
Municipality of Cumberland

Annual Funding Program

Guidelines

1. The Municipality of Cumberland recognizes the important contribution that volunteer organizations make to the sustainability of our communities and our County, and wishes to support their efforts by providing financial assistance. This program may be used to support any type of activity that benefits the community, including Recreation, Health and Healthy Living, Social Opportunities and Community Service, Stewardship of the Environment, Education and Life-long Learning, Community Economic Development & Tourism, Heritage, Culture and Creative Arts.

Program Description

2. The Annual Funding Program recognizes the service that certain volunteer organizations provide to Cumberland County residents on an ongoing, annual basis. Organizations that have received funding from the Municipality of Cumberland for two or more consecutive years in support of ongoing activities, may request to be included in the program which would enable the organization to receive an annual contribution from the Municipality of Cumberland without having to formally re-apply each year, providing the general nature of their programs remains constant from year to year. Participating organizations will be included in a “schedule of recipient organizations” (Schedule A) to be maintained by the Municipality and approved annually by Council. To be eligible for continued assistance, an organization is required to submit a letter to the Municipality no later than March 1st each year, requesting the organization retain standing in the Annual Funding program and verifying that programs and services will remain generally similar to previous years. An audited or signed financial statement as well as a report describing the programs and services that have been provided during the previous year, and the benefits to the community is also required, and must be received no later than April 30th each year.

Eligibility

3. Only not-for-profit organizations are eligible to apply and they must be incorporated (normally under the Societies Act, but alternative incorporation status will be considered).
4. Churches and religious organizations are eligible to be included in the Annual Funding program if they sponsor ongoing projects and programs which are readily available to the community at large. Projects and programs relating to the religious activities of the church are not eligible.

Application Procedure

5. To be included in the schedule of recipient organizations (Schedule A), for the Annual Funding program, an organization must:
 - Have received funding from the Municipality of Cumberland for at least two consecutive previous years;
 - Have submitted a letter of request to participate in the Annual Funding program no later than March 1st each year;
 - Be deemed to be providing a program or service that is benefiting the Municipality of Cumberland and is deemed to be consistent with and contributing to the strategic priorities of the Municipality and also is in compliance with section 65 of the Nova Scotia Municipal Government Act;
 - Provide a program or service annually, that is generally similar in nature from year to year;
 - Have satisfied and continue to satisfy all reporting and accountability requirements, including the submission of financial documentation and annual program reports by April 30th each year; and
 - Maintain incorporation status in good standing.

Funding Level

6. Funding levels for organizations including in the Schedule of Recipient Organizations will vary among organizations due to the unique nature of the groups and their programs and services but will not exceed 20% of the total annual budget for the organization. The funding level will be determined the first year of inclusion in the program and remain at that level for a three year period unless otherwise stated in a separate letter of agreement or contract document, or alternatively, the organization undertakes a substantial change in program or service level. Otherwise, the organization may request an increase in funding every three years. In the event that financial documentation and program reports demonstrate a significant reduction in programs or services, the Municipality may reduce the level of funding and may remove the organization from the Schedule of Recipient Organizations and the program.

Contact Information

7. To submit your application and for inquiries please contact The Grants Program Administrative Assistant at:

Mail: Municipality of the County of Cumberland
1395 Blair Lake Road, Upper Nappan
RR 6 Amherst NS, B4H 3Y4
Attention: Grants Program Administrative Assistant

Telephone: 902-667-2313