



MUNICIPALITY *of the*  
COUNTY *of* KINGS

**Community Festivals and Special Events 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 and the grant awarding process.

To build pride and celebrate communities by showcasing achievements, culture and heritage, or to commemorate milestone anniversaries, the Community Festivals and Special Events Grant assists community organizations with the costs of festivals, fairs, or special events marking civic or national holidays, and other noteworthy events.

To be eligible, the event must be designed to serve the residents of the County and recognize the unique character of communities across the County.

**Maximum Assistance Available**

The amount of assistance available is determined by the expected attendance and the consecutive number of days of the in person event.

<b>Festivals, fairs, or special events</b>	<b>Up to</b> 25% of estimated costs to a maximum of \$1,000 per day and \$2,000 for the entire event
<b>Milestone Celebrations by quarter century increments (25<sup>th</sup>, 50<sup>th</sup>, 75<sup>th</sup>, etc.)</b>	<b>Up to</b> 25% of estimated costs to a maximum of \$1,000 per day and \$4,000 for the entire event
<b>Major Event</b>	Expected attendance of 5,000 or more for the duration of an event that happens over multiple days. <b>Up to</b> \$2,000 per day to a maximum of \$10,000 for the entire event.
*Eligible days must have at least 4 hours of programming provided or endorsed by the host organization.	
<b>Virtual Event</b>	Eligible events must be intended to support the conversion of an existing annual event which cannot otherwise take place in person due to circumstances outside of the organizations control, including, for example the COVID-19 pandemic but excluding normal weather events. <b>Up to</b> 25% of estimated costs to a maximum of \$500 for the entire event.

Due to the ongoing COVID-19 pandemic it is plausible that large gatherings will be permitted 2022-23 under some form of restrictions. Please understand, the Municipality will not support anything in opposition to any Public Health guidelines.

Please be sure to review the general eligibility statements as well as the additional eligibility requirements, found in the Community Grants Policy.

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

- Signed copy of the completed grant application;
- Organizations Financial Information – *see Section 5 of the application*;
- Event Budget – *see Section 5 of the application*;
- Additional Support material – *\*optional and will not be returned*

**Application Deadline**

Applications must be received no later than **May 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:

Criteria	Considerations
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 Recreation Programming Assistance Grant**

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

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

Per Community Grant Policy, Section 2.4

It is the responsibility of the applicant to ensure adherence to any Health Protection Act Orders or other provincial guidelines related to safety and/or gatherings; and, upon request, shall provide information detailing compliance with guidelines, restrictions and/or provide evidence of an approval to proceed issued by Public Health or other applicable level of government.

**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	

**Section 2 – Total Request**

Total amount requested	
Total estimated event cost	

**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		

<p>Tell us about the Organization. What is your mandate and what are your goals? What type of things does your Organization do?</p>

**Section 4 – About the Event**

Event Name					
Event Date(s)					
# of Eligible days					
*Eligible days must have at least 4 hours of programming provided or endorsed by the host organization.					
Event Location(s)					
Check one:	<input type="checkbox"/> Festival, Fair, or Special Event	<input type="checkbox"/> Milestone Celebrations	<input type="checkbox"/> Major Event	<input type="checkbox"/> Virtual event	
Estimated Attendance for the entire event					
If a Milestone Celebrations, how many years will be celebrated? (i.e. 25, 50, 75, other)					
Is your event accessible and open to the general public?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>** Please provide a program, brochure or other advertising material to outline the event</b>					

<p>1. Provide a brief summary of the event. What are the grant funds needed for specifically?</p>
<p>2. Is this a new event for the organization? Does this event build community pride by celebrating or showcasing a unique aspect of the area?</p>

3. Describe the total funding for this event including any collaboration and fundraising. Using this funding model, can this event be expected to continue annually?

4. What does success look like for this event?

5. How is this event advertised? Please provide brochure or flyer if possible.

**Section 5 – Budget & Funding of the Initiative**

The Municipality <b>requires</b> particular financial information from applicants depending on the amount of the request.	
Requests <b>less than \$7,500</b> must provide,	
	1. a report of the organization’s financials (showing all revenues and expenses)
	2. a proposed budget/income statement
Requests <b>\$7,500 and above</b> must provide,	
	1. a current balance sheet
	2. a proposed budget/income statement

An <b>itemized budget</b> is <b>required</b> to accompany this application and must clearly identify:	
<ol style="list-style-type: none"> <li>1. The events total costs by pertinent category of expenditures;</li> <li>2. All sources of funding including a comment to advise if pending , requested, or confirmed (including funding from Federal or Provincial governments);</li> <li>3. All in-kind contributions/donations.</li> </ol>	
<b>** If you have estimated any of your costs, please explain the assumptions.</b>	

**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:	