



## Municipality of the County of Kings Councillor Grants to Organizations

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.

Through this grant program, Councillors may support requests from community organizations that are not otherwise eligible to receive funding from the Municipality through another grant program. Please review the general eligibility statements listed in the Community Grants Policy (Section 7).

Disbursement of these funds is solely at the discretion of individual Councillors, but grants are issued to recipients by the Municipality.

### [Maximum Assistance Available](#)

Councillors equally share a budget that is determined annually during budget deliberations. Each member of Council determines the amount of support they wish to provide to any one organization. At their discretion, Councillors may select one or more project from any District to receive funding.

### [Application Deadline](#)

Applications are due no later than November 1<sup>st</sup> at 4:30 p.m. at the Municipal Complex (87 Cornwallis Street, Kentville). We encourage organizations 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 us at [grants@countyofkings.ca](mailto:grants@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 the 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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**Section 4 – About the Organization & Project**

Please tell us about the organization. What are your mandate and goals? What type of things does your organization do?

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Please tell us about what this grant will be used for. How will this project benefit the community?

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### Section 5 – Budget & Funding the Project

Please complete a proposed budget using the form provided on page 6 of this application. Please group the costs by pertinent category of expenditure and provide quotes. If any costs are estimates, 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).
- For requests \$10,000 and **above**, please provide a current balance sheet and proposed budget/income statement.

### Section 7 – 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 my/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 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**

Before submitting the application, please confirm the following:	
	The Grant Policy (FIN-05-018) has been reviewed
	All sections of the application have been completed
	Status of the non-profit organization has been provided (Section 3)  If an organization is not registered with the Registry of Joint Stocks and is not a Registered Charity, supporting organizational documents indicating the identity of the persons responsible for the organization and accountable for any funds advanced by the Municipality.
	Budget page(s) are complete (Section 5)
	Supplemental information is attached (Section 6)

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

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

Email Address: [grants@countyofkings.ca](mailto:grants@countyofkings.ca)

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

