
Municipality of Cumberland

Local Grant 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 Local Grant program supports local community projects, programs and events that benefit the communities in an individual Municipal District. There is no deadline for applications.
3. Capital projects are normally considered under the Regional Grant program, but may be considered through the Local Grant Program in the case of unexpected repairs or renovations that could not have been otherwise anticipated.
4. Applicants may apply for up to 50% of the total cost of a project, program, or event to a maximum of \$3000. In exceptional circumstances the preceding maximum percentage or amount may be exceeded by Council, but only if the need is clear and urgent and all other potential sources of funding have been investigated. In-kind work can be considered as part of an Applicant's contribution.

Eligibility

5. Only not-for-profit organizations are eligible to apply and must either be incorporated or be affiliated with, and have the support of, an incorporated organization. Individuals are not eligible to apply.
6. In the case of capital projects, applicants must own or have a long term lease to the property or other acceptable form of written agreement with the land owner.
7. Applicants are not eligible if they have failed to provide the required report and accounting for approved projects in previous years.

8. Churches and religious organizations are eligible to apply for assistance with facilities, projects and programs which are readily available to the community at large. Projects relating to spaces reserved for worship (the sanctuary) and programs relating to the religious activities of the church are not eligible.

Application Procedure & Checklist

9. Applications for any of the above categories must be submitted using the designated Grant application form, and must include all additional materials listed on the form. Applications may be received at any time, but are subject to budget limits. All applications must include:
 - The completed application form, including the detailed budget section (a budget may be attached if preferred);
 - Proof of incorporation or alternatively, a letter of support from the affiliated incorporated organization; and
 - Capital projects require proof of property ownership (normally a deed) or, long term lease or written agreement.

Application Review & Approval Process

10. Interested applicants are encouraged to contact the Municipality to discuss their application prior to submitting it. Staff will be pleased to explain this funding program and make suggestions to support the application. Upon receipt of the application, applicants will receive a notification of receipt (usually email if possible) and will indicate any additional information that may be required for the application to be considered.
11. All complete applications will be assessed using the following criteria:
 - Benefit to the community
 - Project feasibility and likelihood of success
 - Applicant's contribution (including in-kind)
 - Over-all community support
 - Long term sustainability of the facility or viability of the program
 - Organizational practices (managing finances, planning, sharing responsibilities, involvement by the community, etc.)
12. All applications and recommendations will be submitted to Municipal Council for approval.

Payment of Grants

13. Upon Council approval, all applicants will receive a response to their application. When necessary, grants may be paid partially or wholly in advance. Progress reports may be required. A final report is required, and shall consist of a completed financial statement form, and a brief description of the results of the program or event and, in the case of capital projects, a detailed description of the work completed as per the original application form.

Contact Information

14. 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