



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.

Through the **Councillor Grants to Organizations** program, Members of Council may support requests from eligible community organizations whose initiatives do not fit within another Community Grant program. After the application deadline closes, each Member of Council is provided all applications, and at their discretion, decides how to allocate their portion of the program budget in support of community initiatives. Funding decisions are made individually by Members of Council, with all payments issued by the Municipality.

Funding Assistance Available

- A **maximum of \$7,500** may be awarded to any one organization's application

The total program budget is determined annually during the municipal budget process, with each Member of Council allocated an equal share. Each Member of Council determines the amount of support they wish to provide to one or more application, from any District, at their discretion.

Please Note: Organizations that have received funding through any other program, for any initiative, under the Community Grants Policy are not eligible to receive funding under the Councillors Grants to Organizations program.

Applications are due no later than June 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

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.

Each Member of Council is provided all applications, and at their discretion decides how to allocate their portion of the total program budget in support of community initiatives. Funding decisions are at the discretion of individual Members of Council, with all payments issued to the recipient by the Municipality.

Estimated Timeline for the 2026/27 Councillor Grants to Organizations Program

June: Applications reviewed by Municipal Grants Administrator for eligibility and completeness.

June-July: Councillors are provided all applications to review and make their individual funding allocations.

July: Applicants are then notified of final 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.

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

Applicant Organization Name	
Name of project	
Primary Contact – Name & Position at Organization	
Organization's Mailing Address	
Organization's Physical Address	
Daytime Phone Number	
Email Address	

Section 2 – Total Request

Total Estimated Project Cost	
Amount Requested	
<ul style="list-style-type: none">Up to 100% of the total project cost, to a maximum of \$7,500, can be funded through this grant program.	

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

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Section 4 – About the Project

1. Project Description

Provide a summary of the initiative.

Include what will be done, who will be involved, and whether there is a specific component the grant funding will support.

2. Community Impact

What community need does this project address, and who will benefit?

Explain how the need was identified and who the project benefits (ie. broader community, individuals, or a specific group.)

3. Budget & Funding

Briefly describe the budget for this initiative.

Include key expenses, funding sources, partnerships or financial collaboration, and whether and how the project will proceed if full funding is not secured.

4. Sustainability & Success

What does success look like for this initiative?

Include any expected long-term impact or future continuation of the project, if applicable.

Section 5 – Budget & Funding

The Municipality **requires** different financial information from applicants depending on the amount of the request.

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

Requests of **\$7,500 or less** must include:

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| | <ul style="list-style-type: none">• Organizations Financial report (expenses and revenues): A simple summary of the money your organization received and spent during a recent period (for example, last year). |
| | <ul style="list-style-type: none">• Proposed budget for this project: A complete summary of how you expect to receive and spend funds for this initiative. |

NOTE: A clear, itemized budget for this initiative **must** be included with your application.

The budget must show:

- The **total project costs**, broken down by relevant expense categories;
- **Quotes** for project or program costs, where applicable;
If any costs are estimated, please explain the assumptions used;
- **All sources of funding**, including whether each source is requested, pending, or confirmed (including Federal or Provincial funding, if applicable);
- **All in-kind contributions or donations;**

In-kind goods and services may account for up to 50% of the applicant's contribution to the project (or 25% of the total project cost). The remaining portion of the applicant's share must be provided in cash from any source.

IF you already have a clear itemized budget that includes all of the above information, you may submit it in the place of the attached budget form.

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 or 902-690-6191 within 2 weeks of submission.

Councillor Grants to Organization – Initiative Budget Form

Organization:		
Name of Initiative:		
Please include all costs associated with the initiative		
Expenses & Costs		
Materials/Services/Other	Quote attached Yes or No	Cost
Total Expenses \$		
Project Funding (including In-Kind & applicant contribution)		
Funding Source or In-Kind Good/Service	Requested, Pending, or Confirmed	Amount/Value
Funding TOTAL \$		