prevent and remove them
- Involve people with all types of disabilities in the planning and implementation of initiatives to help assure that these initiatives are responsive and appropriate

## **Your Community, Your Partners**

When it comes to improving access for people with disabilities, community partnerships make a difference. The Community AccessAbility Program encourages local organizations from the voluntary, private and broader public sectors to work together to make their communities more accessible. Everyone benefits when barriers are removed and people with disabilities can contribute fully to the social and economic life in Ontario.

## **Types of Community ACCESS-ability Projects**

Here are some examples of funded projects:

- An inspirational storybook to help build confidence and self-esteem in children with disabilities and to increase disability awareness in primary educational settings. The storybook was written and produced by a disability organization and three private sector partners.
- A disability organization and its community partners developed sensitivity training and materials for police service officers throughout Ontario on how to provide assistance to people with Parkinson's disease.
- An employment conference and job fair facilitated by a disability organization and nine cross-sector partners where people who are Deaf, deafened and hard of hearing could network with employers.
- Across Ontario, seniors living with epilepsy and their families have access to a resource kit containing comprehensive information about epilepsy, and a list of referral agencies developed by a disability organization and its community partners.

## **What you need to know**

### **Funding Local Projects**

The maximum grant for any project in your local community is \$ 5,000.

### **Cross-Regional/Provincial Projects**

A limited number of projects that have a broader, cross-regional/provincial impact may be considered for a maximum grant of \$ 10,000. Please note that these larger projects will be required to meet additional criteria that include having established partnerships in the regions where the project will be implemented. Only cross-regional/provincial projects with the greatest impact on accessibility for people with disabilities in several Ontario communities will be considered under this category.

### **Program Funding**

Program funding covers up to 50% of your total eligible project costs up to the grant maximum. You can count 'in-kind' support as part of the total cost of the project. This support must be calculated at its current market value. Please note that Government of Ontario funding from any source, including the Ontario Trillium Foundation, cannot exceed 50% of the total project cost.

### **Costs Eligible for Funding**

Costs eligible for funding include:

- Project co-ordination
- Administrative costs e.g. photocopying, courier and postage
- Promotion of the project e.g. newspaper advertisements and production of flyers
- Production of resource materials e.g. printing, graphic design and binders
- Accommodation for people with disabilities e.g. Braille, audio recording, sign language interpreters, computerized note takers, attendant services, CD-ROM, and real-time note-takers / captionists
- Honoraria (limited funding available)
- Travel and Transportation (limited funding available)

### **Costs Not Eligible for Funding**

Costs not eligible for funding include:

- Capital expenses such as equipment, furnishings or building renovations e.g. ramps, automatic door openers, etc.

- Operational expenses related to an organization's ongoing activities e.g. administrative and overhead costs, such as rent, telephone and communication lines/services; any other costs associated with ongoing programs and services, etc.
- Costs for food and beverages, hotel or other related hospitality expenses
- Therapy, counselling or ongoing support groups
- In-house staff development or education
- Refundable Goods and Services Tax and other refundable expenses e.g. security deposits, etc.

### **Who is Eligible for Funding**

The lead applicant must be a not-for-profit, non-government, community-based organization, incorporated for at least one year. Aboriginal organizations must be a First Nation or a not-for-profit, community-based organization incorporated for at least one year and/or a Metis Nation Charter community sponsored by the Metis Nation of Ontario Secretariat.

Unincorporated, not-for-profit, community-based organizations can seek sponsorship from an eligible organization.

Each applicant must demonstrate how people with disabilities will be involved in the project, and must demonstrate evidence of support for the project from the community.

Each applicant must also demonstrate that the proposed project involves the contribution of at least one project partner. Partner contributions can be financial or in-kind.

### **Who is Not Eligible for Funding?**

The following are not eligible to be lead applicants but are encouraged to be involved in projects as project partners or as community supporters:

- individuals
- private/for-profit organizations
- libraries
- universities, colleges, school boards and schools
- hospitals
- departments and agencies of provincial, federal and municipal governments
- organizations, projects or activities whose primary purpose is related to political activity as defined by Revenue Canada, including furthering the aims of a political party, promoting a political or religious doctrine, or persuading the public to adopt a particular political view.

### **Project Partners**

The Community AccessAbility Program encourages the development of a variety of partnerships and the involvement of different sectors of your community. Your partners can be any organization or business that is working with your organization on your Community AccessAbility project. For example, your partners could be:

- Local businesses and employers
- Chambers of commerce or other business/trade associations
- Municipal and federal governments, and agencies
- Hospitals and health care facilities
- Service clubs and other community organizations
- Libraries, school boards, colleges and universities
- Local media including television, radio and newspapers

Partners must contribute concrete support to the project, including voluntary, financial or in-kind contributions. For example, your partner might donate money, space, consulting expertise, equipment, printing or other services.

### **Contact Information**

(voice) 416-314-7541; Toll-free: 1-888-520-5828.  
TTY/TDD 416-326-0148;

Toll-free 1-888-335-6611.  
Fax: 416-314-7307.  
E Mail: [ODA@mczcr.gov.on.ca](mailto:ODA@mczcr.gov.on.ca)

## **EMPLOYMENT**

### **MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES**

<http://www.edu.gov.on.ca/eng/welcome.html>

#### **Summer Job Services**

This Ontario government program can help you find a summer job with businesses (including employers in rural Ontario and the agriculture and food industries), as well as non-profit or community organizations. The program provides free services to improve your job-search and self-marketing skills. It also provides \$2/hour wage subsidies for businesses (including those in rural Ontario) and community organizations that employ students for the summer.

#### **Who can participate?**

Summer Jobs Service is available if you are:

- 15 to 24 years old (up to 29 for a person with a disability);
- not currently working for the employer applying for the subsidy (exception: students whose part-time jobs will be increased to full-time while participating in the Summer Jobs Service);
- planning to return to school in the fall.

#### **What's offered?**

The program offers the following:

- free training on how to develop job-search and self-marketing skills to help you land and keep a job;
- a \$2/hour incentive for businesses (including those in rural Ontario) and non-profit and other community organizations to hire you;
- jobs that can last up to 16 weeks beginning in April and ending by September 30.

Call the toll-free Training Hotline for the name of the organization delivering the Summer Jobs Service in your area. In Northern Ontario, information about the program is also available from the local office of the Ministry of Northern Development and Mines.

