



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).

*Park, Playground & Trail Assistance* grants support the maintenance of active living infrastructure and capital projects valued at under \$50,000. Funding helps community organizations maintain and enhance public parks, playgrounds, trails, and related assets, improving access and opportunities for active living.

**Maximum Assistance Available**

Funding can support capital aspects of development and/or expansion, and maintenance, excluding the purchase of land for future development.

<b>Community Parks &amp; Playgrounds</b>	
Capital:	Up to 50% of eligible costs, to a maximum of \$7,500 per park or playground
Maintenance:	Up to 50% of eligible costs, to a maximum of \$7,500 per park or playground
<b>Community Trails</b>	
Capital:	Up to 50% of eligible costs, to a maximum of \$25,000
Maintenance:	Up to 50% of eligible costs, to a maximum of \$20,000

**Additional Funding Notes**

- 'Capital' is defined as an item with an acquisition cost of \$2,500 or more with an estimated useful life over five years including structure, equipment, and building renovations.
- Funding for trail development or expansion is capped at \$600 per kilometer of trail.
- Resurfacing of existing trails is eligible under Trail Maintenance

Please Note: The development of new parks, playgrounds, and trails is considered a Strong Communities-based capital project. Projects valued at or above \$50,000 will be directed to the Kings Vision Grants Program.

**Applications are due no later than April 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 Park, Playground and Trail Grant**

**April:** 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				
Does the organization own the property/properties?		Yes		No
<b>Property Authority Requirements</b>				
Please confirm which of the following required items are included with your application submission:				
	<b>Capital Projects Under \$5,000</b> Provide proof of ownership, an easement, or right-of-way for use of the land for at least 10 years.			
	<b>Capital Projects Over \$5,000</b> Provide proof of ownership, an easement, or right-of-way for at least 10 years, <b>with</b> at least three years of lease remaining or a renewal clause in the current lease			
	<b>Maintenance Projects</b> Demonstrate authority to manage the site for the year in which they are applying.			

## Section 2 – Total Request & Costs Summary

Requested Funding		
Parks & Playgrounds	Total Capital Funding Requested:	
	Total Maintenance Funding Requested:	
Trails	Total Capital Funding Requested:	
	Total Maintenance Funding Requested:	
<b>Total Amount REQUESTED</b>		

Costs		
Parks & Playgrounds	Total Budgeted Capital Costs:	
	Total Budgeted Maintenance Costs:	
Trails	Total Budgeted Capital Costs:	
	Total Budgeted Maintenance Costs:	
<b>Total Budgeted COSTS</b>		

### 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 Organization

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

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

#### 1. Project Description

Describe the project(s), including the location, type of infrastructure (park, playground, or trail), and whether it is capital or maintenance. Explain how it supports active living.

**2. Community Impact**

Describe the community need this project addresses, who will benefit, and how the project will be publicly accessible. Include any partnerships or volunteer involvement.

**3. Budget & Funding**

Briefly 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, and how it will be sustained over the long term.

**5. Organizational Capacity**

Describe your organization's experience and ability to successfully deliver and sustain this project.

## Section 5 – Project Budget & Funding

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

	<p>An itemized project budget showing:</p> <ol style="list-style-type: none"> <li>1. Total project cost by expense category.</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>Complete a <b>budget form</b> (attached) for <b>each park, playground, and trail</b> - use additional forms as needed.</p> <ul style="list-style-type: none"> <li>• If applying for <b>both</b> capital and maintenance funding for the same site, complete two separate forms – one for capital and one for maintenance.</li> </ul> <p>*A clear itemized budget <b>must</b> be included with your application for each project – 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>Once all project budget forms are completed, please be sure to summarize totals for all projects in Section 2 of this application.</p>	

## Section 6 – Organization 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

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.

Park, Playground, or Trail Name:			
Physical Location of site:			
	Capital Project		Maintenance Project
Complete a budget form for <b>each park, playground, and trail</b> - use additional forms as needed.			

Expenses & Costs		
Materials/Services/Other	Quote attached yes or no	Cost
Expense TOTAL		

Funding incl. In-Kind & applicant contribution			
Funding Source or In-Kind Good/Service	Confirmed ✓	Pending ✓	Amount/Value
Applicant contribution & in-kind TOTAL			

If you have estimated any of your costs, please explain the assumptions



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