

Active Communities Fund Program Guidelines for Community Applicants

These guidelines are for municipalities, villages and First Nations communities.

What is the Active Communities Fund?

We created the Active Communities Fund to help your community move more. In particular, this fund supports community-wide approaches and plans for simple movement. It is part of [*Let's Get Moving Nova Scotia: An action plan for increasing physical activity in Nova Scotia*](#). You can use this fund to help you

- plan, develop or evaluate policy
- plan, create, improve, or evaluate physical environments (The fund is limited to supporting low-cost physical environment initiatives.)
- plan, create, improve, or evaluate social environments

Who can apply for funding?

- municipalities
- villages
- Nova Scotian Mi'kmaw bands
- Regional Centres for Education
- registered not-for-profit societies and not-for-profit cooperatives*

*Not-for-profit societies and cooperatives must be in good standing with the Provincial Registry of Joint Stock Companies or federally registered under the Corporations Act as a not-for-profit society or cooperative based and operating in Nova Scotia.

We strongly encourage partnerships among municipalities, the health sector, schools, and workplaces.

There are separate applications for communities (municipalities, villages or First Nations communities) and community organizations (not-for-profit agencies and Regional Centres for Education).

We will NOT issue funds, even if your application is successful, if your organization has outstanding final reports for any other funding issued by CCTH or Arts Nova Scotia.

CCTH's EDIA COMMITMENT STATEMENT:

- *Communities, Culture, Tourism & Heritage supports our communities to thrive by promoting active living, tourism, and Nova Scotia's diverse culture, heritage, and languages. We pride ourselves in helping to grow communities and organizations by providing programs and services that support these areas.*
- *We are committed to ensuring that our programs and services are free of discrimination and barriers, and value equity, diversity, inclusion, and accessibility (EDIA). By applying this lens, and ensuring it is a core value in our programs and decision-making processes, we are taking steps to address the long-standing systemic barriers that impact many communities in our province.*
- *Communities, Culture, Tourism, and Heritage is committed to advancing equity, diversity, inclusion, and accessibility across Nova Scotia, and we support partners who share in this commitment.*

What initiatives qualify for funding?

Initiatives that encourage simple movement that people can fit easily into their day. For example, your proposal may encourage

- reducing sitting time by, for example, encouraging walking meetings
- active play
- cycling
- gardening
- walking, including using a cane, walker, or wheelchair

We may consider initiatives that encourage unstructured movement that may not fit as easily into the day (e.g. paddle boarding, cross country skiing etc.) for up to \$5,000 per application period. Such initiatives should be flexible for participants and encourage regular movement over the long term.

Support for initiatives that encourage other types of physical activity will be considered for up to \$1000 per application period (e.g. fitness classes etc.)

Initiatives that aim to enhance physical activity among at least one of the following groups:

- youth ages 12-18
- the aging population, anyone 45 years old or older
- females in the above age groups
- equity deserving groups
- less active adult population (in general)

How much funding can I apply for?

Total funding for initiatives*

Municipal or First Nations community applications are eligible for up to \$25,000. Applications above \$5000 must be accompanied by and reflect part of a one-year multi-faceted community wide movement plan.

We will award up to 75% of eligible costs. You may apply for funding from other provincial or federal government departments for part of the remaining 25%. However, your organization and other partners must cover at least 10% of eligible costs. Your organization's contribution need not be financial. It can be an in-kind contribution. This contribution, however, cannot include time spent by Municipal and Mi'kmaq Physical Activity Leaders.

Once your initiatives receive funding from the Active Communities Fund, they will NOT qualify for Regional Community Development Grants.

Municipal or First Nations Community Requests for more than \$5,000*

Municipal or First Nations community applications over \$5,000 should reflect part of a one-year community-wide plan that encourages movement. One-year plans must be included with your application. Community applications supported by strong one-year plans are eligible for up to \$25,000.