In rural areas, businesses should contact the local office of the Ministry of Agriculture and Food or visit the Rural Summer Jobs Service Program.

#### **Contact Information**

Training Hotline at 1-888-JOB-GROW or (416) 326-5656 in Toronto.

## **HOSTING PROGRAMS**

### **MINISTRY OF TOURISM AND RECREATION**

<http://www.tourism.gov.on.ca/english/>

#### **Tourism Event Marketing Partnership Program**

As part of Ontario Tourism's marketing strategy, the Ministry will assist in the marketing of tourism events and festivals across the province. Ontario Tourism's participation in marketing these events will strengthen Ontario Tourism's brand image, help showcase the province to Ontarians and to the world and will encourage increased attendance at events therefore boosting local and regional economies. Sponsorship of



festivals and events is an effective marketing tool not only for Ontario Tourism but also for the destinations themselves. The use of events is one of the fastest growing consumer travel segments. Ontario Tourism efforts will benefit the province by concentrating on those opportunities with significant growth potential and economic impact and promotes Ontario and its communities as a safe travel destination.

## **Event Marketing and Development Fund (EMDF)**

### **Objectives**

Overall objectives of the programs are to

- Facilitate substantive economic benefit throughout the province through the marketing of tourism events with potential to increase visitor expenditure
- To strengthen Ontario Tourism brand image
- Increase the number of event “packages” to facilitate overnight stays and to extend the length of stay by visitors to a community (i.e. theatre/hotel/restaurant discounts);
- Promote Ontario and its communities as exciting travel destinations using events and festivals as a reason to visit;

### **Eligibility**

Ontario based public tourism events, which are:

- a new event
- an existing event targeting a new market(s)
- an existing event using a new advertising medium

To meet Ontario Tourism’s definition:

- Festival or event must take place in the Province of Ontario
- Festival or event must be of considerable interest to a large number of tourists
- Events must be open to the public without pre-registration or membership in a club or group

Ineligible activities:

- Charitable fund raising events, Meetings, conferences, conventions, investitures, VIP visits, award ceremonies, seminars, clinics and workshops.

### **Priorities for Ontario Tourism Partnership Support**

Events and festivals which:

- have significant public/private sector participation
- can attract increased visitation from new markets
- can extend length of stay and spending in the community by visitors
- are packaged with other tourism industry operators in the community
- can generate positive media exposure
- support Ontario Tourism’s Marketing Plan
- have local municipal support (letter of support must be provided)

Priority will be given to events:

- in the shoulder and off-peak tourist seasons
- marketing initiatives which target markets beyond 100km of the event location

### **Funding Levels**

Ontario Tourism funding will be limited to a maximum funding of \$50,000 and must not exceed 33% of the total event operating cost.

- Funding is approved annually based on criteria and results.
- Ontario Tourism Event Partnership funding must be equally matched with funding raised from the private or public sector for marketing purposes.

- In-kind contributions can be used towards matching Ontario Tourism funding; however, it cannot exceed 25% of the total matching funds required for the initiative.
- The value of in-kind contributions must be clearly documented (i.e. hotels services, transportation)
- To document matching contributions, a letter of commitment must be provided from each source. The letter should contain:
  1. indication that funds have been committed by private or public sector sources empowered to award funds
  2. a specific dollar amount
  3. any contingencies on availability of funds
  4. signature of authorized official
- Matching funds must be available to the project by the date the application is submitted.

**Note:** funding may be reduced or returned based on non-performance of the contract with Ontario Tourism.

### **Eligible Project Costs**

Eligible costs may include:

- placement of paid advertising: broadcast, electronic, or print advertising.

Ineligible costs include:

- General advertising campaigns, capital and operating costs of an event or event organization
- general, administrative costs
- production of publications, websites, videos, CD-ROMs.
- advertising creative

### **Contact Information**

Ontario Tourism Marketing Partnership Corporation,  
 10th floor, Hearst Block, 900 Bay Street,  
 Toronto, ON M7A 2E1  
 Attention: Tourism Recovery: Event Marketing and Development Fund.  
 416-212-6754 or  
 by email at  
 TourismRecovery@mczcr.gov.on.ca

## PRINCE EDWARD ISLAND



Website: <http://www.gov.pe.ca/>

### PROGRAM & CAPITAL COMMUNITY AND CULTURAL AFFAIRS

[http://www.gov.pe.ca/photos/original/cca\\_culture\\_dev.pdf](http://www.gov.pe.ca/photos/original/cca_culture_dev.pdf)

#### Community Recreation Support Program

The Community Recreation Support Program is designed to encourage communities to develop and provide opportunities for citizens to become physically active. Never has the importance of physical activity been more prevalent on PEI since the release of the "Second Report on the Health of Canadians" (Sept 1999) which indicates that PEI has the lowest percentage of physically active citizens in Canada.

The Division of Culture, Heritage, Recreation, and Sport is committed to reversing this trend of inactivity and with your support hopes to have Islanders become the most physically active citizens in Canada. Through focusing on the many benefits of recreation, collectively we can convince the Island population that adding recreation to one's lifestyle will enhance their quality of life. The following marketing messages support this initiative:

- Recreation and active living are essential to personal health - a key determinant of health status
- Recreation is key to balanced human development - helping Canadians reach for their potential
- Recreation and parks are essential to quality of life
- Recreation reduces self-destructive and anti-social behaviour
- Recreation and parks build strong families and healthy communities
- Pay now or pay more later! Recreation reduces health care, social service, and police/justice costs
- Recreation and parks are significant economic generators in your community
- Parks, open spaces and natural areas are essential to ecological survival

The Division is interested in working with communities by providing both funding and professional assistance in attempts to have Islanders understand the importance of including physical activity in their daily routines. To encourage Islanders to become more physically active, our division provides grants for the following four areas (1. [Arena Support](#) 2. [Leadership](#) 3. [Projects](#) 4. [Provincial Organizations](#)). The objectives of all four grants are as follows:

- To enable Islanders to become increasingly aware of the importance and benefits of physical activity in their lifestyles
- To support facilities which are a major provider of Active Living opportunities
- To encourage and support leadership (volunteer, staff, and organizations)
- To support initiatives or projects that promote the Active Living Concept

#### Contact Information

Brian McFeely  
Second Floor, Sullivan Building  
16 Fitzroy Street  
P.O. Box 2000  
Charlottetown, PEI  
C1A 7N8

## **HERITAGE - COMMUNITY AND CULTURAL AFFAIRS**

[http://www.gov.pe.ca/photos/original/cca\\_culture\\_dev.pdf](http://www.gov.pe.ca/photos/original/cca_culture_dev.pdf)

### **Cultural Development Program**

This program would be good for curling related history projects such as a club history.

