

The Municipality of the County of Kings has adopted [Policy FIN-05-018 Community Grants](#) to support the work of registered non-profit community organizations providing programs, infrastructure, services, and events that align with the Municipality's Strategic Plan. Through this Policy several grant programs are available to support a wide range of community initiatives. We encourage you to explore the policy and programs, apply early, and contact us with any questions. All programs and information can be found at www.countyofkings.ca/grants

Helping to build community pride, *Community Festival and Special Events Grants* support eligible community organizations with costs associated with festivals, fairs, special events marking civic or national holidays, and other significant occasions highlighting local achievements, culture, and heritage

Eligible events must be open to, and designed to serve the residents of the County, of all ages and abilities, 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.

Festivals, fairs, or special events	Up to 25% of estimated costs, to a maximum of \$1,000 per day and \$2,000 for the entire event
Major Event*	Up to \$2,000 per day, to a maximum of \$10,000 for the entire event.
*To qualify for Major Event the must be an expected attendance of 5,000 or more for the duration of an event that happens over multiple consecutive days. Note: Eligible days must have at least 4 hours of programming provided or endorsed by the host organization.	

Please be sure to review the Community Grants Policy for more detailed information and eligibility.

Application Deadline

Applications must be received no later than 4:30pm **April 1***

On April 1 all applications received will be reviewed and considered for funding; should any funds remain after this date, applications will continue to be accepted until the program end date of March 31, 2027 or until such time as the budget has been fully expended. We encourage you to apply early and seek assistance as required.

Submission

Please send your completed application, including all required supporting documentation, by the deadline. Incomplete or late applications will not be considered. Please note that submission of an application does not guarantee funding.

Email Address: grants@countyofkings.ca

Mailing Address: Municipality of the County of Kings
Attn: Community Grants
181 Coldbrook Village Park Dr.
Coldbrook, NS B4R 1B9

Evaluation

Applications are reviewed by Municipal Grants Administrator for eligibility and completeness.

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 the project it addresses a community need, • Availability for public 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, and • Legacy of the project and applicant organization.

Estimated Timeline for the 2026/27 Kings Vision Grant

- April: Applications are reviewed by Municipal Grants Administrator for eligibility and completeness.
- May: Applications are evaluated by Municipal Staff.
- May-June: Final grant allocations are approved by Municipality of the County of Kings Chief Administrative Officer. Applicants are then notified of funding decisions, and payments are issued to successful applicants.

Project Reporting/Accountability

All Community Grant recipients are required to submit a report on the use of municipal funds. Submission of this report is required for any future funding applications to be considered.

Grant Recipients should refer to their award letter for specific accountability requirements.

In general:

- **Awards of \$7,500 or less:** Applicants are required to submit a summary of how the funds were used.
- **Awards of more than \$7,500 and less than \$30,000:** Proof of actual expenses and payment is required.

If you have any questions, staff are available to assist you.

Grants & Funding Administrator
E-mail. grants@countyofkings.ca
Phone. 902-690-6191

Section 1 - Applicant Information

Name of Applying Organization	
Primary Contact at Organization	
Organization's Mailing Address	
Organization's Physical Address	
Daytime Phone Number	
Email Address	

Section 2 – Total Request

Total estimated event cost	
Total amount requested	

Section 3 – About the Organization

What is the status of the non-profit organization?		Registered with the NS Registry of Joint Stocks as a non-profit club, association, society, or organization. Registry number:
		Registered Canadian Charity ID number:
		Municipal Government (Town or Village)
		First Nations' Government
		A school within the County of Kings affiliated with the AVRCE or CSAP
PLEASE NOTE: Awarded funding will be issued to the registered organization as it appears in NS Registry of Joint Stocks or Federal Charity		

Tell us about the Organization.

What is the mandate and what are the goals? What type of things does this organization do?

Section 4 – About the Event

Event Name	
Event Date(s)	
# of Eligible days*	
*Eligible days must have at least four (4) hours of programming provided or endorsed by the host organization.	
Event Location(s)	

Check one:	☐ Festival, Fair, or Special Event	☐ Major Event*
*To qualify for Major Event the must be an expected attendance of 5,000 or more for the duration of an event that happens over multiple consecutive days.		

Estimated Attendance for the entire event	
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Will your event be accessible and open to the general public to attend?	☐ Yes	☐ No
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1. Event Overview Please describe your event, including purpose, key activities, and how it celebrates community achievements, culture, heritage, or a milestone anniversary.
2. Community Impact & Public Access How does your event serve the residents of Kings County? Describe its reach, accessibility to all ages and abilities, and any community need it addresses.
3. Budget & Financial Plan Describe your event budget including estimated costs and other confirmed or anticipated funding. *A copy of the actual budget is also required to be submitted with your application.

4. Historical Information Has your organization previously hosted this event or received funding through this program?
5. Organizational Capacity & Event Sustainability Describe what success looks like for this event. Do you anticipate this will be an annual event?
6. Communications/Advertising How is this event advertised? Please provide a program, brochure, or other advertising material to outline the event if available.

Section 5 – Budget & Funding of the event

Please confirm the following required items are included with your application submission:

	A copy of the organization's most recent financial statement.
	An itemized event budget showing: 1. Total event cost by expense category. 2. All funding sources, noting if each is pending, requested, or confirmed (including any federal and provincial funding). 3. All in-kind contributions or donations (up to a maximum 50% of the applicant's contribution). <i>If any costs are estimated, please explain how they were calculated.</i>

Section 7 – Declaration

We submit this application for the purpose of obtaining financial assistance from the Municipality of the County of Kings. To the best of our knowledge, the information provided in this application is true, accurate, and complete.

We confirm that all aspects of this proposed project will comply with applicable municipal, provincial, and federal laws, regulations, codes, and guidelines. We acknowledge that any misrepresentation or misuse of funds will result in the revocation of the grant.

We understand it is our responsibility to comply with all applicable Health Protection Act Orders and any other provincial requirements related to safety and/or public gatherings.

We agree to permit representatives of the Municipality of the County of Kings to inspect the project site, review relevant records, make inquiries, and obtain any pertinent information necessary to evaluate this application.

We further understand that all or part of this application may be subject to disclosure 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:	

***Please ensure all supporting information is included with your application submission.**

Applicants should receive an email confirming that their application was received. If you do not receive this email, please contact grants@countyofkings.ca or 902-690-6191 within 2 weeks of submission.