Communities with more than 90,000 people

If your municipality has more than 90,000 people, you may be eligible for more funds. Contact your regional Communities, Culture and Heritage (CCH) office for more information.

Members of the Municipal and Mi'kmaq Physical Activity Leadership Program (MPAL) with shared agreements

If your organization is a member of MPAL and has an agreement that is shared with other communities, contact the regional office for information on how to apply for funding.

*Ongoing operational costs are NOT eligible for funding.

How are applications assessed?

All applications must meet these 2 criteria to be considered for funding:

- The budget must meet the government assistance limits listed under *How much funding is available?*
- The application must clearly show how you will design your initiative to meet the needs of at least one of the populations listed under *What initiatives qualify for funding?*

In addition, we will assess applications using the degree to which the initiatives meet the following 8 factors:

1. socio-ecological model
2. planning
3. partnership
4. need
5. simple movement
6. key settings
7. sustainability
8. evaluation plan

These are described in detail below along with the maximum number of points that we will allot for each.

We will award funds based on assessments and available, approved funds.

Socio-ecological model: 20 points

The initiatives are likely to increase simple movement through policy, or through creating or improving social or physical environments.

Social environment programs with more structure will be considered if you apply for \$5,000 or less. Such programs should be flexible for participants and encourage daily movement over the long term.

Applications that address more than one category of the socio-ecological model will be eligible for more funding.

Planning, partnerships, and need: 15 points

- **Planning**

There is a clear and reasonable action plan for items that need funding.

If you apply for more than \$5,000, your initiative should be part of a one-year community-wide movement plan.

More points will be given to initiatives that are also part of multi-year plans.

- **Partnerships**

Your organization works with other organizations to do such things as

- carry out the proposed initiatives
- support the annual plan
- lead the multi-year plan

- **Need**

Your organization may not be able to carry out the proposed initiatives without grant support. Your initiative fills an identified gap in your community.

Simple movement, key settings, and sustainability: 10 points

- **Simple movement**

Your initiatives encourage simple movement its target population can easily fit into their day in small bouts. Initiatives should strive to reduce barriers to regular participation in the proposed physical activity. Consider time needed to participate, skill level needed and dependence on equipment, instructors and special infrastructure.

- **Key settings**

The initiatives are designed to reach the target group where they spend their time such as schools, workplaces, and community and healthcare settings. We will evaluate the application based on how well the target group is likely to be engaged in movement in the chosen setting.

More points will be given to applications connected to one-year community-wide movement plans using at least 2 of the above settings. If more settings are targeted, more points will be given.

- **Sustainability**

The initiatives should create policies or environments that encourage movement over the long term. This may happen through:

- building knowledge and skills within the community
- developing policy
- enlisting and retaining volunteers and leaders
- partnerships
- other

Evaluation plan: 5 points

The application includes clear outcomes and ways to measure the initiative's success. At the end of the funding period, you will be asked to report on funded activities. The evaluation plan will help you to capture information for your final report.

When can I submit my application?

Community applications for over \$10,000 must be submitted between April 1st and June 15. Applications will be reviewed upon receipt. Additional applications from communities who did not exceed the \$25,000 limit will be accepted until December 1. Funds will be distributed based on eligibility until we have distributed all the money or by December 1.

What is the application and funding process?

BEFORE you submit an application, you should contact the CCTH office nearest you (see *Who do I contact for more information?*) to discuss the proposed initiatives and the application requirements.

Once we have assessed your funding application, we will contact you.

If your application is successful, we will send you a Terms and Conditions Grant Agreement. You must sign the Terms and Conditions Grant Agreement and return it to us BEFORE we can send you funding.

You must complete your initiatives within the time stated in the Terms and Conditions Grant Agreement.

We may ask for supporting documents at any time throughout the initiatives. You should keep the following documents for auditing purposes for at least 10 years after your initiative is completed:

- Terms and Conditions Grant Agreement
- final report
- supporting documents

What if the initiatives change, cannot proceed, or are cancelled?

