

Emergency Services Provider Fund



Application Guidelines 2022–23

Introduction

The Emergency Services Provider Fund (ESPF) is a program intended to assist first responder organizations in Nova Scotia with the purchase of equipment used directly in response to a fire or emergency situation. The program may provide up to 75% of the total cost of a project, up to a maximum of \$20,000.

Eligible Recipients

- Fire departments;
- Ground search and rescue organizations;
- HAZMAT organizations, and
- Other first responder organizations in Nova Scotia who did not receive funding in 2020-21 or 2021-22 are eligible to apply for funding.

Organizations must be in compliance with all reporting requirements prior to application. Applicants can only receive funding once every three (3) fiscal years.

Eligible Projects

Funding will be used for equipment used directly in the response to a fire or emergency situation. Eligible equipment must fall into the following categories. Equipment outside of these categories will not be funded.

- Personal Protective Equipment (PPE) & Self-Contained Breathing Apparatus (SCBA);
- Communications equipment;
- Miscellaneous fire fighting equipment;
- Rescue equipment;
- Water supply and suppression equipment;
- HAZMAT equipment; and
- Emergency power for building

A detailed listing of eligible equipment can be found in the application.

Expenditures for the cost of equipment incurred prior to the date of approval letter will not be eligible for cost sharing under this program.

The Recipient will ensure that prior to the commencement of the Project, recipient shall have secured the necessary insurance and permits (i.e. emergency power).

Non-Eligible Projects

The following costs are not eligible using ESPF funds:

- operating and administrative costs;
- vehicles of any type, including boats and ATVs;
- vehicle upgrades;
- new construction or upgrades to facilities outside of Emergency Power as listed; and
- equipment not used directly in the response to a fire or emergency situation.

How to Apply for Funding

To download the ESPF application for 2022–23, please visit the website at the link below or use your phone to open the website using the QR code on the right:



<https://beta.novascotia.ca/apply-funding-buy-equipment-thats-used-directly-response-fire-or-emergency-emergency-services-provider-fund>

You can also use a search engine (i.e. Google) to locate our website. Please use the following key words in your search, 'ESPF Nova Scotia'.

If you are having difficulties downloading the application online, please contact the Department of Municipal Affairs and Housing (DMAH) and we will provide assistance.

Submission Requirements

Completed applications and any supporting documents are to be submitted by email to ESPF@novascotia.ca. If you are unable to submit electronically, please contact DMAH.

An acknowledgement email will be sent to you once your application is 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.

As part of the review and approval process, DMAH may be requesting information from your Municipality related to the financial support they provide your organization.

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.

Payment

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

Approved Grant
Up to \$4,999**Eligible Payment**

100% of approved grant upon signing of Terms and Conditions

Final Payment & Reporting

Statement of Funding and Expenditures with proof of payment (invoices, cancelled cheques)

Approved Grant
\$5,000 to \$20,000**Eligible Payment**

70% of approved grant upon signing of Program Terms and Conditions

Final Payment & Reporting

Statement of Funding and Expenditures with proof of payment (invoices, cancelled cheques)

Project Completion

DMAH requires all approved projects be completed by March 31, 2023. Any advanced funds that are not spent by March 31, 2023 must be returned to DMAH.

The remaining portion of any equipment not purchased by March 31, 2023 becomes the financial responsibility of the applicant.

Final Reporting

To receive the final funding portion committed by the Province, grant recipients must submit a Statement of Funding and Expenditures to DMAH within 30 days of project completion but no later than March 31, 2023.

The Statement of Funding and Expenditures will consist of a listing of all invoices as well as proof of payment in the form of copies of cancelled cheques, printouts of online cancelled cheques, or copies of electronic payment documentation.

The applicant **MUST** pay the full amount of the equipment to the supplier no later than March 31, 2023 in order for the Province to release the final funding portion committed.

If applicable, please include a digital photo of your completed project with the Statement of Funding and Expenditures (this is optional). These photos may be used for media requests, reports, presentations, or communication purposes.

Communications

The Department of Municipal Affairs and Housing 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

Emergency Services Provider Fund (ESPF) Administration

Department of Municipal Affairs and Housing

1505 Barrington Street, Floor 8

P.O. Box 216, Halifax, NS B3J 2M4

902-424-6642

ESPF@novascotia.ca