

Municipal Capital Growth Program

Application Guidelines 2023–24

Introduction

The Municipal Capital Growth Program (MCGP) provides investments for capital municipal infrastructure to service Nova Scotia’s growing population while supporting provincial priority areas. These guidelines were created to provide an overview of the MCGP and to assist in the completion of applications for funding consideration under the program.

Funding

The Municipal Capital Growth Program may fund up to 50% of eligible costs for each project. The applicant must demonstrate ability to fund the remaining balance of the project through municipal and/or other sources.

Eligible Recipients

This program is available to Nova Scotia towns, and municipalities. Village applications require confirmed support by the Municipality. The amount of funding available for distribution is limited and subject to budget availability.

Funding priority will be given to applications that help communities address critical capacity issues, expand their services, build more accessible and adaptable communities, and restore contaminated land to allow for future development.

Eligible Projects

Eligible project categories include:

1. Water and Wastewater

This includes construction, expansion and/or renewal of:

- Facilities for the treatment and disposal of sanitary sewage
- Sanitary sewage collection systems
- Water intake, treatment, pumping and storage facilities
- Water transmission and distribution systems
- Storm sewer separation
- Infrastructure which reduces/eliminates combined sewer overflows

2. Accessibility

- Capital projects required to comply with the Accessibility Act
- Projects supported by accessibility plans
- Accessibility improvements to municipal infrastructure including sidewalks and active Transportation (excluding Fleet)

3. Brownfield Redevelopment

- Demolition, remediation, earthworks as required to enable residential development
- Extension of services to remediated, vacant or underutilized land

4. Climate Change Adaptation

- Capital Project Recommendations from Climate Hazard/Risk Assessments
- Coastal and Inland Flooding Adaptations
- Emergency prep: generators, water storage

Eligible Costs

Eligible costs include:

- Engineering services and project management
- Construction inspection and administration
- Construction and equipment acquisition as per plans and specifications

Ineligible Costs

Ineligible costs include:

- Costs incurred before project approval
- Interim financing costs
- Non-fixed assets which are not essential for the operation of the asset
- Operation and maintenance costs
- Land acquisition
- Leasing land, buildings and other facilities
- Real estate fees and related costs
- Overhead costs, including salaries and other employment benefits of any employees of the Recipient
- Use of MCGP grant funds for expenses already cost shared by other funding programs.

Application Process

Applications can be downloaded from the program website: <https://beta.novascotia.ca/apply-funding-support-municipal-infrastructure-projects-municipal-capital-growth-program>. You can also use a search engine (i.e. Google) to locate our website. Please use the following key words in your search, 'MCGP Nova Scotia'.

Once the application is completed, it must be emailed including any attachments to the program email MCGP@novascotia.ca. Make sure that you have confirmation from DMAH that your completed application has been received.

The application submission must include:

- **Council Resolution:** a resolution of council supporting the submission of the project for funding consideration under MCGP
- **Cost Estimate:** a detailed cost estimate for the project

Review and Approval Process

Applications submitted to DMAH will be reviewed to ensure requirements outlined in these guidelines have been met.

The review and evaluation of applications is a competitive process. Although a project may be eligible, it is not guaranteed funding from this program.

Project Amendments

After project approval, if the project scope changes or anticipated completion date extends beyond the project deadline outlined in the Terms and Conditions, an amendment is required. The amendment request must be submitted to and approved by DMAH.

Use of Other Grant Funds

MCGP grants may be used in combination with funds from other grant programs, unless doing so is prohibited by the other program. If a recipient chooses to use multiple grant funding sources for a project, it is their responsibility to understand each grant program's specific funding requirements. All grants supporting the project must be clearly outlined in the project proposal. If the other grants are obtained post-approval of MCGP funding, the recipient is obligated to inform DMAH.

Project Completion

DMAH requires that all approved projects must be completed by March 31, 2026.

DMAH has the right to require the return of any unspent funds or any funds that have been spent on items that were not part of the Agreement.

Final Reporting

Grant recipients must submit a Project Closeout Report and Statement of Expenditures to DMAH within 60 days of project end date. The recipient will be required to report on the outcomes achieved upon project completion.

The project will be monitored periodically through Status Reports or Site Visits to identify and mitigate any project risks that could occur.

DMAH will provide the required reporting templates to successful recipients. The Statement of Expenditures will consist of a listing of all invoices and may include proof of payment in the form of copies of cancelled cheques, printouts of online cancelled cheques, bank statements or copies of electronic banking statements.

The applicant **MUST** pay the full amount of invoices due to the supplier no later than March 31, 2026.

Communications

The Department of Municipal Affairs and Housing’s contribution must be recognized in any project promotion or communication. Successful applicants will receive funding assistance upon receiving ministerial confirmation.

A list of successful project applicants may be made public after the process is completed.

For More Information

Municipal Capital Growth Program

Department of Municipal Affairs and Housing (DMAH)

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