If you need to change the initiatives so that they are significantly different than those outlined in your application, you must make a written request to CCTH. You may only change the scope of the initiatives once you have CCTH's approval.

If your initiatives are cancelled or you do not need the entire grant to complete them you must return all remaining funds to CCH. This must be done using a cheque addressed to the Minister of Finance.

What disqualifies an organization from Funding?

We will not issue funds, even if your application is successful, if your organization has outstanding final reports for any other funding issued by CCTH or Arts Nova Scotia.

Once your initiatives receive funding from the Active Communities Fund, they will NOT qualify for Regional Community Development Grants.

Does my organization have to acknowledge that we received funding?

Yes. You must acknowledge the financial assistance of the province of Nova Scotia as described in the Acknowledgement Guidelines.

Who do I contact for more information?

Look below for the regional office closest to you.

Cape Breton Region – serving Cape Breton Island

Larry Maxwell, Regional Manager **Office:** 902-578--4813

Email: CapeBretonRegion@novascotia.ca

Courier/Mail: 850 Grand Lake Road, Suite 15, Sydney, NS B1P 5T9

Central Region – serving Halifax Regional Municipality (HRM)

Andrea Redmond, Regional Manager **Office:** 902-890-1158

Email: CentralRegion@novascotia.ca

Courier: Homburg Bld, 3rd Floor, 1741 Brunswick Street

Mail: PO Box 456, Halifax, NS B3J 2R5

Fundy Region – serving Cumberland, Colchester Counties, and Municipality of East Hants Courtney

Nicholson-Patriquin, Regional Manager **Office:** 902-717-5439

Email: FundyRegion@novascotia.ca

Courier/Mail: 80 Walker Street, Suite 1, Truro, NS B2N 4A7

Highland Region – serving Guysborough, Antigonish and Pictou Counties

Rae Gunn, Regional Manager **Office:** 902-338-0659

Email: HighlandRegion@novascotia.ca

Courier/Mail: 149 Church Street, Suite 4, Antigonish, NS B2G 2E2

South Shore – serving Yarmouth, Shelburne, Queens, Lunenburg Counties and District of Argyle

Anna Haanstra, Regional Manager **Office:** 902-930-2872

Email: SouthShoreRegion@novascotia.ca

Courier/Mail: 312 Green Street, Lunenburg, NS B0J 2C0

Valley Region – serving Municipalities of West Hants, Clare, Annapolis, Kings and Digby Counties

Anna Sherwood, Regional Manager **Office:** 902-698-9407

Email: ValleyRegion@novascotia.ca

Courier/Mail: 10 Webster St., Suite 200, Kentville, NS B4N 1H7

Provincial Initiatives

Elaine Shelton, Manager of Physical Activity

Email: elaine.shelton@novascotia.ca

PO Box 456 STN Central Halifax, NS B3J 2R5

Appendix A

Definitions

Community-wide approaches: physical activity initiatives that take place across different settings and sectors. Such initiatives will be more successful in reaching many people and increasing physical activity than a single organizational plan, program or project. Municipalities, First Nations communities, schools, workplaces, and healthcare settings are good places to include in a community-wide approach. Targeted approaches, those that focus on a type of physical activity or a specific group, may be more effective.

Cross-sectoral leadership committee: a committee of decision-makers from a range of organizations within the community. These are some organizations that may provide members for such a committee:

- the local chamber of commerce
- the local centre for education
- the local municipal recreation department
- the local municipal planning department
- the municipality as a whole
- the local zone of the Nova Scotia Health Authority

Cross-sectoral partnership: a partnership with representatives from a range of organizations within the community (see examples listed above).

Equity deserving groups: communities that experience significant collective barriers in participating in society. This could include attitudinal, historic, social and environmental barriers based on age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation and transgender status etc.