### **Objective**

The Cultural Development Program is designed to assist in the development of cultural and heritage-based activities. The focus of this program is primarily directed at not-for-profit, community-based organizations and cultural groups. Individuals are **not eligible** to apply to this program and should contact the P.E.I Council of the Arts.

### **Funding**

This program is intended to complement the funding of the P.E.I. Council of the Arts. No project will receive from both programs. Applicants should be aware that information is shared between the two program adjudication panels. Grants are based on funds available and priority will be given to new initiatives.

Cultural Development Program grants are based on a matching formula (exclusive of in-kind contributions) and will not exceed 50% of the total budget for the project. Normally, the total funding from all provincial government sources should not exceed 60% per cent of the total project cost.

### **Components**

**Promotion and Marketing:** This component assists in marketing and promotional opportunities including showcase opportunities, exhibitions, touring and promotion initiatives.

Funding will be provided to cultural organizations and to non-profit and community groups to complete marketing studies and to develop and produce promotional materials for touring out-of-province and for other promotional initiatives. Out-of-province touring opportunities must be for a minimum of 10 days. All marketing and promotion projects must have attached a detailed plan of action outlining marketing and promotional strategies. Applicants are eligible for financial assistance to a maximum of \$4,000 on a matching basis.

**Cultural and Heritage Activities:** This component encourages development of **new** cultural activities and/or the **expansion** of existing cultural activities and markets through activities such as:

- existing activities with new techniques/components added and
- existing activities enhanced to reach a broader audience

**Heritage:** This component encourages the preservation of community heritage. Activities funded under this component would include community histories and other heritage-related activities which preserve local history. This program is not intended to provide operational funding for community museums.

Applicants are eligible to apply for financial assistance to a maximum of \$3,000, on a matching basis.

**Product Development:** This component supports the development of cultural products including theatrical productions, exhibitions (commercial fairs are ineligible), CDs, multimedia and books, CD production support requires that 50 per cent of content has not been previously recorded.

Priority will be given to groups submitting a detailed marketing plan, including promotional strategies for out-of-province markets.

Applications must supply a description of the project, including a detailed budget and identify the target market for the project.

Applicants are eligible to apply for financial assistance to a maximum of \$4,000, on a matching basis.

### **Contact Information**

Cultural Development Program  
Cultural Affairs Division  
Department of Community and Cultural Affairs  
P.O. Box 2000  
Charlottetown, PE C1A 7N8  
366-4787 Fax: 368-4663

### **HOSTING - TOURISM**

<http://www.gov.pe.ca/infopei/oneListing.php3?number=20673>

#### **Tourism Investment Fund Program Outline**

The Tourism PEI Investment Fund provides non-repayable contributions to assist in the development, coordination, marketing and/or delivery of eligible tourism initiatives. Financial support from the Investment Fund can not exceed 60% of the proposed cost of any project. Projects require a minimum operating budget of \$10,000 to apply for support under this program. Those projects approved under the Tourism Investment Fund will be eligible for an advance equaling 60% of approved funding. The balance of funding will be released pending a final report which will include a financial statement and activity report. The purpose of the fund is to assist projects achieve a financial break-even status. It is not intended to assist projects achieve a financial surplus.

#### **Eligibility and Application**

The Tourism PEI Investment Fund will only accept applications from industry associations and/or non-profit organizations. Projects which increase off-Island tourism visitation, increase length of stay and/or target the shoulder season will be given priority. To be eligible, a completed application form along with any additional support documentation should be submitted to the address below. Initial application review date is April 1, 2003.

#### **Types of Projects**

The types of projects which could be eligible to qualify for support under the Tourism PEI Investment Fund would include, but not be limited to, the following types of initiatives:

- Research
- Major Festival and Events
- Season Extension Activities
- Development Projects
- Quality Service and Training
- Niche Product Marketing

### **Contact Information**

Tourism PEI: (902) 368-4170.

### **EMPLOYMENT DEVELOPMENT AND TECHNOLOGY**

<http://www.gov.pe.ca/development/eda-info/index.php3>

### **Jobs For Youth**

The Jobs For Youth Program provides wage support to Island employers to create additional employment opportunities for Island students and youth between the ages of 16 and 29. This program is 100% funded by the Government of Prince Edward Island and administered by the Employment Development Agency. The Program operates year round or while funds are available.

### **Who may apply?**

The Program has three components: Private, Non-profit and Public Sector. Island businesses, non-profit organizations and Provincial Government departments are invited to submit project proposals to employ students or youth for periods ranging from eight to twenty weeks. Refer to the respective guidelines for application deadline and wage support offered in the current year.

### **Guidelines and Applications**

You can view each sector's Guidelines and Application online or print the application before completing. You can also complete the application online and forward it electronically. Program Guidelines and Applications can also be obtained by contacting the Employment Development Agency or any Access PEI location.

Students and Youth hired to fill positions of approved projects must be registered with the Central Jobs Registry.

### **Community Service Bursary**

The program is designed to:

- offer Island students in Grades 11 and 12, who plan to attend any post secondary institution, a tuition credit in recognition of volunteer work performed in the community;
- encourage volunteerism, support volunteer organizations and assist young people in achieving their education goals;
- improve access for youth to post secondary education by offering financial assistance;
- increase and encourage attendance at post secondary institutions;
- provide youth with new experiences in their communities;
- develop a sense of community responsibility in youth;
- develop career leadership skills in youth;
- provide meaningful services in Island communities.

### **Eligibility**

Island students in Grades 11 and 12, planning to attend any post-secondary institution, are eligible for a tuition credit of up to \$500. Credits are calculated at the rate of \$5 per hour for each hour of volunteer work to a maximum of 100 hours (minimum of 30 hours or \$150).

Tuition credit is valid for up to one year after graduation from high school. Students may collect hours until August 31 of their graduation year.

