



MUNICIPALITY *of the*  
COUNTY *of* KINGS

**Kings Vision Grant - 2023/24 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 [here](#). Please review the policy for more details about the review and evaluation of applications and the grant awarding process.

Kings Vision grants contribute to the Municipality's vision of being a community of communities where all people belong.

<b>Vision</b> A community of communities where all people belong	<b>Mission</b> To enhance the quality of life for all through the provision of municipal services in an inclusive, effective, and collaborative manner	<b>Values</b> Integrity   Respect Excellence   Transparency Innovation   Diversity Sustainability
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This grant provides assistance for organizations undertaking projects that align with one of the five Key Strategic Priorities of the [Municipality's Strategic Plan](#):



**Kings Vision Grant Assistance Available for any one application**

Minimum request of \$7,500 up to a Maximum of 50% of the total project cost

**Required Documentation** (Please check the boxes below)

- Signed copy of the completed grant application;
- Organizations Financial Information – *see Section 6 of the application*;
- Budget – *see Section 6 of the application*;
- Additional Support material – *\*optional and will not be returned*

### **Application Deadline**

Applications must be received no later than **April 01** at 4:30 p.m. 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 deliver, mail or e-mail your complete application and documents 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.

Applications are evaluated based on three main criteria:

<b>Criteria</b>	<b>Considerations</b>
Budget Considerations	Accuracy, level of detail (for planned expenses and income), efforts toward fundraising and securing other funding, reasonability, and financial viability of the project and applicant organization.
Community Impact	Project reach and capacity, extent that it addresses a community need, availability for public to access, added value to residents, degree of cooperation and collaboration between community groups, and contribution of volunteers.
Organizational & Project Effectiveness	Sustainability and viability of the organization and project, efficient use of resources, legacy of the project and applicant organization.

### **Estimated Timeline for the 2023/24 Kings Vision Grant**

**April/May:** Received applications are reviewed for completeness and eligibility by Municipality of the County of Kings Grants Administrator.

**May/June:** Councillors are provided all applications for review and asked to make their individual funding Recommendations.

**June/July:** The Councillors individual funding recommendations are compiled into an average which forms the amounts included in the formal Request for Decision presented to Council for final deliberations and decision. Final grant allocations are communicated to all applicants, followed by preparation and 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 Section 3.37 of the Policy for more details):

- 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.
- Awards between \$30,000 and \$50,000 - Proof of actual expenses and payment, internally approved financial statements, and proof of acceptance by the organization's Board (financial statements signed by the Chair of the Board and one other member) is required.
- Awards for more than \$50,000 will require proof of actual expenses and payment, and a review engagement undertaken by a licensed Chartered Professional Accountant.

Receipt of this report will be a precondition for consideration of the organization's future grant applications.

### **Additional Notes**

- Should any applications receive a multiple-year funding award, please note these will be subject to an annual approval.
- Terms and conditions may apply to any award; successful applicants may be required to execute a contribution agreement prior to receiving any funds.
- Recipients will be required to acknowledge the Municipality's contributions.
- Please review the [Community Grants Policy](#) for all details.

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	
Name of the Initiative	
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>Total estimated cost</b>					
<b>Amount Requested</b> Max. 50% of total project cost					
	Capital Funding		Operating Expenses		Programming

**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

**PLEASE NOTE:** Awarded funding will be issued to the registered organization named in the Registry of Joint Stocks/Charity information

<p><b>Tell us about the Organization.</b> What is your mandate and what are your goals? What type of things does your Organization do?</p>

**Section 4 – About the Initiative**

<p>1. Provide a brief summary of the initiative. Is there something specifically these grant funds will be used for?</p>
<p>2. How will this initiative benefit the municipality &amp; its citizens?</p>
<p>3. Please describe the planning and collaboration involved in this initiative.</p>

4. Once this initiative is complete, what does the future look like for the organization?

**Section 5 – Alignment with one of the five Key Strategic Priorities of the Municipality’s Strategic Plan**

Select **one** of the following priority areas that best aligns with the initiative:

	<b>Strong Communities</b>	The Municipality will support vibrant, diverse, welcoming, and sustainable communities through enhanced infrastructure, programming, engagement opportunities, advocacy, and responsible land use planning.
	<b>Environmental Stewardship</b>	The Municipality will integrate climate and sustainability considerations into decision-making processes, invest in community-based initiatives, and increase advocacy for environmental protection.
	<b>Economic Development</b>	The Municipality will undertake or facilitate sustainable development and promotional opportunities beneficial to our economy and community.
	<b>Good Governance</b>	The Municipality will enhance communication with communities and stakeholders, and continually evaluate processes, agreements, and partnerships to improve efficiencies and effectiveness.
	<b>Financial Sustainability</b>	The Municipality will continue its sound fiscal management by efficiently managing assets, and investigating and planning for new revenue streams, and growth opportunities.

Please explain your selection.

**Section 6 – Budget & Funding of the Initiative**

The Municipality <b>requires</b> particular financial information from applicants:	
	1. Financial statements for your last fiscal year

An **itemized budget** is **required** to accompany this application and must clearly identify:

1. The initiatives total costs by pertinent category of expenditures;
2. All sources of funding including a comment to advise if pending, requested, or confirmed (including funding from Federal or Provincial governments);
3. All in-kind contributions/donations.

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

**Section 7 – 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:	