



Municipality of the County of Kings Community Hall Assistance Program

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

This program is intended to assist with capital repairs and renovations. The Community Hall Assistance Program contributes to the ongoing preservation of halls across the Municipality. Priority for funding is given to those projects that are directly related or attached to the hall structure and address structural safety and integrity.

Maximum Assistance Available	
Capital project or renovation	50% of costs to a maximum of \$5,000

Application Deadline

Applications are due no later than April 1st each year 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

Organization Name	
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	

Section 3 – About the Organization

What is the status of your non-profit organization?	<p><input type="checkbox"/> Unregistered non-profit organization</p> <p><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: _____)</p> <p><input type="checkbox"/> Registered Charity (ID number: _____)</p> <p><input type="checkbox"/> Municipal Government</p> <p><input type="checkbox"/> First Nations' Government</p>
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Section 4 – About the Project

Please tell us about the community hall and those that use or run the hall. What role does the hall play in the community?

Please tell us about what this grant will be used for? How will this project improve the hall? How will this work benefit the community and users of the hall?



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Section 5 – Budget & Funding the Project

Please attach an itemized budget that identifies:

1. Please complete a proposed budget using the pages at the end of the application. The total must be provided in Section 2. Please group the costs by pertinent category of expenditure and provide quotes.
2. How the applicant organization will be funding their portion of the project (including grants from the Federal or Provincial governments) and in-kind contributions/donations. In-kind goods and services can now count for up to 50% of the applicant's contribution to the project (or 25% of the total). The remaining 50% of the applicant's share must be made in cash from any source.

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

Section 6 – Supplemental Information

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 status (a budget showing all revenues and expenses).

Section 7 – Declaration

I/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 my/our knowledge, true and correct. I/We submit that all aspects of this proposed project will comply with existing municipal, provincial, and federal codes, guidelines, and laws. I/We acknowledge that any misrepresentation or misappropriation of funds will result in the grant being revoked.

I/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.

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



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Section 7 – Submission

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

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

Email Address: LAmon@countyofkings.ca

You may also drop the application off at 87 Cornwallis Street, Kentville, NS



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Hall Name:	
<input type="checkbox"/> Maintenance Project <input type="checkbox"/> Capital Project	
Material Costs (lumber, concrete, steel, electrical, equipment, hardware)	Cost
Services (skilled labour, excavation, construction)	Cost
Other Items	Cost
TOTAL	
Applicant's Contributions to the Project	
In-Kind Goods and Services (can be no more than 50% of the applicant's contribution)	Value
TOTAL	