Participating organizations must be non-profit and non political. Fundraising activities do not qualify as volunteer work and the students must not displace paid employees.

### **Student Responsibilities**

Students are responsible for finding their volunteer placements. A list of organizations interested in participating in the program is available from local Community Development Officers. Students should review the steps in the process and the conditions before contacting a sponsoring organization or your guidance office.

### **Organization Responsibilities**

Organizations, not the students, apply to the Department of Development and Technology through the Community Development Officers. There are a number of conditions that the organization must meet before the application is accepted.

**Contact Information**

Mary Hunter  
First Floor,  
Sullivan Building  
P.O. Box 2000  
Charlottetown, PE  
C1A 7N8  
Telephone: (902) 368-5805  
Facsimile: (902) 368-5909

**SPECIAL PROJECTS PROGRAM**

The Special Projects Program provides wage support to create innovative employment and training opportunities for employment disadvantaged Islanders. This program is 100% funded by the Government of Prince Edward Island and administered by the Employment Development Agency.

**Who may apply?**

Either non-profit organizations in Prince Edward Island or municipal governments incorporated in Prince Edward Island, including their sponsored agencies, may apply.

**What types of projects are eligible?**

All types of proposals will be considered; however, preference will be given to projects which contribute to long term community development. Projects from higher employment disadvantaged regions of PEI are especially welcome.

**Contact Information**

Mary Hunter  
First Floor,  
Sullivan Building  
P.O. Box 2000  
Charlottetown, PE  
C1A 7N8  
Telephone: (902) 368-5805  
Facsimile: (902) 368-5909

## QUÈBEC



**Website:** [http://www.gouv.qc.ca/Index\\_en.html](http://www.gouv.qc.ca/Index_en.html)

### **Type of funding**

The commission on partnership for the workforce provides grants to enterprises and self employed workers for three programs: The program is divided into three types of funds:

- Research on the conditions in the implementation of the Law (Fonds National De Formation De La Main-D'Oeuvre)
- Research on the advertising of the qualifications required for the workforce (Fonds National De Formation De La Main-d'Oeuvre)
- Grants for sectorial intervention in the subject matter of workforce training (Direction du Fonds National de Formation De La Main-d'oeuvre)

### **Eligible**

This program is for researchers who are in the research field both in the public and private organizations. The project manager must have a doctorate degree or equivalent experience and training which is considered acceptable, resident of Quebec and must have a joint partnership with a Quebec institution or an institution which has an office in Quebec.

### **Admissible research activities**

Two types of research activities are admissible. The grants are for large scale projects and related scientific projects.

### **Budget**

The financial resource available for these programs in the next fiscal year is 1 million dollars.

### **Contact**

Ministère de L'Emploi, de la Solidarité Sociale et de la Famille  
25, Saint-Amable St.  
2<sup>nd</sup> Floor  
Quebec, Quebec G1R 4Z1  
Tel: 418-528-0622  
Website: <http://www.loto-quebec.com/>

### **Types of funding**

Loto-Québec's activities have helped finance hundreds of non-profit organizations (NPOs) throughout Québec. They provide three types of contributions.



## **Lottery**

Government of Québec, through Loto-Québec, entrusted non-profit organizations (NPOs) with the exclusive sales of lottery subscriptions through the Lotomatique subscription service.

## **Eligibility**

Any NPO wishing to become accredited must meet certain criteria. The organization must:

- have a place of business in Québec
- be non-political
- carry out its charitable work in Québec
- have a permanent means of communication
- hold a provincial or federal charter, or any other document issued by the Québec or Canadian governments, attesting that the organization is an officially recognized “non-profit” organization

## **Accreditation**

To become duly accredited, simply complete and provide the following documents:

- A federal charter, a provincial charter or any other document issued by the Québec or Canadian governments, attesting that the organization is an officially recognized “non-profit” organization
- A resolution from the board of directors (an excerpt from the minutes of proceedings) appointing a representative for the Lotomatique file on behalf of the organization
- A request for accreditation, which must contain the required information about the organization: date founded, mission, etc. (document provided by Lotomatique)
- A signed copy of the agreement (document provided by Lotomatique)

## **For more information or to obtain an accreditation kit:**

Lotomatique Sales Department  
Telephone: (450) 682-2636 or 1 800 667-4189  
Fax: (450) 682-4245

## **Casinos**

The Government of Québec, Loto-Québec, through the Société des casinos du Québec (SCQ), annually commits 5% of the profits from its three casinos to the *Fonds d'aide à l'action communautaire autonome*. This fund is administered by the *Secrétariat à l'action communautaire autonome du Québec (SACA)*, which comes under the authority of the Ministry for Employment and Social Solidarity, enables SACA to provide grants to hundreds of community organizations.

SACA offers the three following financial support programs to community organizations:

- **Support for rights advocacy:** The aim of the program is to provide and consolidate financial support, through the Fonds d'aide à l'action communautaire autonome, to Québec organizations and associations whose sole or main mission is collective rights advocacy.
- **Support for the development of independent community action projects:** The aim of the program is to foster specific projects and special activities intended to develop and promote Québec expertise in volunteerism and independent community action locally, regionally, across Québec and around the world. The projects presented must be geared primarily to providing community workers with the tools they need.
- **Support for redirected organizations and associations:** The program is intended for the organizations and associations identified by SACA while community organizations were being transferred and whose funding will be redirected towards another government department or agency when implementation of the government policy is terminated. Given the nature of the program, SACA will deal directly with the community organizations admitted to the program.

## **Contact Information**

Secrétariat à l'action communautaire autonome du Québec

430 Sainte-Foy Rd.  
Québec, (Québec) G1S 2J5  
Téléphone : 1-800-577-2844  
418) 646-9270

**Bingos**

Société des bingos du Québec (SBQ) has been helping finance hundreds of non-profit organizations (NPOs). All profits generated from the bingo games go directly to the participating organizations. Since it was created, the SBQ has distributed over \$36 million and supported some 1,500 organizations on an annual basis.

**Contact Information**

1 866 SOS-Jeux

## SASKATCHEWAN



Website: <http://www.gov.sk.ca/>

### PROGRAMS CULTURE YOUTH & RECREATION

#### **Community Initiatives Fund**

<http://www.cyr.gov.sk.ca/index.cfm?page=73>

#### **Annual and Summer Grants**

Annual and summer grants support community programs and services targeted toward vulnerable children, youth, and families. While the annual grants are for programs and services that will be delivered throughout the year, the summer grants assist community organizations in providing summer programs and services that are to be delivered between May and September.

