

Community Works Program



Application Guidelines 2023-24

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.

Eligible Recipients

Only municipalities can apply for funding. 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.

Non-Eligible 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:

- Employs individuals of equity-seeking groups;
- Employs 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).

Eligible project costs must be incurred between **April 1, 2023** and **October 31, 2024**.

Application Process

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 DMAH that your completed application has been received.

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 projects (including extended projects) or outstanding reporting requirements with DMAH.

Payment

Based on program fit and budget availability, successful applicants may receive up to a maximum of \$25,000 to go towards total employment costs.

The Program will consider up to 50% to a maximum of \$25,000 of eligible costs with the balance coming from the applicant or other sources.

Grant payments for approved projects are subject to the following conditions.

Approved Grant

Up to a max of \$25,000

First Payment

50% of approved grant upon signing project Terms and Conditions

Final Payment

Final 50% of approved grant upon submission of a Project Closeout Report and Statement of Expenditures

Project Completion

DMAH requires that all approved employment projects must be completed by October 31, 2024.

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

To receive the final funding portion committed by the Province, grant 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

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

Community Works Program

Department of Municipal Affairs and Housing (DMAH)

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