



MUNICIPALITY *of the*  
COUNTY *of* KINGS

**Councillor Grants to Organizations - 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.

Through the Grants to Organizations 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) as these do apply.

Disbursement of these funds is solely at the discretion of individual Councillors; with the awarded grants issued to recipients by the Municipality.

**Maximum Assistance Available**

Any one project:                      Maximum of \$7,500

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 applicant organization. At their discretion, Councillors may select one or more projects from any District to receive funding.

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

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

**Application Deadline**

Applications must be received no later than **June 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 reviewed by municipal staff after the grant deadlines to ensure completeness.

### **Estimated Timeline for the 2022/23 Community Recreation Programming Assistance Grant**

- June: Received applications reviewed for completeness and eligibility by Municipality of the County of Kings Grants Administrator.
- June: Councillors are provided all applications and asked to make their individual funding allocations.
- June/July: Final grant allocations are communicated to all applicants, followed by preparation and 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

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	
Name of project (if applicable)	
Primary Contact Name and Position at Organization	
Organization’s Mailing Address	
Organization’s Physical Address (if different from mailing)	
Daytime Phone Number	
Email Address	

**Section 2 – Total Request**

<b>Total estimated cost</b>	
<b>Amount Requested</b> up to 100% of project cost to a max. of \$7,500	

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

**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 4 – About the Project**

1. Provide a brief summary of the project or program. Is there something specifically these grant funds will be used for?
2. Who will this project or program benefit; the community, individuals, a specific group, other?

3. Please describe the planning, collaboration and funding involved in this project or program.

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4. What does success look like for the organization in completing this project or program?

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### Section 5 – Budget & Funding

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

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

- |  |  |
|--|--|
|  | <ol style="list-style-type: none"><li>1. A report of the organization’s financials showing all revenues and expenses<br/>Ex. The organizations last approved financial statement</li></ol> |
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Using the form attached, an **itemized budget** is **required** to accompany this application and must clearly identify:

1. The project or program total costs by pertinent category of expenditures;
2. All sources of funding including a comment to advise if pending, requested, or confirmed (including funding from Federal or Provincial governments);
3. All 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 your costs, please explain the assumptions.**

**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:	

<i>Organization:</i>		
<i>Project/Program Name:</i>		
<b>Please include all costs associated with the project /program</b>		
Itemized Budget	Cost	Quote attached ✓
<b>Total Expenses \$</b>		
<b>Project Funding (including In-Kind &amp; applicant contribution)</b>		
Funding Source	Amount	Confirmed or pending?
<b>Funding TOTAL \$</b>		