- Up to \$2 million is available per year for the CIF community grants. Of the \$2 million, approximately \$1.5 million is available for annual grants and \$.5 million for summer grants.
- For **annual grants**, there is no minimum or maximum amount. The amount is at the discretion of the CIF Board of Trustees and is reflective of regional priorities, the level of interest in the grant program, and the amount of funding available.
- For **summer grants**, up to \$5000 per project may be available, subject to priorities and funding limitations established by the CIF Board of Trustees. Maximum limits may be set lower than \$5000 per project to ensure maximum usage of the grant funds. In addition, due to limited funding, organizations may only receive funding for one annual grant and one summer grant in any given year.
- The annual and summer grants are not intended to be for projects that need to be supported year-after-year as ongoing programs. These grants are one-time in nature.

#### **Funding: Who can apply?**

An application must be endorsed by at least two organizations that:

- are acting in partnership;
- are responsible for the program request; and will be involved in the development, implementation, and
- evaluation of the program.

At least one of the organizations making the application must be an incorporated, not-for-profit community or voluntary organization. Organizations must satisfy the terms and conditions of any previous CIF funding agreement, including the evaluation and follow-up components, before receiving new AEF grants.

Federal and provincial government organizations are not eligible for CIF grants.

#### **Funding: What is eligible for funding?**

Eligible programs will:

- focus on human services that improve the education, health, and/or well-being of vulnerable children, youth, and families;  
where possible, actively involve those to whom the programs and services are to be provided, in the development, management, and delivery of the programs;
- be preventative in nature and address community-identified needs;
- demonstrate cultural sensitivity, reflecting input of the community; and be integrated and coordinated with other community programs and services of a similar nature.
- Positive early intervention programs and extensions, additions, or outreach to existing programs offering a different service may be considered for CIF funding.

Eligible costs include:

- direct program related costs, such as program materials, minor equipment, salaries for program personnel;
- rent and utilities specifically related to program delivery;
- any other direct program costs deemed appropriate by the Board of Trustees.

Ineligible projects and costs include:

- projects that do not have at least 2 organizations acting in partnership and responsible for the program;
- programs that duplicate existing programs and services or that are currently funded through the Prevention and Support Grants;
- capital projects, such as the purchase or renovation of facilities (i.e. buildings, land, houses) or the purchase or repair of major equipment; federal or provincial government-delivered programs and services
- salaries or expenses for any federal, provincial, or local government employees;
- projects that are not directly delivered to, or are not related to building rural capacity to deliver services for, vulnerable children, youth, and families (for example, conducting studies or surveys, developing or maintaining web sites, training staff, delivering workshops to staff, attending conventions or conferences, and conducting research).

### **Contact Information**

Community Initiative Fund  
1870 Lorne Street  
Regina, Saskatchewan  
S4P 2L7  
Attention: Rhonda Hanison  
780-9308 or 781- 6021 (fax)

Culture, Youth and Recreation  
Community Support Services  
4th Floor, 1919 Saskatchewan Drive  
Regina, Saskatchewan  
S4P 3V7  
787-5729 or 787-8560 (fax)

### **Saskatchewan Lotteries Community Grant Program**

The Saskatchewan Lotteries Community Grant Program assists in the development of sport, culture and recreation programs by providing funds to non-profit community organizations operated by volunteers. These funds are distributed through local governments and are a partnership among Sask Sport Inc., SaskCulture Inc., Saskatchewan Parks and Recreation Association Inc. and Saskatchewan Culture, Youth and Recreation.

The goal of this program is to get people involved in sport, culture and recreation activities by enabling communities to address the needs of local residents. If the community grant is more than \$2,000, a portion of the total grant must be used for programs aimed at increasing participation for under-represented populations such as indigenous people, seniors, women, the economically disadvantaged, persons with a disability, and single-parent families. The under-represented requirement can be met by including these populations in regular programs and/or by creating special programs to meet their needs.

Organizations that are eligible to receive funding include:

- Indian band councils,
- northern settlements,
- municipal governments (city, town, village, organized hamlet or rural municipality)
- or the sport, culture and recreation authority established by a local government bylaw.

These authorities distribute funds to local non-profit, volunteer, community groups to provide programs.

Grants are determined by population with the minimum grant being \$250 for southern communities and \$500 for northern communities. Inter-community co-operation is extremely important in the development of effective programs. Funds can be allocated to another jurisdiction to enhance access to high-quality programs as long as no outstanding grant follow-ups exist.

Applications from communities must be postmarked on or before February 28.

Applications received after the deadline will not be considered.

The grant period is from April 1 to March 31. Completed follow-ups can be submitted at any time during the grant year, but no later than June 30 of each year. Once the follow-up is submitted and approved, the sooner the next grant payment can be released.

### **Contact Information**

Phone: (306) 780-9344

### **CAPITAL NORTHERN AFFAIRS**

<http://www.northern.gov.sk.ca/default.html>

### **Northern Development Fund**

#### **Objective Program Structure**

The program encourages economic development in northern Saskatchewan by supporting northern residents in new business development, diversification and business expansion. This will be achieved by targeted financial and technical assistance to specific sectors and activities. The Program is designed to provide assistance for northerners pursuing new economic activities and opportunities in northern Saskatchewan.

#### **Eligible Activities and Eligible Costs**

- Applied research and development to develop and commercialize a product, process or service
- Pilot or demonstration projects
- Purchase of capital equipment
- Purchase or production of test/pilot inventories
- Market identification and development
- Market studies
- Preparation of promotional materials
- Preparation of profiles
- Recruitment of investors and business to northern Saskatchewan
- Participation of businesses in trade fairs and exhibitions

- Proposal and bid preparation for northern economic development opportunities and special events
- New business development
- Assistance with professional costs to establish joint ventures
- Assistance with proposal and bid preparation for contracts related to the resource sector

### **Financial Assistance**

Up to 70% of eligible expenses to a maximum of \$ 10,000. The maximum grant to any single organization and/or project is \$15,000 in one fiscal year.

