Community Works Program

GUIDELINES 2020–2021
The Community Works Program is designed to engage individuals in community projects, such as landscaping or internships, while leveraging investments from interested municipalities.

Purpose
Cost share with municipalities on employment opportunities for students, unemployed people, and/or other interested individuals, with a specific focus on community facing projects.

Program Expenditures & Application Deadline
Applications will be accepted until April 30, 2020 – (extended to June 1, 2020 due to current circumstances) subject to available funding. Projects must be completed within one year of receiving funding.

Program Administration
This is a competitive funding process. Employment Opportunities must not only meet Community Works Program criteria, but also demonstrate the potential to increase involvement of students, unemployed individuals and/or other interested individuals in a community. Positions must be visible within the community.

Applicants will complete online applications in the Department of Municipal Affairs and Housing Grants Management System (GMS). Deadline for applications is April 30, 2020 – extended to June 1, 2020, due to current circumstances.

Successful applicants will submit a final report within one year of receiving funding.

Eligibility
An applicant must be a municipality. Applicants must train and administer the appropriate HR criteria for the individual performing the work. Municipal policies and procedures regarding fair hiring practices must be followed.

*To be eligible, municipalities must have filed reporting from the previous year with the Department of Municipal Affairs and Housing.
Level of Investment

The Community Works Program will consider up to 50% to a maximum of $25,000 of eligible costs for each employment project with the balance coming from the applicant.

Please note, stacking of Provincial funding is prohibited.

Eligible Program Costs

Eligible costs must be incurred within one year of receiving funding. Where possible and applicable, preference is given to employment opportunities that create community involvement and youth retention in areas such as:

Eligible employment costs:
- Tourism promotion (e.g. tour guide, information booth staff).
- Completion of approved Beautification and Streetscaping project work.
- Active community involvement in Accessibility Planning (i.e. Audits of municipal infrastructure such as sidewalks, trails, recreational facilities, signal lights).
- Delivering on community-facing projects supporting existing plans (e.g. community master plan, municipal planning strategy).

Ineligible costs include: Administrative positions, subsidizing existing labour, purchase of equipment for project work, operating costs, and ongoing maintenance costs. [For example, approved projects to-date include: community murals, beautification project labour, engagement coordinator (focus groups)]

Application Process

1. Provide a project description, job description(s), and timeline in relation to the project. Applications must demonstrate how the employee will be actively working in their community.
2. Determine if the project aligns with existing municipal plans.
3. Obtain CAO approval for the project.
4. Complete the online Grants Management System application by the due date.

The review and evaluation of applications is a competitive process. Although the project may be eligible, it is not guaranteed funding from the program. Even if the application is successful, the full amount requested may not be funded.

Submissions must include a completed online application. You will receive confirmation that you should retain for your files. If you do not receive a confirmation, please contact the Department of Municipal Affairs and Housing to confirm receipt of application.

Successful applicants will receive a confirmation letter from the Minister of Municipal Affairs and Housing with funds to follow shortly thereafter.
Program Conditions

The Department of Municipal Affairs and Housing contribution must be recognized in any project promotion or communication.

Successful applicants will receive funding assistance upon receiving ministerial confirmation.

A list of successful applicants (municipalities) will be made public after the process is completed.

Final Report

A final report containing proof of expenditures must be received within one year of receiving funding. A template for the report will be provided to municipalities to ensure baseline data is being collected.

The Department of Municipal Affairs and Housing 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.

For More Information

CWP Program Administration
Department of Municipal Affairs and Housing
1505 Barrington Street, Floor 8N
PO Box 216
Halifax, NS
B3J 2M4

902-424-3846
communityworks@novascotia.ca