



Nova Scotia/Nunavut Command  
The Royal Canadian Legion

61 Gloria McCluskey Avenue  
Dartmouth, Nova Scotia B3B 2Z3

Tel: 902-429-4090  
Fax: 902-429-7481

[ns.legion.ca](http://ns.legion.ca)

## All Branch Mail Out #77

**Date:** November 28, 2025

**To:** NS/NU Branches  
NS/NU Executive Council  
NS/NU Zone Commanders  
NS/NU Past Presidents  
NS/NU Command Staff

**From:** Comrade Carrie Hogan  
Executive Director  
NS/NU Command, RCL

**Subject:** Legion Capital Assistance Program  
2026-2027

**Message:** Comrades: Please find attached the guidelines, application form, and final report template for the Legion Capital Assistance Program. To be considered for this program, completed applications must be received no later than February 14, 2026.



# Legion Capital Assistance Program (LCAP) Application 2026-2027

For Royal Canadian Legions in Nova Scotia

Use this cover sheet as the first page of your proposal. Attach the other documents to it.

Legion Name (Applicant): \_\_\_\_\_ RCL Branch #: \_\_\_\_\_

Facility Location: \_\_\_\_\_

Civic Address

Community

Please check only one type of project you are applying for:

- necessary structural repairs to meet building code requirements
- furnace/heating system replacement
- roof repairs/replacement
- window/door replacement
- Wells and water treatment
- Emergency situations at the discretion of the Department of Communities, Culture, Tourism and Heritage

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Civic Address or Box #

Municipality

Postal Code

PROJECT ESTIMATED COSTS:	
Design (engineer, architect, consultant)	\$
Construction (attach estimates*)	Materials \$
	Labour \$
	Permit Fees (where applicable**) \$
Other (please specify)	\$
<b>TOTAL ESTIMATED COSTS***</b>	<b>\$</b>
* Provide detailed estimates separately. The applicant must obtain a minimum of three (3) bids on proposed material and/or contracted work, if possible. The applicant must provide justification if submitting fewer than three (3) bids. Cost overruns of projects are the responsibility of the applicant.	
** Building Permits are required for many renovation projects. Please consult with your local municipal building official to determine if a permit is required.	
*** Must be equal to Project Funding Total	

PROJECT FUNDING:	
Applicant Contribution	\$
Donated Labour/material/equipment (detail separately)	\$
Other Groups of organizations* (detail separately)	\$
<b>Legion Assistance Program (maximum \$10,000)</b>	<b>\$</b>
<b>TOTAL PROJECT FUNDING***</b>	<b>\$</b>
*Specify expected amount of project funding by source(s). Attach letters indicating funding commitments where appropriate.	
*** Must be equal to Project Estimated Costs Total	

**For construction upgrades:**

All renovations must conform to the requirements of the Nova Scotia Building Code regulations and the National Building Code of Canada 2010.

# Legion Capital Assistance Program

## List of Required Documentation

Please submit **all** applicable documents from the following list. **Incomplete submissions will not be evaluated.**

Description of proposed project: Provide a detailed description of the project, age of the existing infrastructure and the urgency of doing this project. For clarity, you may wish to include photographs and/or drawings.

Describe how your proposed upgrades will help make your building more sustainable and/or impact on services to the community.

Copy of lease agreement or proof of ownership: For proposed improvements to leased facilities, please include written approval of property owners and a copy of the current lease. For properties owned by applicant, please provide copy of deed.

Proof of Property Peril Insurance: Provide all or portion of insurance policy that states coverage period and indicates that the equipment is insured i.e. fire/vandalism. Renewal notices will not be accepted.

Detailed Estimates: The applicant must obtain a minimum of three (3) bids on proposed equipment purchases and/or contracted work. The applicant must provide justification if submitting fewer than three (3) bids.

Provide justification of bid selected if it is not the lowest one received.

Other Grants: Identify all other sources of grant funds. Some grants stipulate that they may be reduced, when other grants are received for the same project.

### **DECLARATION**

The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give the department of Communities, Culture, Tourism and Heritage authority to verify any and all information pertaining to this application. I understand that any projects funded may be subject to audit by the Province of Nova Scotia. The Province reserves the right to review and inspect funded projects and related documentation during and following project completion.

\_\_\_\_\_  
Signature Authority for the Application

\_\_\_\_\_  
Date

**In the email, please make the subject line:  
26.27 LCAP Application RCL # \_\_\_\_\_**

**We will confirm receipt of your submission via email. If you have not heard from us within 2 weeks of submitting your application, please call 902-324-8392 or email [LegionGrants@novascotia.ca](mailto:LegionGrants@novascotia.ca)**

### **EMAIL**

**[LegionGrants@novascotia.ca](mailto:LegionGrants@novascotia.ca)**

### **Mailing Address:**

1741 Brunswick St., 3<sup>rd</sup> Floor  
P.O. Box 456, STN Central, Halifax, NS B3J 3X8

**Legion Capital Assistance Program  
2026-2027 Donated Equipment and Labour Log**



**Donated Equipment:**

Date	Equipment	Donor	Job	Hours	Total

**Total** \_\_\_\_\_

**Donated Labour:**

For unskilled labour, applicant may report up to \$20.00 / hour.

For skilled labour, applicant may use a contractor's commercial rate. Please include a copy of contractor's professional ID card.