In-kind contributions: Goods or services required for the initiatives and contributed by the applicant or partner organizations. An example could be the contribution of recreation coordinator staff time to take registrations for a walking group. Information to explain how a dollar figure was determined should be included (e.g. 20 hours at \$20/hour = \$400). For this fund, MPAL time is not considered an eligible in-kind contribution.

Indicators: Markers of progress. Indicators should be specific, measurable and allow you to show progress with your goals and objectives. For example, for the goal of *increasing engagement in play for adolescents*, indicators could include number of adolescents who participated in X initiative, types of active play adolescents engaged in during X initiative, number of adolescents who reported engaging in play outside of X initiative etc.)

Initiative: In this context, initiative refers to the intervention for which you require funds. It could be a straightforward project (e.g. introducing play boxes) but it may have more elements (e.g. a play campaign that includes play boxes, a social media campaign, a junior high play partnership etc.)

Less active adult population (in general): Nova Scotian adults who have reported in citizen surveys that they are physically active 2 days a week or less. Data from the surveys show that less active adults are male and female and come from a variety of income brackets. They mainly get their physical activity through active household tasks and walking. They greatly prefer walking for recreation and active transportation, over any other form of physical activity, when they think of becoming active in the future. While many Nova Scotians prefer walking, less active adults prefer it more than the general population. The most common challenges to being active, according to this group, are lack of time, lack of social support, lack of interest in programming, the built environment, and health issues.

Municipal and Mi'kmaq Physical Activity Leadership Program (MPAL): a program that pays for a staff person to develop and oversee the implementation of a community-wide physical activity strategy. The Province of Nova Scotia and participating communities share the cost of that person's salary.

Physical environment: includes the natural environment and the built environment. These environments influence how much people move by making it easier or harder to move more. In the context of this fund, equipment that encourages simple daily movement (as described below) is eligible for funding in this category. These are some low-cost ways to make physical environments more activity-friendly:

- improve stairwells
- install or improve play boxes
- create community gardens
- stock a pedometer loan program
- paint games like hopscotch on pavement

Policy: in this context, the written policy or priorities of municipalities, First Nations communities, schools, or workplaces that encourage movement. Examples include policies that encourage access to recreation, walking meetings, active transportation, etc. Action to advance policy like education and awareness-building may be eligible for funding through this grant.

Programs: In the context of this grant, programs eligible for funding will be flexible for participants and encourage daily less structured movement (like walking, cycling, play, reducing sitting time) over the long term. Up to \$5000 per applicant will be available for this purpose.

Reducing sitting time: In addition to encouraging Nova Scotians to be more active, it is important to encourage the reduction of time spent sitting. It is possible to meet the guidelines for physical activity, but to spend too much time sitting. For the purposes of this grant, initiatives that fall into the "reducing sitting" category are those that specifically focus on breaking up sitting behavior (e.g. a workplace campaign to prompt standing at frequent intervals, a junior high school initiative to integrate movement during class time)

Simple movement: For the purposes of ACF, this is a grouping of movement types that can be easily incorporated throughout the day in small amounts at a minimum. This movement does not necessarily require any learned skills, the degree of difficulty can be adapted to suit available time and needs. It can occur through transportation (e.g. cycling to the mailbox), at home (e.g. actively playing with kids in the backyard), during leisure (e.g. gardening at the community garden) or at work (e.g. walking meetings)

Social environment: There are many ways to promote a social environment that encourages movement. To qualify for this fund, social environment initiatives should aim for larger reach. One example is an initiative that encourages communities of volunteers to create social networks that support walking, play, or cycling. Another is to make use of existing campaigns aimed at changing social norms.

Social marketing: in this context, marketing to encourage health behaviours such as decreasing sitting and increasing physical activity. Tools to achieve this may include social media, paid advertising on television, radio, and in print, and community-based activities. Effective social marketing uses coordinated messaging and uses multiple tools to encourage behaviour-change.

Socio-ecological model: a way to understand and address what contributes to physical activity or sedentary behaviour. It recognizes the importance of the individual, the social and physical environments, and policy in encouraging more movement.