

Community Impact Employment Program *Funding Guidelines*

Culture & Community Development
March 13, 2026

Community Impact Employment Program: Funding Guidelines

March 13, 2026

Program Purpose

The **Community Impact Employment Program** supports eligible non-profit and charitable organizations to:

- Employ residents in meaningful cultural or community-serving roles;
- Provide clear community benefit; and
- Strengthen organizational capacity.

This program replaces the former Summer Employment Support Grant.

Program Description

The **Community Impact Employment Program** provides municipal funding, in the form of wage reimbursement, to support short-term employment positions within eligible organizations.

The program is designed to complement federal and provincial employment programs. Organizations are required to apply for relevant external wage subsidies as part of their Community Impact Employment Program application.

Eligible roles may include, but are not limited to:

- Cultural or heritage programming
- Community services or outreach
- Event coordination or festival support
- Research, documentation, or planning
- Digital media or communications
- Trades-related community projects or facility improvements
- Other roles that clearly advance community benefit

While the program prioritizes leveraging external wage subsidies, high-quality proposals may be considered, even where federal or provincial funding is not approved, for up to 50% of eligible employment costs.

Capacity building and participant support

Employees hired through the program will be invited to participate in municipally coordinated training opportunities, which may include:

- Short training or skill-building sessions
- Periodic check-ins or cohort activities, including year-end gathering
- Participation in a municipal virtual job fair in the spring

Program requirements

Organizations applying to the Community Impact Employment Program must:

- Demonstrate that applications to relevant federal or provincial employment programs have been submitted
- Propose a role that provides meaningful work aligned with the organization's mission or strategic priorities
- Offer an hourly wage of at least \$20 per hour (municipal contribution will cover up to \$20 per hour. Any additional amount is the responsibility of the applicant organization).
- Provide a full-time position (minimum 30 hours per week) for between six weeks to sixteen weeks OR meet minimum requirements of third-party wage subsidy program.
- Designate a supervisor responsible for mentorship and ongoing support
- Comply with provincial mandatory employer-related costs requirements
- Provide a safe, respectful, and inclusive workplace
- Accommodate employee participation in municipal enrichment and training activities, where scheduling permits

The Municipality reserves the right to limit the number of placements approved per organization.

Employer eligibility

Eligible applicants must:

- Either be a registered non-profit society in good standing with Nova Scotia Joint Stocks or a charitable organization registered under the Federal Income Tax Act, and
- Operating within the Municipality of Inverness County

Ineligible applicants include:

- Individuals or for-profit businesses
- Organizations with expired or revoked charitable status or Joint Stocks registration
- Religious or political organizations, unless providing non-partisan community services
- Volunteer fire departments receiving separate municipal allocations
- Schools receiving separate municipal allocations
- Organizations with outstanding debts to the Municipality
- Organizations with outstanding reporting obligations to the Municipality
- Organizations whose activities contravene the Canadian Charter of Rights and Freedoms

Exceptions may be considered at the discretion of Council.

Employee eligibility and expectations

Participant employees may include youth (15+ years old), students, recent graduates, newcomers, adult learners, parents or caregivers returning to work, trades trainees, and individuals changing or re-entering the workforce. There is no upper age limit.

Employees are required to:

- Be legally eligible to work in Canada and meet applicable wage subsidy requirements
- Be available to work for the approved contract duration
- Perform duties in a professional and respectful manner
- Comply with host organization workplace policies
- Participate in municipal training activities where scheduling permits
- Complete a brief end-of-placement reflection, if requested

Employees are hired and managed by the host organization. The Municipality of Inverness County is not the employer.

How to Apply

Applications are reviewed on an ongoing basis, aligned with federal and provincial employment grant timelines. For summer employment positions, please submit your application before April 26, 2026. Early submissions are encouraged, as funding is limited.

Organizations must submit:

- A completed Community Impact Employment Program online application form
- Copies of relevant federal or provincial employment grant applications
- The organization's most recent financial statements and operating budget for the current year

Applications must be endorsed by the organization's authorized signing authority.

Applications should be submitted via online form.

Application support

If you have questions or require support preparing an application, please contact Lyne Allain, Culture and Heritage Development Coordinator: Lyne.Allain@invernesscounty.ca or 902-258-7145

Assessment criteria

Submission of an application does not guarantee funding. Applications are assessed based on:

- Quality of the proposed work experience and learning opportunities
- Anticipated benefit to the employee, organization, and community
- Organizational capacity to supervise, mentor, and support the employee
- Clarity and feasibility of the proposed proposal
- Geographic balance across the Municipality
- Attention to equity, diversity, inclusion, and accessibility
- Submission and outcome of external wage subsidy applications
- Financial need of the organization based on operating budget and financial statements

Community Impact Employment Program: Funding Guidelines

- Alignment with municipal priorities where relevant

When funding is limited, priority may be given to proposals demonstrating the strongest overall community impact.

Funding and reimbursement

If an application is approved:

- The organization is responsible for hiring and employing the worker
- The organization pays the employee directly at the approved wage
- Municipal funding is provided as reimbursement
- Reimbursement amounts are determined case by case within the approved program budget
- Reimbursement may be issued in installments or upon completion, at the Municipality's discretion
- A final report is required prior to release of final reimbursement

Unused funds or funds used for purposes other than those approved must be returned to the Municipality.

Acknowledgement of funding

Recipients must acknowledge municipal funding in promotional materials, media, and communications related to the supported position, in coordination with municipal staff.

Reporting and accountability

- A final report must be submitted within sixty days of placement completion
- Reports must outline activities, outcomes, and use of funds
- Supporting documentation may be requested
- Failure to comply with reporting requirements may result in ineligibility for future funding, or necessitate the return of funds or withholding of outstanding disbursements.

Indemnity and insurance

All recipients agree to indemnify and hold harmless the Municipality of Inverness County, its Council, officers, and employees from claims arising from the funded employment activity. Proof of appropriate insurance coverage may be required as a condition of funding.

Administration

The Community Impact Employment Program is administered in accordance with municipal policies. All funding is subject to annual budget approval and Council authority.