

## Community Hall Assistance Program Grant 2026/27 Application

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](http://www.countyofkings.ca/grants).

To assist with capital repairs and renovations of halls, 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 Upgrade</b>	Up to 50% of costs to a maximum of \$5,000
IF the project is to enhance accessibility up to an additional \$2,500 may be available.	
<b>Operational Assistance</b>	Up to 50% of total annual operating costs to a maximum of \$1,000

**Note:** Applicants may apply for **both** Capital and Operational funding each year. However, Operating budgets must not include funds reserved for future Capital projects. Separate, itemized budgets are required for Capital and Operating funding and must be submitted with the application.

Please review the general eligibility statements listed in the Community Grants Policy.

### Additional Eligibility Requirements

- The community hall must be open to the public.
- The applicant must have the authority to manage the property through ownership or a long-term lease of at least 10 years.
- Halls must provide proof of current fire insurance.
- Confirmation by the Municipal Fire Inspector that the Hall is compliant with the Fire Safety Act.
- For work where a building permit may be required, proof of permit is required before any funds are released.

### Definitions

**Community Hall:** A general meeting space for gatherings outside of faith-based worship or education.

- If your space does not qualify under this definition, please see the Councillor Grants to Organizations program.
- Applications relating to faith-based organizations are only eligible to apply for funding through the Councillor Grants to Organizations or Community Hall Assistance program with projects or initiatives relating to accessible community space available for public use.

**Capital:** 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.

**Applications are due no later than May 1, 2026**

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](mailto:grants@countyofkings.ca)

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

***If additional space is required to answer any application questions, please include a separate document with your submission and clearly reference the corresponding section.***

**Evaluation**

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

Eligible applications are then evaluated using the following criteria:

Criteria	Considerations
Budget Considerations:	<ul style="list-style-type: none"><li>• Accuracy,</li><li>• Level of detail (for planned expenses and income),</li><li>• Efforts toward fundraising and securing other funding,</li><li>• Reasonability, and</li><li>• Financial viability of the project and applicant organization.</li></ul>
Community Impact:	<ul style="list-style-type: none"><li>• Project reach and capacity,</li><li>• Extent the project it addresses a community need,</li><li>• Availability for public access,</li><li>• Added value to residents,</li><li>• Degree of cooperation and collaboration between community groups, and</li><li>• Contribution of volunteers.</li></ul>
Organizational & Project Effectiveness:	<ul style="list-style-type: none"><li>• Sustainability and viability of the organization and project,</li><li>• Efficient use of resources, and</li><li>• Legacy of the project and applicant organization.</li></ul>

Note: Projects that are directly related or attached to the hall structure and address structural safety and integrity are given priority for funding through this program.

**Estimated Timeline for the 2026/27 Community Hall Assistance Program Grant**

- May: Applications are reviewed by Municipal Grants Administrator for eligibility and completeness.
- May-June: Applications are evaluated by Municipal Staff.
- June-July: 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](mailto:grants@countyofkings.ca)  
Phone. 902-690-6191

### Section 1 – Applicant Information

Applicant Organization Name	
Primary Contact	
Organization's Mailing Address	
Organization's Physical Address (if different from mailing)	
Daytime Phone Number	
Email Address	

### Section 2 – Total Request & Cost Summary

<b>Capital</b>	
Total Estimated Cost of project, renovation or accessibility upgrade	
Is this project related to accessibility?	
Total Capital Funding Request	

Maximum request: 50% of total project cost up to \$5,000

\*IF the project is to enhance accessibility, up to an additional \$2,500 may be available for a total maximum request of \$7,500

<b>Operating</b>	
Total Estimated Operational Costs	
Total Operating Funding Request	

Max. 50% of total annual operating costs to a maximum of \$1,000

### 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. <b>Registry number:</b> <input type="text"/>
		Registered Canadian Charity <b>ID number:</b> <input type="text"/>
		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 as it appears in <a href="#">NS Registry of Joint Stocks</a> or <a href="#">Federal Charity</a>		

**Tell us about the Community Hall.**

Describe the role the hall play in the community? (how it is used, and how it is open to the public.)

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

**For Operational Funding Requests:**

1. How does your community hall currently operate, and how will you continue to cover operating costs and remain financially sustainable in the future?

**For Capital Project Funding Requests:**

**1. Project Description**

Describe the proposed project. Include what work will be done, why it is needed, and how it supports the ongoing use, safety, or accessibility of the community hall.

**2. Community Benefit**

How will this project benefit the community and support public use of the hall?

**3. Budget & Funding**

Describe the project scope and how it will be funded. Identify confirmed and potential funding partners and explain if and/or how the project will proceed if not all funding sources are secured.

**4. Project Delivery & Sustainability**

Describe how and when the project will be completed, who will be responsible for managing and maintaining it.

**5. Organizational Capacity**

Looking ahead, 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.

### Project Budget & Funding

Please confirm the attached project budget form has been completed and included with your submission to provide financial details for your project.

	An itemized project budget showing: <ol style="list-style-type: none"><li>1. Total project cost by expense category.<ol style="list-style-type: none"><li>a. Include any quotes used</li></ol></li><li>2. All funding sources, noting if each is pending, requested, or confirmed (including federal and provincial funding).</li><li>3. All in-kind contributions or donations (up to a maximum 50% of the applicant's contribution).</li></ol>
<p>Note: A clear itemized project budget <b>must</b> be included with your application – If you have a clear budget prepared that provides all this information you may submit it in the place of the provided form.</p> <p>Note. 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.</p> <p>If you have estimated any of the costs, please explain the assumptions.</p> <p>Please be sure to include the total project cost in Section 2 of this application.</p>	

### Organization Budget & Funding

✓ Check boxes to confirm this information has been included with your application	
<b>Operational funding requests must provide:</b>	
	<ul style="list-style-type: none"><li>• <b>Financial report (expenses and revenues):</b> A simple summary of the money your organization received and spent during a recent period (for example, last year).</li></ul>
	<ul style="list-style-type: none"><li>• <b>Proposed budget (income statement):</b> A summary of how you expect to receive and spend funds for this project or the coming year. (Generally approved at the Annual General Meeting)</li></ul>

## Section 6 – 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](mailto:grants@countyofkings.ca) or 902-690-6191 within 2 weeks of submission.

## Community Hall Assistance Program Project Budget Form

Community Hall:			
Capital Project Name:			
Is this an Accessibility related project?			
Use or attached or additional sheets as needed to provide the complete project budget, including how it is being funded			
<b>Expenses &amp; Costs</b>			
Materials/Services/Other	Quote attached yes or no	Cost	
<b>Expense TOTAL</b>			
<b>Funding incl. In-Kind &amp; applicant contribution</b>			
Funding Source or In-Kind Good/Service	Confirmed ✓	Pending ✓	Amount/Value
<b>Applicant contribution &amp; in-kind TOTAL</b>			
If you have estimated any of your costs, please explain the assumptions			