



Municipality of the County of Kings Community Recreation Programming Assistance Application

The Municipality of the County of Kings believes in supporting the work of community organizations through grants to non-profit organizations. Council has recently adopted a [Community Grants Policy](#) which you can find [here](#). Please review the policy for details about review and evaluation of applications and the grant awarding process.

Maximum Assistance Available

Funding is available to volunteer recreation organizations to offer youth programming. (18 and under); adult programming, tournaments, and regional events are unfortunately not eligible for funding.

Grants may be for up to 100% of **net** programming costs (expenses *less* revenue).

Application Deadline

Applications are due no later than **Friday, March 2, 2018** at 4:30 p.m. at the Municipal Complex (87 Cornwallis Street, Kentville). We encourage you to apply early and seek assistance as required.

Applications must be submitted on this form with all required information by the deadline. It is the sole responsibility of applicants to submit a complete application. Failure to submit a complete application by the deadline will exclude the application from consideration. Please note that submission of a request does not guarantee any funding.

If you have any questions our Finance Department is happy to assist you. Please contact Lisa Amon at LAmon@countyofkings.ca, 902-690-6191, or toll free at 1-888-337-2999.



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Section 1 – Applicant Information

Applicant Organization	
Primary Contact at Organization	
Organization's Mailing Address	
Organization's Physical Address (if different from mailing)	
Daytime Phone Number	
Email Address	

Section 2 – Total Request

Total Amount Requested for all Programs	
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Section 3 – About the Organization

What is the status of your non-profit organization?	<input type="checkbox"/> Unregistered non-profit organization <input type="checkbox"/> Registered with the NS Registry of Joint Stocks as a non-profit, business, or community or professional society or association. (Grants are issued to the organization using the Registry of Joint Stocks information). (Registry number: _____) <input type="checkbox"/> Registered Charity (ID number: _____) <input type="checkbox"/> Municipal Government <input type="checkbox"/> First Nations' Government
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Tell us about the Organization. What is your mandate and what are your goals? What type of things does your Organization do?

How will this programming benefit youth? What will success look like? What impact will the programming have?



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Section 5 – Programming

Using the form on page 5, complete a claim for each individual program and attach the claim forms to this application when submitting.

Section 6 – Declaration

We are submitting this application for the purpose of obtaining financial assistance from the Municipality of the County of Kings. The statements contained in this application are, to the best of our knowledge, true and correct. We submit that all aspects of this proposed project will comply with existing municipal, provincial, and federal codes, guidelines, and laws. We acknowledge that any misrepresentation or misappropriation of funds will result in the grant being revoked.

We agree to allow representatives of the Municipality of the County of Kings to inspect the site of the project described in this application, to audit the books and records of the applicant, to make inquiries, and to obtain all pertinent information necessary to evaluate this application.

We understand that all or part of this application may be made available to the public in accordance with the federal Access to Information and Protection of Privacy Act and the provincial Freedom of Information and Protection of Privacy Act.

Organization President (Printed)	Organization Secretary/Treasurer (Printed)
Signature	Signature
Date	Date

Section 7 – Submission

Please mail or e-mail your complete application and documents to:

Mailing Address: Lisa Amon
 Financial Services Administrative Assistant
 Municipality of the County of Kings
 PO Box 100
 Kentville, NS B4N 3W3

Email Address: LAmon@countyofkings.ca

You may also drop your application off at 87 Cornwallis Street, Kentville, N S



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**2018-2019 Proposed Budget Form
 (For Each Program)**

Program Name	
Dates Offered	
Location of Program	
Number of Attendees	
Ages of Youth	

Expenses

Wages	\$	
Program equipment and materials	\$	
Program insurance	\$	
Facility rentals	\$	
Other expenses	\$	
	\$	
	\$	
	\$	
TOTAL EXPENSES		\$

Revenues

Registration fees	\$	
Community group contribution	\$	
Fundraising	\$	
Donations	\$	
Other revenues (including other grants)	\$	
	\$	
	\$	
	\$	
TOTAL REVENUES		\$

Amount requested for this program (expenses – revenues)	\$
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