



MUNICIPALITY *of the*  
COUNTY *of* KINGS

**Community Hall Assistance Program 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 assist Community Halls with capital repairs and renovations and/or modest operational support the Community Hall Assistance Program contributes to the ongoing preservation of halls that are available for community use.

**Maximum Assistance Available**

<b>Capital project, renovation or accessibility upgrade</b>	Up to 50% of costs to a maximum of \$7,500
'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.	
<b>Operational assistance</b>	Up to 50% of total annual operating costs to a maximum of \$1,000

Applicants are eligible for both Capital and Operational funding. Please note however, reserves for any future Capital projects cannot be included in the total operating costs; separate itemized budgets must be included with the application.

**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/Program Budget – *please use the template provided*;
- 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:

<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**

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

**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**

<b>Capital</b>	
Total Estimated Cost of project, renovation or accessibility upgrade	
Amount Requested Max. 50% of total project cost up to \$7,500	

<b>Operating</b>	
Total Estimated Operational Costs	
Amount Requested Max. 50% of total annual operating costs to a maximum of \$1,000	

**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

**PLEASE NOTE:** Awarded funding will be issued to the registered organization named in the Registry of Joint Stocks/Charity information

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

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

**For Operational Assistance Requests:**

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

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2. What does the future of this Community Hall look like?

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**For Capital Project Assistance Requests:**

1. Please tell us about this project and how this grant will be used?  
How will this project improve the hall?

2. How will this work benefit the community and users of the hall?  
Will this project help to increase the types of offerings in the community?

3. Please describe the total funding for this project including whether funding is secured or pending approval.

4. After this project is completed, what does the future of this Community Hall look like?

**Section 5 – Budget & Funding**

If applying for both Capital and Operational funding, separate itemized budgets **must** be included with your application.

**Capital project, renovation or accessibility upgrade funding requests must include:**

1.	A report of the organization’s most recent financials (showing all revenues and expenses)
2.	A proposed budget <b>using the page at the end of the application</b> which includes,
2 a.	Quotes
2 b.	All other sources of funding. Please note if pending or confirmed (including from the Federal or Provincial governments);
2 c.	All in-kind contributions/donations. In-kind goods and services can count for up to 50% of the applicant’s contribution to the project (to a maximum of 25% of the total project). The remaining 50% of the applicant’s share must be made in cash from any source.

**Operational funding requests must provide:**

1.	A report of the organization’s most recent financials (showing all revenues and expenses)
2.	Attach a copy of the organizations budget as approved at the Annual General Meeting.

**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:	

Hall Name:						
<b>Capital Project:</b>		Capital Project		Renovation		Accessibility Upgrade
Please use additional sheets as needed or attach a completed budget for the project including both expense and revenue						
<b>Expenses &amp; Costs</b>						
<b>Materials: (i.e. lumber, concrete, steel, electrical, equipment, hardware</b>					<b>Quote attached</b>	<b>Cost</b>
<b>Services: i.e. skilled labour, excavation, construction</b>					<b>Quote attached</b>	<b>Cost</b>
<b>Other Items</b>					<b>Quote attached</b>	<b>Cost</b>
<b>Expense TOTAL</b>						
<b>Project Funding</b>						
<b>Funding Source</b>				<b>Confirmed</b>	<b>Pending</b>	<b>Amount</b>
<b>In-Kind Goods or Services</b> (may count for up to 50% of the applicants contribution to a maximum of 25% of total project cost)						<b>Value</b>
<b>Applicant contribution &amp; in-kind TOTAL</b>						
<b>If you have estimated any of your costs, please explain the assumptions</b>						