

## Community Recreation Programming Assistance 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).

The **Community Recreation Programming Assistance Grant** supports community organizations that deliver recreation programming for people of all ages across the County of Kings.

### **Funding Assistance Available**

Funding may be used for programming costs, part-time staffing, or program equipment, and can support both new and existing programs, including leadership, leisure, or group learning activities.

Organizations may include multiple programs within a single application.

<b>Per Program</b>	<ul style="list-style-type: none"> <li>Up to 100% of a program's <u>net cost</u> (expenses /less revenue) may be funded</li> </ul>
	<ul style="list-style-type: none"> <li>No more than 50% of a program's <u>total cost</u> can be funded</li> </ul>
<b>Per Organization</b>	<ul style="list-style-type: none"> <li>Maximum (combined) grant funding to any one organization is \$10,000</li> </ul>

Note: Tournaments, competitions, or regional events are not eligible for funding under this program.

### **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:

<b>Criteria</b>	<b>Considerations</b>
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>

## **Estimated Timeline for the 2026/27 Community Recreation Programming Assistance 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

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

### Section 2 – Total Request & Costs Summary

Total (combined) Amount Requested	
<ul style="list-style-type: none"><li>Funding requested cannot exceed 50% of any one program's cost</li><li>Funding requested cannot exceed a combined total of \$10,000</li></ul>	
Total number of programs included in this application	

### 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 Your Organization

**Briefly describe your organization.**

What is your mandate and primary goals? What type of things does your organization do?

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#### Section 4 – About the Funding Request(s)

Please answer the following questions for the program(s) included in this application.

*If additional space is required, please attach a separate document and clearly reference the corresponding section.*

##### **1. Program Overview**

**Briefly describe the program(s) included in this application.**

- Include who the program serves, where it takes place, and whether it is new or ongoing.

##### **2. Impact**

**What community need does this program address, and how will it benefit residents?**

- Include expected participation and how the program is accessible to the public.

##### **3. Program Delivery & Partnerships**

**How will the program be delivered?**

- Describe staffing or instructors, volunteer involvement, and any partnerships or collaborations.

<b>4. Budget &amp; Funding</b> <b>How will the program(s) be funded?</b> Identify confirmed and potential funding sources and explain if and/or how the program will proceed if not all funding is secured.
<b>5. Organizational Capacity &amp; Sustainability</b> <b>What does success look like for this program?</b> Do you anticipate the program will continue in future years?
<b>6. Communications &amp; Promotion</b> <b>How will the program be promoted to attract participants?</b>

#### Section 5 – Program Budget & Funding

COMPLETE a <b>‘Programming Funding Assistance Request Form’</b> (attached) <b>for each program.</b> Use additional forms as needed. *A clear itemized budget, including all costs and revenues, <b>must</b> be included with your application for each program – If you have a clear budget prepared that provides all this information you may submit it in the place of the provided form.  If you have estimated any of the costs, please explain the assumptions.	
<b># of ‘Programming Funding Assistance Request Form’ attached</b>	

## Section 6 – Organizational Budget & Funding

The Municipality **requires** different organizational financial information depending on the total amount of the request.

Please check the boxes to confirm that the required documents are included with your application.

Requests of <b>\$7,500 or less</b> must include:	
	<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.</li></ul>
Requests of more than <b>\$7,500</b> must provide,	
	<ul style="list-style-type: none"><li>• <b>Current balance sheet:</b> A snapshot of what your organization owns (such as cash or equipment) and owes (such as bills or loans) at the present time.</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.</li></ul>

## Section 7 – Declaration

<p>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.</p> <p>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.</p> <p>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.</p> <p>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 <i>Access to Information and Protection of Privacy Act</i> and the provincial <i>Freedom of Information and Protection of Privacy Act</i>.</p>	
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.

# **Programming Funding Assistance Request Form – Complete one form per program**

Program Name	
Program Dates	
Location of Program	
Number of Expected Attendees	
Age range of participants	

Expenses	
Wages	\$
Program equipment and materials	\$
Program insurance	\$
Facility rentals	\$
Other expenses (describe/identify specifics)	\$
	\$
	\$
	\$
	\$
<b>TOTAL EXPENSES</b>	\$
Revenues	
Registration fees	\$
Community group contribution	\$
Fundraising	\$
Donations	\$
Other revenues (describe/identify specifics)	\$
	\$
	\$
	\$
	\$
<b>TOTAL REVENUES</b>	\$
<b>Net Cost (Expenses less Revenue)</b>	\$
<b>Amount Requested for this Program</b>	\$

## **Funding Maximums:**

Per Program	Up to 100% of a program's net cost (expenses <i>less</i> revenue) may be funded
	No more than 50% of a program's total cost can be funded
Per Organization	Maximum combined grant funding to any one organization is \$10,000

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