



MUNICIPALITY *of the*  
COUNTY *of* KINGS

**Community Festivals and Special Events Grant  
2024/25 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>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.	

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

**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 Supporting material – *\*optional and will not be returned*

### **Application Deadline**

Applications must be received no later than **April 2, 2024\*** at 4:30 p.m. via email or hard copy.

\*On April 2 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, 2025 or until such time as the budget has been fully expended. 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 2024/25 Community Festivals and Special Events Grant**

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

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

**May/June:** Final grant allocations approved by Municipality of the County of Kings Chief Administrative Officer; communication to all applicants, including distribution of cheques for successful grants.

**Should any funds remain after this date, applications will continue to be accepted and this process**

Municipality of the County of Kings

Community Festivals and Special Events Grant Application 2024/25

**followed until the program end date of March 31, 2025 or until such time as the budget has been fully expended.**

### **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 3.37 of the Policy for more details):

- Awards of \$7,500 or less are required to submit a summary of how the funds were used
- Awards of more than \$7,500 and 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 the Grants Administrator at your convenience,

E-mail. [grants@countyofkings.ca](mailto:grants@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**

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
		A school within the County of Kings affiliated with the AVRCE or CSAP
<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 four (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"/> Major Event	
Estimated Attendance for the entire event			
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?

Empty response area for question 3.

4. What does success look like for this event?

Empty response area for question 4.

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

Empty response area for question 5.

**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>\$7,500 or less</b> must provide:	
	1. a report of the organization’s financials (showing all revenues and expenses)
	2. a proposed budget/income statement
Requests <b>more than \$7,500</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:	