

## I. PROGRAM OBJECTIVE:

### PURPOSE

The Municipality of the County of Kings shall assist communities in maintaining community halls, with priority given to safety and/or structural integrity work vs. cosmetic work. This program covers all capital aspects of construction of physical repairs and Renovations, excluding the purchase of land for future development. This program does not cover activities-related materials and equipment, such as tables, chairs, games, or kitchen supplies.

### CRITERIA

To be considered for a CHAP grant, funding must be used for:

1. Public Community Halls
2. Items of a permanent, non consumable capital nature .

### ELIGIBILITY

1. Organizations shall be those who are recognized as **incorporated** community volunteer non-profit societies.
2. The applicant must have clear title or a long-term lease (minimum 10 years) to the proposed community hall being renovated or repaired.
3. Assurance and supporting evidence of a strong level of support for raising the major portion of the capital and ongoing costs of the project.
4. Projects which are normally eligible for assistance will only be considered when directly associated with the improvement of community-owned and operated community hall.

Typical improvements may include roofs, fire exits, stairs, exterior siding, painting, heating systems, decks, and window replacements. (Infrastructure, such as parking lots, landscaping, driveways or other repairs/replacements not directly related, or attached to, the hall structure, may not be considered a priority when assessing project eligibility).

5. **Applicant must provide proof of fire insurance coverage.**

## II. PROCEDURE:

### 1. The application must be accompanied by the following:

- A) A copy of the organization's constitution and by-laws, a list of the executive members and proof of current incorporation.
- B) A copy of a resolution endorsed by the organization's general membership signifying support of the project.
- C) Estimated construction timeframe, including starting date and completion date.
- D) Specific details of the proposed method(s) of meeting all capital development costs.
- E) Where necessary, a copy of an approved building permit.
- F) Assurance of compliance with local bylaws and the Natural Building Code if applicable. Supplement 5 of the National Building Code (Relating to provisions for the handicapped).



## PROCEDURE CONTINUED:

- G) Assurance that, where required, working drawings will be submitted and approved by the following before the construction starts:
  1. Municipal Fire Inspector
  2. Local Building Inspector
  3. Nova Scotia Power Corporation
  4. Nova Scotia Department of Environment
- H) A sketch of drawings of the project must be included if requested.
  1. Site plan showing ownership and phasing where applicable. Approximate scale 1" - 5' - 40'.
  2. Details showing building material, type of equipment, etc.

The Cost Estimate section of the application form must be completed in full. If estimated values of donated labour and/or materials are used, this should be clearly and specifically identified.



[www.county.kings.ns.ca](http://www.county.kings.ns.ca)

### III. PAYMENT OF GRANT

- Upon funding approval, 80% of the total amount of actual costs will be forwarded to the applicant. The remaining 20% will be paid upon completion of the project.
- Final payment of a grant will not be made until such time as a certificate of satisfactory completion of the project (including a statement of total expenditures) has been submitted to The Department of Community Development: Parks and Recreation Services, and a physical inspection of the completed project has been completed by Staff.

The certificate shall indicate that the project conforms with all pertinent regulations and with the project description as approved for the grant. Where a building permit has been issued, written conformation by the building inspector that the project meets all requirements.

**\*\*\* Priority will be given to repairs and renovations related to the structural safety or structural integrity of a building as opposed to repairs or replacements which are cosmetic in nature.**

#### Maximum Assistance Allocation Guidelines:

- Capital costs of 1/2 to a maximum of \$5000

### HAVE YOU INCLUDED THE FOLLOWING WITH YOUR APPLICATION?

#### Requirements of:

- Δ Municipal Fire Inspector
- Δ Local Building Inspector
- Δ Nova Scotia Power Corporation
- Δ Nova Scotia Depart. of Environment
- Δ Proof of Incorporation
- Δ Completed Application Form
- Δ Documentation proving that a majority of community association members have approved the project.

**THIS APPLICATION MUST BE SIGNED BY TWO MEMBERS OF THE EXECUTIVE OF THE COMMUNITY ASSOCIATION AND AVAILABLE FOR PERUSAL BY AN OFFICIAL OF PARKS AND RECREATION SERVICES WITH THE MUNICIPALITY OF THE COUNTY OF KINGS.**



**PLEASE SUBMIT YOUR APPLICATION FORM TO :**

**Coordinator of Parks and Opens Spaces  
PO Box 100  
Kentville, NS  
B4N 3W3**

**902-690-6153  
1-888-337-2999**

**Deadline for applications:  
April 30th of each year**



# Community Hall Assistance Program (C.H.A.P.)



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April 30th of each year**