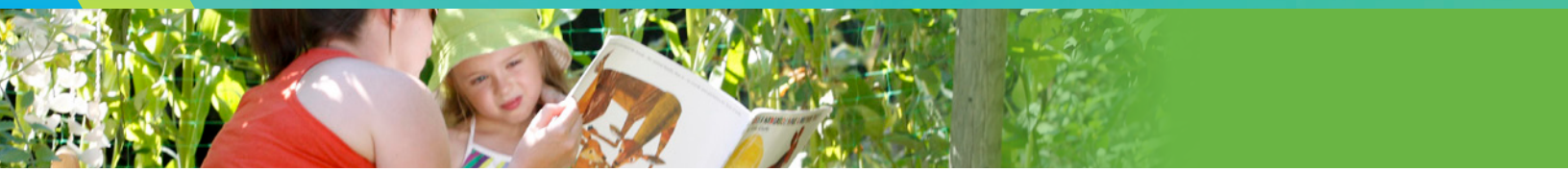
NOVA SCOTIA

Community Works Program



Application Guidelines 2024-25

Introduction

The Community Works Program (CWP) will enable summer students, as well as unemployed and other interested individuals to work within their community and be afforded the opportunity to build capacity in their given field.

Funding

The CWP will consider up to 50% or a maximum of $25,000 of eligible costs for each employment project with the balance coming from the applicant or other potential sources (max 2 projects per applicant).

Eligible Recipients

This program is available exclusively to Nova Scotia municipalities and Villages. Municipal policies and procedures regarding fair hiring practices must be followed.

Eligible Costs

The cost of wages and benefits for a new position created within a municipality for a maximum of a one-year period.

Eligible project costs must be incurred between **April 1, 2024 to October 31, 2025**

Ineligible Costs

- Wages for existing labour and training costs;
- Purchase of equipment for project work;
- Operating costs; and
- Ongoing maintenance costs

Eligible Employment Examples

Eligible employment costs may include:

- Municipal Accessibility Coordinator.
- Administrative Positions (MPA, Accounting & Finance, etc.).
- Operational Positions (Planning, Engineering, Communications, etc.).
- Tourist Ambassador opportunities.
- Employees to complete approved Beautification and Streetscaping project work.

Priority will be given to employment opportunities that:

- **Employ individuals of equity-seeking groups;**
- **Employ youth;**
- **Link to the development of Municipal Accessibility Plans; and,**
- **Fit within existing plans (such as community master plan, municipal planning strategy, and regional economic strategy).**

Application and Submission

Applications can be downloaded from the program website:

https://beta.novascotia.ca/apply-funding-invest-employment-opportunities-municipality-community-works-program

You can also use a search engine (i.e. Google) to locate our website. Please use the following key words in your search, 'Community Works Nova Scotia'.

Once the application is completed, it must be emailed including any attachments to the program email **communityworks@novascotia.ca**.

Please make sure that you have confirmation from Department of Municipal Affairs and Housing (DMAH) that your completed application has been received.
In addition to filling out the general application form, municipalities must include:
• a kml file of the project location of place of employment (e.g. municipal building)
• Job description(s)

Review and Approval Process

Applications submitted to DMAH will be reviewed to ensure requirements outlined in these guidelines have been met. Incomplete applications may result in your project not being reviewed for funding consideration.

The review and evaluation of applications is a competitive process. Although a project may be eligible, it is not guaranteed funding from this program. If the project is approved, it is possible that the approval will not match the full level of funding requested in the application.

Preference will be given to applicants with no current active CWP projects (including extended projects) or outstanding reporting requirements with DMAH.

Payment

Successful applicants will receive an approval letter and Terms and Conditions (T&Cs) outlining the requirements of the approval. DMAH will release 100% of the payment upon receiving the signed T&Cs.

Use of Other Grant Funds

CWP 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 CWP funding, the recipient is obligated to inform DMAH.

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 (i.e. Progress Status Report) must be submitted to and approved by DMAH.

Project Completion

DMAH requires that all approved employment projects must be completed by October 31, 2025.

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

Recipients must submit a Project Closeout Report and Statement of Expenditures to DMAH within 60 days of project end date. DMAH will provide the required reporting templates to recipient.

The Statement of Expenditures will consist of a detailed listing of all employment costs, supported by proof of payment including copies of payroll register or statement, ROE (if employee has been terminated), or EVP banking statements.

Communications

Funding approvals must be kept confidential until DMAH has coordinated a public program announcement.

The contribution by DMAH must be recognized in any project promotion or communication.

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

For More Information

Community Works Program
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P.O. Box 216, Halifax, NS B3J 2M4
902-424-6642

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