Date	Name	Job	Hours	Rate	Total

**Total** \_\_\_\_\_

**Total Donated Labor & Equipment** \_\_\_\_\_

# Legion Capital Assistance Program

## Final Report Template 2026 - 2027



Name of Organization \_\_\_\_\_

Project Contact \_\_\_\_\_

Contact Email \_\_\_\_\_

Telephone Number \_\_\_\_\_

Project File Number \_\_\_\_\_

*The following questions must be answered in the final report. If you need more space, please answer questions separately in another document and attach.*

1. What improvements to the facility were completed as a result of this project? Did you encounter any specific major problems?

2. How do these facility upgrades sustain or improve the community's access to services provided by your Legion?

3. Please include images of the work completed.

4. Complete the Final Financial Accounting Log (below). Include copies of proof of payment (i.e. paid receipts/invoices, and cancelled cheques) for all expenses associated. Receipts/invoices and donated/in-kind resources should equal the total project expenses.

Please provide statistics for donated/in-kind resources associated with the work completed, as it relates to the Final Financial Accounting Log. A *Donated Resource Log* is available upon request.

Item No.	Supplier	Items Purchased	Cheque No.	Amount
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10. Total Value from Donated Resource Log (Equipment, Materials and Labour)				
<b>TOTAL ACTUAL EXPENSES</b> (Total of project expenses and value from In-Kind Log)				

**Certification:** *I certify that the information contained in the report is accurate and reflects the full scope of the completed project.*

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

**Send materials by email:  
or by mail**

Attention: Communities Nova Scotia  
Department of Communities, Culture,  
Tourism and Heritage  
PO Box 456, Halifax, NS B3J 2R5

Telephone: (902) 424-5793

E-mail: [LegionGrants@novascotia.ca](mailto:LegionGrants@novascotia.ca)

**Purpose:**

The Legion Capital Assistance Program (LCAP) is intended to assist Royal Canadian Legions in Nova Scotia to upgrade their facilities.

**Eligible Applicants:**

Royal Canadian Legions in Nova Scotia who received funding in 2025-2026 are not eligible for funding in 2026-2027.

Legions who received funding in 2024-2025 are eligible to apply, however their applications will only be reviewed if there is budget remaining after reviewing applications from those Legions who haven't received funding in the past three years. Legions can only apply for funding for one project (as listed under Eligible Projects) per application.

**Eligible Projects:**

The funding will be used for repairs to existing legion buildings used to house legion events and community activities which includes the following:

- necessary structural repairs to meet building code requirements
- roof repairs/replacement
- window/door replacement
- furnace/heating system replacement
- upgrades to bathrooms \*\*
- on-site sewage systems
- wells and water treatment
- emergency situations at the discretion of the Department of Communities, Culture, Tourism and Heritage (CCTH)

**Non-Eligible Projects:**

The following are non-eligible projects:

- operating and administrative costs
- new construction
- parking lots
- expansions
- tables & chairs
- equipment (including kitchen appliances)
- upgrades to bar
- regular maintenance i.e. painting, floor replacement or resurfacing

\*\* If converting or upgrading your facility to be more accessible, for example: ramps, an accessible washroom, or replacing flooring or a parking lot to improve access, please consider submitting an application to the Community ACCESS-Ability Program. More details about the Community ACCESS-Ability Program may be found at: [Community ACCESS-ability Program](#) or by calling (902) 233-8379.

Expenditures for renovations incurred prior to April 1st, 2026, will not be eligible for cost sharing under this program. However, if the applicant chooses to incur expenditures after April 1st but prior to approval, they assume the risk of the project not being approved under LCAP and assume 100% of the project cost.

### **Contributions:**

Grants will total 50% of the total eligible cost, up to a maximum grant of \$10,000 per project. In-kind trade work may be considered as part of the organization's share. In-kind does not include project management, coordination or administration.

### **Grant Payments:**

After the application has been approved and all required paperwork is submitted, 100 per cent (100%) of the total approved grant amount (not exceeding \$10,000) will be paid in a single payment.

**PLEASE NOTE:** Successful applicants MUST provide a completed financial log, invoices and cancelled cheques (both front and back) to the Department of Communities, Culture, Tourism and Heritage at the completion of the project, no later than February 28th, 2027. Failure to provide the completed financial log, invoices and cancelled cheques will make the Legion/Applicant ineligible to receive any future grants from the Department of Communities Culture, Tourism and Heritage until this information has been submitted.

The Department of Communities, Culture, Tourism and Heritage requires that all projects must be completed by February 28th, 2027. Any advanced funds that are not spent by February 28th, 2027, must be returned to Communities, Culture, Tourism and Heritage. Proof of purchases and payment is required. The remaining portion of any projects which are not completed by February 28th, 2027, become the financial responsibility of the applicant.

### **Application Dates:**

Applications for 2026-2027 must be received by **midnight February 14th, 2026**. Applications must be received by our office or post marked by this date. Please note that all projects must be completed by **February 28th, 2027**. If submitting your application via email, please make the subject line:

**26.27 LCAP Application RCL # \_\_\_**

We will confirm receipt of your submission via email. If you have not heard from us within 2 weeks of submitting your application, please call 902-324-8392 or email [LegionGrants@novascotia.ca](mailto:LegionGrants@novascotia.ca)

**\*\*NEW\*\* EMAIL**

[LegionGrants@novascotia.ca](mailto:LegionGrants@novascotia.ca)

**Mailing Address:** 1741 Brunswick St., 3<sup>rd</sup> Floor, PO Box 456,  
STN Central Halifax, NS B3J 3X8