



MUNICIPALITY *of the*  
COUNTY *of* KINGS

**Youth Travel Assistance Program 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.

This fund supports youth teams and individuals in the Municipality who have won the right or been selected to participate in academic, athletic, and art and cultural pursuits, or conferences and summits that require travel. Youth applicants must demonstrate how they were selected and describe how travelling to participate will lead to gaining knowledge to build leadership skills and present unique growth opportunities for the youth.

**Funding Assistance Available**

The amount of assistance available from the Youth Travel Assistance Grant depends on the destination of travel for teams and individuals.

NS, NB, PEI	Up to \$200 for individuals Up to \$500 for teams
NL, QC, ON, USA Eastern time zone	Up to \$400 for individuals Up to \$1,000 for teams
MB, SK, AB, BC, all other USA	Up to \$500 for individuals Up to \$1,200 for teams
YK, NWT, NT, all other international	Up to \$750 for individuals Up to \$1,500 for teams

**Eligibility**

Please be sure to review the Community Grants Policy for more detailed information and eligibility. Individuals or teams must have won the right and/or been selected to compete in a sanctioned event at the Maritime, Atlantic, national, or international level;

- Applicants must be residents of the Municipality; Town residents do not qualify;
- Applicants must be under the age of 21 at the time of application;
- For teams, the majority of the members must reside in the Municipality and members must apply under the team category, not as individuals.

\*Teams must provide a list of members that includes their civic addresses when applying. School related trips or activities are not eligible for assistance.

\*Individuals or teams are only eligible to receive one award per year from this fund.

\*Where an individual has already received funding, they are still eligible as part of a team for a different event.

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

- Signed copy of the completed grant application;
- Teams must provide a list of members that includes their civic addresses when applying.  
\*School related trips or activities are not eligible for assistance;
- Additional Support material – *\*optional and will not be returned*

**Application Deadline**

Applications will be accepted beginning\* **January 1** via email or hard copy.

\*On April 1 all applications received will be reviewed and considered for funding. Should any funds remain after this date, applications will continue to be accepted until the program end date of March 31 of each year or until such time as the budget has been fully expended. 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:

Criteria	Considerations
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 Community Recreation Programming Assistance Grant**

- Applications received by intake deadline are reviewed by Municipality of the County of Kings Grants Administrator
- Evaluation of all applications to the program by Municipality of the County of Kings staff
- Final grant allocations approved by Municipality of the County of Kings CAO; 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 Section 3.37 of the 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.

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**

Is this funding assistance request for a:	<input type="checkbox"/> Team	<input type="checkbox"/> Individual
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**Individual Application:**

Applicant Name	
Daytime Phone Number	
Mailing Address <i>*Must be residents of the Municipality of the County of Kings; Town residents do not qualify</i>	
Email Address	
Applicant’s Birth Date: (mm/dd/yyyy) <b>MUST be under 21 at the time of application</b>	
Social Insurance Number*	
<b>*SIN <u>must</u> be provided for individual grant awards over \$500.</b> The Municipality will file T4A with the CRA on or before February 28 <sup>th</sup> each year. You should include this as taxable income when you file your tax return.	

**Team Application:**

Team Name	
Team Primary Contact (name and position)	
Daytime Phone Number	
Teams regular home location	
Mailing Address	
Email Address	
<p><b>Applications for team funding require</b> a listing to be submitted that includes all team members: name, date of birth, and civic addresses. Funding eligibility requires proof that the majority of team members reside in the Municipality of the County of Kings. (For clarity, this excludes residents of the Towns of Wolfville, Berwick and Kentville as they each are their own municipal unit)</p>	
What is the status of your non-profit organization?	<input type="checkbox"/> Registered with the NS Registry of Joint Stocks as a non-profit club, association, society, or organization. <b>Registry number:</b> _____
	<input type="checkbox"/> Registered Canadian Charity <b>ID number:</b> _____
	<input type="checkbox"/> Municipal Government (Town or Village)
	<input type="checkbox"/> First Nations’ Government
	<input type="checkbox"/> 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	

**Section 2 – Travel Information**

Destination of Travel			
Name of Event			
Travel Start & End Date (mm/dd/yyyy - mm/dd/yyyy)			
Are you travelling as part of a school trip or activity?		Yes	No

**Section 3 – Amount Requested**

Funding assistance is based on the destination of travel,

Destination	Individual	Team
NS, NB, and PEI	Up to \$200	Up to \$500
NL, QC, ON, and Eastern time zone of USA	Up to \$400	Up to \$1,000
MB, SK, AC, BC, and all other USA	Up to \$500	Up to \$1,200
YK, NWT, NT, and all other international	Up to \$750	Up to \$1,500
<b>Amount Requested</b>		

**Section 4 – About the Event**

1. Tell us about the event requiring travel. What is special or unique about this opportunity?

2. Describe the selection process to participate. (Invitation, application, won your way...)

Empty response area for question 2.

3. What do you anticipate experiencing, learning, or gaining from participating in this event?

Empty response area for question 3.

4. Tell us how you will be funding the travel to participate in this opportunity.  
(Fundraising, funding partners, savings...)

Empty response area for question 4.

5. Is there any other information or details we should know when reviewing your application?

**Section 5 – 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.

Individual Applicant Name or Guardian if applicant is under age 18	
Individual Applicant Signature or Guardian if applicant is under age 18	
Date:	
For Team Applications: Authorized Organization Rep. Name & Position	
For Team Applications: Authorized Organization Rep. Signature	
Date:	