



MUNICIPALITY of the  
COUNTY of KINGS

**Park, Playground, and Trail Maintenance & Development Grant  
2022/23 Application**

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

This fund supports the creation and maintenance of active living infrastructure. These grants support communities through well-maintained public parks, playgrounds, trails, and assets to improve opportunities and promote active living.

**Maximum Assistance Available**

Funding can support all capital aspects of development and maintenance, excluding the purchase of land for future development.	
<b>Community Parks &amp; Playgrounds</b>	
Capital:	50% of costs to a maximum of \$7,500 per park or playground
Maintenance:	50% of costs to a maximum of \$4,500 per park or playground
<b>Community Trails</b>	
Capital:	50% of costs to a maximum of \$40,000
Maintenance:	50% of costs to a maximum of \$20,000
'Capital' is defined as an item with an acquisition cost of \$2,500 or more with an estimated useful life over five years including, but not limited to, such items as structure, apparatus, and building renovations.	

**Required Documentation** (Please check the boxes below)

- Signed copy of the completed grant application;
- Organizations Financial Information – *see details in Section 5 of the application*;
- Project Budget(s) – *please use the template provided*;
- Additional Support material – *\*optional and will not be returned*

**Application Deadline**

Applications must be received no later than **April 01** at 4:30 p.m. via email or hard copy.

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.

**Submission**

Please deliver, mail or e-mail your complete application and documents to:	
Mailing Address:	Municipality of the County of Kings Attn: Community Grants 181 Coldbrook Village Park Dr. Coldbrook, NS B4R 1B9
Email Address:	<a href="mailto:grants@countyofkings.ca">grants@countyofkings.ca</a>

## **Evaluation**

All grant applications are assessed independently by municipal staff after the grant deadlines.

Applications are evaluated based on three main criteria:

<b>Criteria</b>	<b>Considerations</b>
Budget Considerations	Accuracy, level of detail (for planned expenses and income), efforts toward fundraising and securing other funding, reasonability, and financial viability of the project and applicant organization.
Community Impact	Project reach and capacity, extent that it addresses a community need, availability for public to access, added value to residents, degree of cooperation and collaboration between community groups, and contribution of volunteers.
Organizational & Project Effectiveness	Sustainability and viability of the organization and project, efficient use of resources, legacy of the project and applicant organization.

## **Estimated Timeline for the 2022/23 Community Hall Assistance Program Grant**

April: Received applications reviewed by Municipality of the County of Kings Grants Administrator

May/June: Evaluation of all applications to the program by Municipality of the County of Kings staff

June/July: Final grant allocations approved by Municipality of the County of Kings CAO; communication to all applicants, including distribution of cheques for successful grants.

## **Project Reporting/Accountability**

Grant recipients are required to submit a report on the use of municipal funds.

The Policy establishes that accountability requirements are based on the amount awarded (see Section 10 of the Policy for more details):

- Councillor Grants to Organizations and Awards of less than \$4,000 are required to submit a summary of how the funds were used
- Awards less than \$30,000 will require proof of actual expenses and payment
- Awards between \$30,000 and \$50,000 will require proof of actual expenses and payment, internally approved financial statements and proof of acceptance by the organization's Board (financial statements signed by the Chair of the Board and one other member).
- Awards for more than \$50,000 will require proof of actual expenses and payment, and a review engagement undertaken by a licensed Chartered Professional Accountant

Receipt of this report will be a precondition for consideration of the organization's future grant applications.

If you have any questions staff are available to assist you. Please contact Amie Johnstone at your convenience,

E-mail. [ajohnstone@countyofkings.ca](mailto:ajohnstone@countyofkings.ca)

Phone. 902-690-6191

**Section 1 – Applicant Information**

Applicant Organization Name				
Primary Contact at Organization				
Organization’s Mailing Address				
Organization’s Physical Address (if different from mailing)				
Daytime Phone Number				
Email Address				
Does the applicant organization own the property/properties?		Yes		No
<p><b>Capital projects</b> with a total project cost of,  <u>Under \$5,000</u> MUST have and provide proof of ownership, an easement, or right-of-way for use of the land for at least 10 years.  <u>Over \$5,000</u> MUST have and provide proof of ownership, an easement, or right-of-way for at least 10 years, <b>with</b> at least three years of the lease remaining or a renewal clause in the current lease.</p>				
<p><b>Maintenance projects</b> must demonstrate authority to manage the site for the year in which they are applying.</p>				

