

A GUIDE FOR PREPARING A RESPONSE TO APPLICATION REVIEW FACTORS

All Rink Revitalization Program (RRP) applicants must prepare and attach a written document (Response to RRP Application Review Factors) to their application form describing how their proposed project will respond to each of the RRP application review factors described below on the next three pages.

RRP application review factors are the criteria used to assess RRP applications in each region. Information provided in your Response to RRP Application Review Factors is of key importance in determining if your application for funding will be successful.

Priority Populations: Facilities should meet the needs of diverse groups of women and girls, men and boys. Facility planning processes should consider how differences in gender and other intersecting factors such as age, sexual orientation, ability, culture, ethnicity, accessibility, language, education, and income affect facility design and use.

1	Community Benefit and Impact - Weighting 25%
1.1	Describe the community and how it will benefit from the project.
1.2	How many people use/ will use this facility/infrastructure on a regular basis? What is the travelling distance (kilometers) to the nearest facility in the same category as yours? To what extent does your facility serve distinct populations and distinct services.
1.3	What age groups will benefit from this project and how will each group benefit?
1.4	Describe how many community groups will benefit from this project.
1.5	Describe how the project contributes to community health (<i>Qualities include: clean and safe environment, equity, adequate access to recreation, supportive networks and relationships, work places, participation of residents in decision making, strong local culture and heritage, protection of the natural environment and responsible use of resources to ensure sustainability</i>)
1.6	Describe how the project supports the Shared Strategy for the Advancement of Recreation in Nova Scotia? (i.e. which goals does it address and how?) http://www.recreationns.ns.ca/advocacy/shared_strategy
1.7	Describe how the project will increase and/or enhance usage of the infrastructure, and what other positive effects will the project have.

2	Needs Assessment and Project Planning - Weighting 20%
2.1	Describe the need for the project, how was the need identified and does the project align/ support other plans and initiatives within the community and/or the region.
2.2	Describe how the planning process engaged/considered users from diverse marginalized groups.

2.3	Describe how the planning process sought ways to engage users / community for feedback, input and decision making. Describe the degree to which the municipality has been engaged and consulted.
2.4	Describe the project management plan and leadership (i.e.: names, CV, experience) in place to ensure project success.
2.5	Describe any risks that might affect project timelines or completion.
2.6	What is the age of the facility? What is the age of the capital item in need of revitalization/replacement? How long will this capital investment serve the facility before it needs to be replaced?

3	Equity, Accessibility, Safety and Inclusion - Weighting 25%
3.1	Describe how the facility addresses the needs and increases participation of women and girls in sport & recreation. What resources or partners are part of this work and what actions have been undertaken to date? If you are in the planning or discussion phase, please provide details and identify your implementation timeline.
3.2	Describe how the facility removes and prevents barriers to participation and addresses equitable access for persons with disabilities. A link to the Nova Scotia Access by Design 2030 is provided for your reference: https://novascotia.ca/accessibility/access-by-design/
3.3	Describe how the facility addresses the needs and increases participation for cultural, diverse, under-represented and marginalized groups. What resources or partners are part of this work and what actions have been undertaken to date? If you are in the planning or discussion phase, please provide details and identify your implementation timeline.
3.4	Describe what other ways the facility contributes to the reduction/removal of barriers to improve access and inclusion. What resources or partners are part of this work and what actions have been undertaken to date? If you are in the planning or discussion phase, please provide details and identify your implementation timeline
3.5	Describe how public health, safety and security issues are addressed in the facility? Does this investment contribute to any issue in particular? Including but not limited to: Compliance with policies & standards of public health & safety agencies (e.g. reference to reports from Fire Marshall, building inspector, etc.), Plans to manage risk(s), Building safety & security (e.g. lighting, structural, electrical, mechanical improvements), Physical and emotional safety of women and girls (e.g. Physical safety – facility access, proximity of parking, indoor and outdoor lighting. Emotional safety – women’s only program spaces, viewing areas that consider privacy concerns of participants.

4	Viability, Sustainability, Project Funding and Budget- Weighting 30%
4.1	Describe factors contributing to the success of your organization and project, including: history of the organization, stability of the organization, success with past projects.

4.2	Describe plans for ongoing maintenance and operation of the proposed facility. Ensure <i>all necessary documents are submitted</i> .
4.3	To what extent will this project improve overall sustainability of the facility?
4.4	<p>Describe how your organization is using available external resources, partnerships and resources to complete the project. Information must include:</p> <ul style="list-style-type: none"> • Number, type and variety of partners from public, not for profit, and private sectors • Size or extent of partners' contributions and the nature of agreements with your partners • Innovative ideas for fund raising or obtaining goods and services necessary for complete your project • Degree to which the municipality supports the project
4.5	Describe your financial readiness to proceed with the project. <i>Are all funding partners confirmed? Status of funding? What is the probability of other source of funding being approved?</i>
4.6	Describe the commitment of your organization (the applicant) to the project as demonstrated by the amount of financial and/or in-kind contribution it is making, such as donated labor, equipment and materials.
4.7	Describe the impact if the project is not funded by the Rink Revitalization Program.