

## Community Hall Assistance Program Grant 2025/26 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 at [www.countyofkings.ca/grants](http://www.countyofkings.ca/grants) . Please review the policy for more details about the review and evaluation of applications, as well as the grant awarding process.

To assist Community Halls with capital repairs and renovations and/or operational funding 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 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 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.

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.
  - Any unpaid funds from the Municipality will not be released until all permits from the Municipality are closed.

### **Definitions**

A 'Community Hall' is defined as 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' 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.

**Application Deadline**

Applications must be received no later than 4:30pm **May 01** 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 submit your complete application and any accompanying documents by mail or e-mail 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.

Priority for funding through this program is given to those projects that are directly related or attached to the hall structure and address structural safety and integrity.

Applications are evaluated based on three main 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 of 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,</li> <li>• Legacy of the project and applicant organization.</li> </ul>

## **Estimated Timeline for the 2025/26 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 Chief Administrative Officer; 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 Policy for more details):

- Awards of \$7,500 or less 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.

Failure to submit accountability reports by the required deadline will result in any remaining funds being withheld and render the organization ineligible for future program applications until such time that the necessary reports are received. Grants will be revoked should there be a misappropriation of funds or misrepresentation by the receiving organization.

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

<b>Capital</b>	
Total Estimated Cost of project, renovation or accessibility upgrade	
Amount Requested	
Maximum request: 50% of total project cost up to \$5,000 *Only IF the Renovation or Upgrade is to enhance accessibility up to an additional \$2,500 may be available for a total maximum request of \$7,500	
Is this project related to accessibility?	

<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
		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		

Tell us about the Community 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.

2. How will this project benefit the community and its users?  
Will this project help to increase the variety of offerings in the community?

3. IF the project is to enhance accessibility please describe.

4. Please describe the total funding for this project.  
\*Be sure to include whether the funding is already secured or pending approval.

5. 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.

The Municipality **requires** particular financial information from applicants.

✓ Check boxes to confirm this information has been included with your application

**Capital project, renovation or upgrade funding requests must provide:**

	1. A report of the organization’s most recent financials (showing all revenues and expenses)
	2. A proposed budget for the project including, <ul style="list-style-type: none"><li>• Any quotes used</li><li>• All other sources of funding</li><li>• All in-kind contributions/donations.<ul style="list-style-type: none"><li>○ 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.</li></ul></li></ul>

\*Please use the attached **Community Hall Assistance Program Project Budget Form**

**Operational funding requests must provide:**

	1. A report on the organization’s most recent financials (showing all revenues and expenses)
	2. Attach a copy of the organization’s operating 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:	

**To ensure a complete application, please use the check boxes below:**

<input type="checkbox"/>	All previous years grants have been closed (as applicable)
<input type="checkbox"/>	Application form is complete and signed
<input type="checkbox"/>	Organization’s Financial Information is attached (see section 5 of the application)
<input type="checkbox"/>	<b>‘Community Hall Assistance Program Budget Form’</b> is attached for project (as applicable)
<input type="checkbox"/>	Separate Budget attached if applying for operational assistance
<input type="checkbox"/>	Additional Supporting material attached as applicable



## Community Hall Assistance Program Project Budget Form

Hall Name:						
<b>Capital Project:</b>		Capital Project		Renovation		Is this an 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>						