**Section 2 – Total Request & Costs Summary**

<b>Requested</b>	
Total Requested for Park & Playground Capital	
Total Requested for Park & Playground Maintenance	
Total Requested for Trails Capital	
Total Requested for Trails Maintenance	
<b>Total Amount REQUESTED</b>	

<b>Cost</b>	
Total Estimated Cost for Park & Playground Capital	
Total Estimated Cost for Park & Playground Maintenance	
Total Estimated Cost for Trails Capital	
Total Estimated Cost for Trails Maintenance	
<b>Total Estimated COST</b>	

**Section 3 – About the Organization**

What is the status of your non-profit organization?		Registered with the NS Registry of Joint Stocks as a non-profit club, association, society, or organization. <b>Registry number:</b> _____
		Registered Canadian Charity <b>ID number:</b> _____
		Municipal Government (Town or Village)
		First Nations' Government
		AVRCE or CSAP School within in Kings County
<b>PLEASE NOTE:</b> Awarded funding will be issued to the registered organization named in the Registry of Joint Stocks/Charity information		

Please tell us about the organization and what role it plays in the community?

**Section 4 – About the funding request(s)**

1. Please provide a brief description of the project, how the need for the project originated, and who the main users of the park, playground, or trail are.

2. What role does the park, playground, or trail have in the community and in promoting active living?

3. Does this project provide a unique or uncommon active living opportunity?

4. How will this project make an impact on the area and its residents? Will this project allow for continued or better public access?

5. How will project be funded and what is the plan for its long term sustainability?

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**For Capital Projects only:**

1. Please tell us specifically how this grant will be used?

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**Section 5 – Budget & Funding**

Using the forms attached, **complete one for each** park, playground and trail (use as many as needed)

- If applying for both capital and maintenance for the same park, playground, or trail, please complete two separate forms

A clear itemized budget must be included that identifies how the applicant organization will be funding their portion of the project including all grants from the Federal or Provincial governments and in-kind contributions/donations.

- In-kind goods and services can 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.

Once attached forms are completed, please be sure to summarize totals for all projects in Section 2 of this application.

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

Requests **less than \$7,500** must provide,

1. a report of the organization's financials (showing all revenues and expenses)
2. a proposed budget/income statement

Requests **\$7,500 and above** must provide,

1. a current balance sheet
2. a proposed budget/income statement

**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, orders and laws. We acknowledge that any misrepresentation or misappropriation of funds will result in the grant being revoked.

We understand it is our responsibility, as the applicant, to ensure adherence to any Health Protection Act Orders or other provincial guidelines related to safety and/or gatherings.

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 Name (Printed):	
Organization President Signature:	
Date:	
Organization Secretary/Treasurer/Authorized Member Name (Printed):	
Organization Secretary/Treasurer/Authorized Member Signature:	
Date:	

Park, Playground, or Trail Name:			
Physical Location of the Park, Playground, or Trail: (Address, PID, or GPS Coordinates)			
Capital Project		Maintenance Project	
Please use additional sheets as needed or attach a completed budget for the project including both expense and revenue			
<b>Expenses &amp; Costs</b>			
Materials: (i.e. lumber, concrete, steel, electrical, equipment, hardware)	Quote attached ✓	Cost	
Services: i.e. skilled labour, excavation, construction	Quote attached ✓	Cost	
Other Items (please detail)	Quote attached ✓	Cost	
<b>Expense TOTAL</b>			
<b>Funding incl. In-Kind &amp; applicant contribution</b>			
Funding Source	Confirmed ✓	Pending ✓	Amount
In-Kind Goods or Services (may count for up to 50% of the applicants contribution)			Value
<b>Applicant contribution &amp; in-kind TOTAL</b>			
<b>If you have estimated any of your costs, please explain the assumptions</b>			



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Physical Location of the Park, Playground, or Trail: (Address, PID, or GPS Coordinates)			
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