### **Eligible Applicants Evaluation**

Evaluation will be based on:

- Feasibility of the project
- Potential to create employment
- Potential to improve the capacity of northern economic diversification

### **Application Process**

The following northerners are eligible applicants:

- An individual who:
  1. Is legally entitled to remain in Canada;
  2. Has resided in the Northern Administration District (NAD) for at least ten years or one -half of their life, whichever is less;
  3. and is currently maintaining their primary residence within the NAD;
- Co-operative, credit union, incorporated body, or partnership where:
  1. More than half of which is owned by northerners meeting the above definition;
  2. A majority of employees reside within the NAD; and
  3. An office is maintained within the NAD;
  4. A municipality, Indian band or First Nations organization based within the NAD.

### **Contact Information**

Saskatchewan Northern Affairs Mistasinik Place  
 P.O. Box 5000  
 LA RONGE, Saskatchewan  
 S0J 1L0  
 Telephone: 425-4261  
 Toll Free: 1-866-663-4065  
 Fax: 425-4267

## **EMPLOYMENT**

### **Culture – Youth & Recreation**

<http://www.cyr.gov.sk.ca/index.cfm?page=21>

### **Centennial Student Employment Program**

(a year round program for students and employers)

The CSEP is a year-round program that will place students with either a part-time or full-time job that is relevant to their field of study. For example, if you're a student studying political economics, you could get a job through CSEP as a trade policy analyst. What if you are studying Adapted Physical Activity? Through the CSEP, you could get a job working with children who are disabled. Or if you're an English major, why not get a job writing speeches or press releases? CSEP allows you to learn and earn right here in Saskatchewan!

Not only does the CSEP benefit Saskatchewan students, it also benefits the employer. CSEP will provide the employer with up to 75% of wages and benefits paid to the student. CSEP is a win-win situation for everyone involved.

### **The application process**

There are two ways to apply: one for students, and one for employers.

- If you are a **student** and are interested in finding a job that is relevant to your field of study
- If you are an **employer** who would like to hire a Saskatchewan student and have up to 75% of their wages and benefits covered

For more information, we encourage you to check out our Frequently Asked Questions section. You may also call (306) 787-5729 to speak with someone over the telephone, or you may e-mail [info@cyr.gov.sk.ca](mailto:info@cyr.gov.sk.ca).

Applications are accepted for children up to the age of 18, who are lacking the financial resources to participate in sport. Grants provide financial support for community programs, registration or membership fees, and/or necessary equipment.

Applications must be endorsed by an adult. The adult endorser must be either a school teacher, principal or community school worker; a professional in social work or family services; a law enforcement officer; a clergy member; or a recreation administrator who is familiar with the participant and his or her financial need.

The applications are reviewed and approved by the local KidSport™ committee, or by the Provincial office if there isn't a local committee.

### **Guidelines for grants to individual participants**

Support provided by KidSport™ to individuals is designed to address the financial obstacles that prevent youth from participating in sporting activities priority will be given to payment of participation/registration fees preference is given to participants who are being introduced into organized sport only youth up to the age of 18 inclusive are considered eligible for financial support a participant may not receive more than \$200 in a calendar year travel to play-offs, championships, etc. is not an eligible expense funds are allocated throughout the calendar year

Applications will be processed within approximately 30 days of the application deadlines (contact the local KidSport™ committee for specific application deadlines) applications will be accepted on a first come-first serve basis

### **Availability of funding is limited**

KidSport™ issues funds to a league, association or school on behalf of the participant

If you know a family that may be able to benefit from the KidSport program, please contact the nearest KidSport Committee:

### **Contact Information**

<http://www.sasksport.sk.ca/kidsport/kidsport.html>

### **Heritage Culture Youth and Recreation**

#### **Saskatchewan Heritage Foundation**

<http://www.cyr.gov.sk.ca/index.cfm?page=30#HP>

#### **Heritage Publications**

This program assists individuals and organizations in publishing new, well-documented material on the history, pre-history and heritage resources of Saskatchewan. The grant assists with printing costs, providing the proposal receives the endorsement of the Canadian Plains Research Center, the Saskatchewan Indian Cultural Centre or other similar agency. Manuscripts should be original and present new knowledge and/or interpretation of some aspect of Saskatchewan's heritage.

### **Contact Information**

Saskatchewan Heritage Foundation  
9th Floor, 1919 Saskatchewan Drive  
Regina, Saskatchewan  
S4P 3V7  
Manager: (306) 787-4188  
Grants and Financial Administrator: (306) 787-2105  
Fax: (306) 787-0069  
E-mail: [info@cyr.gov.sk.ca](mailto:info@cyr.gov.sk.ca)

## YUKON



Website: <http://www.gov.yk.ca/>

### **CAPITAL AND PROGRAM COMMUNITY SERVICES**

<http://www.gov.yk.ca/depts/community/cdf/index.html>

#### **Community Development Fund**

The Community Development Fund (CDF) gives Yukon community, industry & professional associations, non-profit & charitable organizations and municipal & First Nations governments money for projects and events that:

- create jobs
- generate spending on Yukon goods and services
- support community well being
- have measurable social, cultural and economic benefits for Yukon residents and communities

The primary goal of the CDF is funding projects and events that provide long-term benefit and value to Yukon communities.

Eligible applicants:

- registered not-for-profit societies
- community associations
- charitable organizations
- business, industry and professional associations
- local governing bodies
- municipal governments
- First Nation governments

Funding Levels: \$20,000 to over \$75,000

Deadlines: Various dates depending on funding levels.

#### **Contact Information**

Community Development Fund  
Suite #112 - 100 Main Street (Horwoods Mall)  
Whitehorse  
Box 2703  
Whitehorse, Yukon  
Canada Y1A 2C6  
Phone: (867) 667-8125  
Toll free (In Yukon):



1-800-661-0408 ext. 8125  
Fax: (867) 393-7018  
E-mail: [cdf@gov.yk.ca](mailto:cdf@gov.yk.ca)

## **CITY OF WHITEHORSE**

<http://www.city.whitehorse.yk.ca/>

### **Recreation Grants**

<http://whitehorse.govoffice.com/index.asp>

Categories of projects eligible for funding include:

- Program Assistance
- Leadership Development
- Capital
- Equipment
- Operation and Maintenance

No grant application will be entertained from any group or organization which has an outstanding Accountability Statement of more than one year. Applications will not be entertained from any group or organization that is overdue on money or obligations owed to the City of Whitehorse.

