



Municipality of the County of Kings Community Festivals and Special Events Grant 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

The amount of assistance available from the Community Festival and Special Events Grant depends on the cause for celebration, length of the event, and expected number of attendees over the course of the event.

Festivals, fairs, or special events	Up to 25% of estimated costs to a maximum of \$500 per day and \$2,000 for the entire event
Celebrations to mark milestone anniversaries by quarter century increments (25 th , 50 th , 75 th , etc.)	Up to 25% of estimated costs to a maximum of \$1,000 per day and \$4,000 for the entire event
Major event	Expected attendance of 5,000 or more for the duration of an event that happens over multiple days. Up to \$2,000 per day to a maximum of \$14,000 for the entire event

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.



Municipality of the County of Kings
Community Festivals and Special Events Grant Application

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

Amount Requested	
Total estimated project cost	
<input type="checkbox"/> Festival, Fair, or Special Event <input type="checkbox"/> Major Event <input type="checkbox"/> Milestone Anniversary	

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?

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Section 4 – About the Event

Event Name	
Event Start Date	
Event End Date	
Event Location	
Estimated Attendance for the entire event	
If a milestone anniversary, how many years will be celebrated?	
___ 25 Years ___ 50 Years ___ 75 Years	Number of years: _____
Is your event accessible and open to the general public?	

Please provide a brief summary of the event(s) (such as content, purpose, timelines, and locations) the Organization is seeking funding for. What is the grant needed for?

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How will this event benefit the community? What will success for this event look like? What impact will the event have?

Section 5 – Funding the Initiative

Please attach an itemized budget that identifies:

1. The project's total costs by pertinent category of expenditures;
2. All other sources of funding, pending and confirmed (including from the Federal or Provincial governments);
3. All in-kind contributions/donations.

If you have estimated any of your costs, please explain the assumptions.

The Municipality requires particular budget information from applicants depending on the amount of the request.

For requests **less** than \$10,000, please provide a report of the organization's financial (a budget showing all revenues and expenses).

For requests **more** than \$10,000, please provide the current balance sheet and proposed budget/income statement.



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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, NS