Joint applications will be received; however, the groups must identify which group will take responsibility for the Finances and Accountability.

Recreation Grants are governed by the Recreation Grant Policy adopted by City Council. The policy covers all aspects of the grant, including:

- eligible projects
- eligible expenses
- application deadlines
- application procedures
- assessment procedures
- assessment criteria
- accountability
- disbursement of funds

### **Contact Information**

Parks & Recreation  
Sport/Art Administration Building at 4061 Fourth Avenue  
Leisure Services Supervisor  
668-8326  
[leisure.services@city.whitehorse.yk.ca](mailto:leisure.services@city.whitehorse.yk.ca)

Parks and Recreation Clerk  
668-8325 or 668-8332  
[parks.recreation@city.whitehorse.yk.ca](mailto:parks.recreation@city.whitehorse.yk.ca)

### **Heritage & Capital – Department of Tourism & Recreation**

<http://www.btc.gov.yk.ca/>

### **Historic Properties Assistance**

#### **Background**

In recognition of the need to preserve the many important Yukon historic properties that are privately owned, the Department of Tourism, Heritage Branch offers a program to assist and encourage individuals,

community groups, societies, Yukon First Nations and businesses to become involved in the heritage preservation process.

### **Objectives**

The objective of this program is to preserve the Yukon's built heritage by making technical and financial assistance available to those who wish to undertake preservation, restoration, development and/or interpretation of their historic properties.

### **Method**

This program makes available contributions on a matching basis each year to applicants who own sites that are deemed to be historically significant and whose plans for preservation of those sites are in accordance with these guidelines. Technical advice is also available on a limited basis from Heritage Branch staff to assist the applicant to keep the project within acceptable historic conservation guidelines. The application should be accompanied by a recommendation from the local municipality (if applicable), a local heritage society (if applicable), a Yukon First Nation (if appropriate) or the Yukon Historical and Museums Association. Requirement for such recommendation may be waived under certain circumstances.

### **Definitions**

**Historic Significance:** An historic property may be deemed significant based on the degree to which it illustrates one or more of the historical themes as set out in the Yukon Historic Sites Inventory. Criteria include integrity (the degree to which the resource retains the design and materials from its original or most significant period), condition, context, uniqueness and representativeness (how well the resource represents the major features, materials and context of its type - does this example provide a good understanding of its type for the viewer?)

### **Historic Property**

Historic architecture - including structures, vessels and associated landscapes as well as landscape features such as grave markers, fences and trails.

### **Eligibility Criteria**

The historic significance of the property on a local or territorial basis must be acknowledged by the Heritage Branch. Recognition will be facilitated by documented support from appropriate agencies. Other merit factors that influence the final selection for funding include:

- the timeliness and comprehensiveness of the application;
- the nature and location of the proposed work.

The intent of the selection criteria is to distribute limited resources fairly throughout the Yukon. The applicant must be one of the following:

- The owner.
- The long-term lessee. Written permission of the owner to undertake the proposed work is required.
- The group or individual generally recognized to have responsibility for, and control of, the site.

No project shall be funded without prior approval by the Branch after site inspection and a letter of offer/agreement has been signed and returned to the Branch.

Taxes must not be in arrears, or delinquent.

Projects that are normally of a seasonal nature should be appropriately scheduled.

Projects that are not scheduled with respect to the limits imposed by weather may be considered ineligible. If project startup is significantly delayed, the assistance may be revoked at the discretion of the Minister.

Reasonable public access to the site must not be restricted or denied once the project is complete.

If the applicant sells the property within three years of the end of the project, the total contribution funds received from the Department must be repaid. The refund must be paid to the Department within six months after the transfer of ownership of the property.

### **Eligible Costs**

Eligible costs may include:

- Planning and design - When a proposed project is large or technically complex, an initial planning phase may be required. Funding may be available for up to 50% of the cost of hiring qualified personnel to carry out research and produce specifications and working drawings for those portions of the project eligible for funding under the program.
- Stabilization - This is basic structural preservation including, but not limited to, repair or replacement of roofs and foundations, sealing to the weather, installation of additional bracing or material conservation.
- Exterior Restoration - This includes, but is not limited to, repair or accurate reproduction of doors and windows, repair or replacement of cladding, historically accurate repainting or, in general terms, returning the building's exterior to its original or historical period appearance.
- Landscaping - If it is integral to the restoration or deemed essential to the interpretation of the site or an event.
- Exterior interpretation - This includes funding for research and sign construction and installation.

### **Not eligible for assistance are**

- the purchase of land or structures, or relocation of structures, redevelopment, renovation or refurbishing of interiors, or any development not respecting the historic significance & integrity of the site.
- Periodic cyclical maintenance activities are considered the sole responsibility of the property owner and are not eligible. Recipients of Historic Properties assistance are expected to maintain at acceptable standards the improvements to their properties that result from program contributions.

### **Funding**

The H.P.A.C. will provide up to 50% of eligible project costs per year per project. Funding limits are determined by annual approval and appropriation of funds for the program by the legislature and the Minister of Tourism. Applicants may include revenues from fund raising, grants from other government bodies and donated labour in their share of project funding.

### **Deadline**

March 1

### **Contact Information**

Tourism & Culture  
Government of Yukon  
Box 2703  
Whitehorse, Yukon  
Canada Y1A 2C6  
Phone: (867) 667-5036  
Toll free (In Yukon):  
1-800-661-0408, local 5036  
Fax: (867) 667-3546

### **EMPLOYMENT EDUCATION**

<http://www.education.gov.yk.ca/advanceded/employment/index.html>  
*Student Training and Employment Program (STEP)*

### **Employers**

Through the Student Training and Employment Program (STEP), both Government and Non-Government employers can apply for a wage subsidy to assist in providing summer employment for Yukon Post-

Secondary Students. Employment positions should provide practical experience related to a specific field of study, providing students with an opportunity to acquire practical experience in their career-related field.

Students must be paid a minimum wage of \$11.50 per hour and guaranteed employment for twelve (12) weeks at 37.5 hours per week. Advanced Education will provide a wage subsidy of \$5.75 per hour for a maximum of twelve (12) weeks at 37.5 hours per week.

Government of Yukon Employers deadline for application is January 10, 2003.

### **Contact Information**

Department of Education  
Advanced Education  
Box 2703  
Whitehorse, Yukon  
Canada Y1A 2C6  
Phone:(867) 667-5927  
Toll free in Yukon: 1-800-661-0408 local 5927  
[Ann.Birnie@gov.yk.ca](mailto:Ann.Birnie@gov.yk.ca)

### **PROGRAM - JUSTICE**

<http://www.hss.gov.yk.ca/prog/fund/yif.html>

### **Youth Investment Fund**

#### **What's the youth investment fund?**

The Youth Investment Fund (YIF) is a pool of money that comes from many Departments in the Yukon Government. The Departments of Health and Social Services, Justice, Education, Community Services, Youth Directorate and Women's Directorate all chip in. The money pays for short term projects for youth.

#### **When you say "youth", what age do you mean exactly?**

Under 19.

#### **How much dough can we get?**

Groups can apply for up to \$5,000 twice yearly or up to \$500 at any time.

#### **So who can apply?**

Any of the groups listed below can apply:

- non-profit organizations;
- municipalities and unincorporated communities;
- First Nations;
- youth oriented groups;
- school committees/councils;
- individuals cannot apply directly to the Youth Investment Fund.

#### **Does the YIF give its money to just any youth project?**

No. Money tends to be given to projects that give youth a chance. In fact, the YIF money is geared to provide interesting projects to youth who may not find the regular programming offered in their community right for them. Keep in mind that projects that have youth actively involved in the planning process have a better chance of getting money.

#### **Ok, so what do YIF projects do to give those opportunities to youth?**

Every YIF project is unique. But often, the projects:

- create social and recreational opportunities for youth;

- promote leadership, skill development and training;
- promote increased employment and educational opportunities for youth;

**Ok, now be more specific. What kinds of projects are we talking about here?**

Some examples of projects include:

- youth leadership development and training initiatives;
- substance abuse prevention;
- peer counseling;
- skill development programs;
- recreation and physical activities;
- youth camps.

**So what can we use the money for?**

YIF money can pay for what's listed below:

- wages up to \$15/hr, honoraria up to \$150/day;
- rental or lease of room space or equipment;
- program supplies and materials;
- production of resources such as pamphlets, posters or manuals;
- travel within the Yukon or in some instances to bring speakers or facilitators to the Yukon;
- travel/meals – accurate, actual costs for food, gas, etc. Airfare must be booked at excursion rates.
- administrative costs, advertising and promotion of the project;
- up to 50% towards the purchase of equipment to a maximum of \$1,000 (must be essential to the project).

**How does my group apply?**

Applications forms are available from First Nations offices, RCMP, Community Justice workers, community recreation departments, territorial agents and from the sponsoring departments.

**Are there any things that CAN'T get YIF money?**

- personal items (ex: running shoes);
- feasibility studies / needs assessments;
- travel outside the Yukon;
- projects which duplicate existing government programs;
- business ventures.

**Are there any hitches that come along with the cash?**

- YIF money will only be given if you show support for your project from other sources. This tells us that your project has broad community support.
- Support can be in the form of money, volunteer time, equipment or office space, project management time, etc.;
- projects that use Yukon people and resources are given priority.

**Ok, so pretend my group is in the middle of thinking up a project. What should we keep in mind if we want a good chance at getting money from the YIF?**

Show how your project will:

- promote self-esteem and positive self image among youth;
- encourage the development of positive lifestyle choices;
- involve a variety of people and resources from the community and add to what the community already has going for it;
- meet real needs of the youth that the project is meant for;
- have youth meaningfully play a part in the planning and running of the project;
- build bridges between the youth and the adults of the community;

**When can my group send in its application?**

Deadlines for applications for more than \$500 are 4:30 pm October 1 and April 1 each year. If you are applying for less than \$500 you may apply anytime. The under \$500 applications will be reviewed and decided upon no more than 3 weeks after we receive it.

**What happens once we apply?**

- your application will be reviewed and you will be contacted to let you know if your project is going to be funded and if not, why not;

**What happens if we get approved?**

- if your project gets funded, a contract called a “Contribution Agreement” will be sent to you. Your group must sign this and return it to the government before the YIF is able to give your group the money;
- any costs your group has incurred before the YIF deadline will not be covered by the fund;
- upon completion of your project, you will be required to prepare a short, written evaluation and financial report with receipts. Applicants may use additional methods of reporting to add to their written evaluation report. Pictures of the project are very helpful;
- to make sure no one gets hurt, all adults involved in the project should provide authorization and have completed a criminal record check, especially if the project involves extended and/or overnight activities with youth.
- in addition, proof of Instructor Certification, where available, should be required for high-risk activities such as kayaking or guiding.
- funding may not proceed until you notify us that criminal background checks are completed, and provide copies of the Instructor(s) certification.
- groups that have not submitted their evaluations from previous projects may not be eligible for future funding.

**Contact Information**

Coordinator, Youth Investment Fund Crime Prevention & Policing,  
Department of Justice  
Box 2703,  
Whitehorse, Yukon Y1A 2C6  
or fax to: (867) 393-6326  
1-800-661-0408, local 7077 or 867-393-7077

**CAPITAL - CITY OF WHITEHORSE**

**Municipal Services Grants**

<http://whitehorse.govoffice.com/index>

Council, in the form of leases and resolutions, has established a policy of granting property taxes and other specific municipal charges to certain non-profit charitable and/or recreational organizations that lease municipally owned property.

**Contact Information**

Projects Clerk, Financial Services Department.  
2121 Second Avenue.  
Projects Clerk, Department of Finance  
668-8634  
[pfinance@city.whitehorse.yk.ca](mailto:pfinance@city.whitehorse.yk.ca)

**HOSTING - CITY OF WHITEHORSE**

**Receptions and Promotions Grants**

<http://whitehorse.govoffice.com/index>.

Receptions and Promotions Grants are intended to assist registered non-profit organizations in good standing under the *Societies Act* in hosting a reception or meal at a convention, conference, meeting, function, and/or event. The event must be non-governmental, non-political, and non-religious. Receptions and Promotions Grant funds are administered on a first come first served basis until all grant funds are expended.

**Contact Information**

Assistant City Clerk

2121 Second Avenue

668-8621

[council.services@city.whitehorse.yk.ca](mailto:council.services@city.whitehorse.yk.ca)