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## Municipality of Cumberland

### Grant Program Guidelines

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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 when that is necessary. 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 Grants program supports community activities in four categories:
  - Capital construction, renovations and major repairs
  - Operation and maintenance
  - Programs
  - Special events and initiatives – e.g. one-time projects, planning, training, marketing & promotion.

#### Deadline

##### 3. Requests above \$3,000

The normal deadline for applications for funding in excess of \$3,000 is March 31<sup>st</sup>.

In exceptional circumstances an application for funding in excess of \$3,000 may be accepted after March 31<sup>st</sup> if the project could not reasonably have been anticipated prior to the deadline (e.g. emergency repairs).

##### Requests below \$3,000

Grant requests for less than \$3,000 do not have a deadline, and may be taken to council throughout the year, although they are still dependent on what remains in the budget.

All applicants are encouraged to submit their applications well before March 31<sup>st</sup> so that staff can provide feedback and so that the grant, if approved, can be included in the Municipality's annual budget. Applications received after the annual budget is approved may be turned down due to lack of funds.

## Eligibility

4. Only not-for-profit organizations are eligible to apply and must be incorporated (normally under the Societies Act, but alternative incorporation status will be considered). For requests of less than \$3,000, unincorporated organizations may work under the umbrella of an incorporated organization; in this case, the incorporated organization must be the applicant. Individuals are not eligible to apply.
5. In the case of capital construction, renovation, or major repair projects, applicants must own or have a long-term lease to the property or other acceptable form of written agreement with the land owner.
6. Applicants are not eligible if they have failed to provide the required report and accounting for funds granted in previous years.
7. 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 the sanctuary and programs relating to the religious activities of the church are not eligible.

## Capital Construction, Renovations and Major Repairs

8. This category refers to projects which involve construction of a new indoor or outdoor community facility, or renovations or major repairs to an existing one. Eligible applicants may apply for up to 50% of the total cost of the project. A portion of the applicant's contribution may be in the form of "in kind" providing the value of the contribution is included in the budget listed on the application form.

In exceptional circumstances Council may decide to contribute more than 50% of the cost of a project but will do so only if the need is clear and urgent and all other potential sources of funding have been investigated.

## Operation & Maintenance

9. This category refers to applications for assistance with the costs of operating and maintaining indoor or outdoor community facilities which provide services and benefits to residents of Cumberland County.
10. Applicants may apply for 20% of total annual operating costs of the facility (excludes programs) to a maximum of \$3000 per year. A portion of the applicant's contribution may be in the form of "in kind" providing the value of the in-kind contribution is included in the budget on the application form and directly offsets operational costs that would otherwise be incurred.

In exceptional circumstances Council may decide to contribute more than 20% of the cost of a project but will do so only if the need is clear and urgent and all other potential sources of funding have been investigated.

## Programs

11. The purpose of this funding is to assist organizations with the costs of providing ongoing programs or services for the benefit of the community. The application must include a copy of the organization's financial statement from the previous year and a project budget for the current year. The budget must include all projected program costs as well as estimated revenue. It is recognized that some programs have a greater potential to generate revenue than others. This funding is based on the over-all annual budget for the organization and is intended to support the organization to provide a service to the community.
12. Applicants may apply for up to 30% of the total budget for a program to a maximum of \$5000. The value of in-kind contributions may be included in the program or event budget providing they offset costs that would otherwise be incurred by the organization in order to provide the program or event.

In exceptional circumstances Council may decide to contribute more than 30% of the cost of a project but will do so only if the need is clear and urgent and all other potential sources of funding have been investigated.

## Special Events & Initiatives

13. Funding in this category may be used to offset costs associated with hosting an annual special event or festival. It may also apply to new or one-time programs or events, or special initiatives that an organization may undertake from time to time such as (but not limited to) the development of a master plan, engineering or design work for a facility or trail, marketing & promotion, or hosting an event, conference or training workshop. Projects in this category may qualify for up to 30% of the total cost of the program or event to a maximum of \$5000. Persons involved with or planning a program, project or event that may qualify under this category are encouraged to contact Municipal staff or their local Councillor before the planning is complete.

In exceptional circumstances Council may decide to contribute more than 30% of the cost of a project, or more than \$5000, but will do so only if the need is clear and urgent and all other potential sources of funding have been investigated.

## Application Procedure & Checklist

14. Applications for any of the above categories must be submitted using the Grant application form available at <http://www.cumberlandcounty.ns.ca/grant-opportunities.html> and must include all additional materials listed on the form. Applications will be considered on a case by case basis and are subject to budget availability.

**15. All applications must include:**

- The complete application form (there is a checklist to ensure application is complete)
- Capital construction, renovations and major repairs projects require proof of property ownership (normally a deed), or long-term lease or written agreement.
- A financial report for the organization from the previous year
- A financial statement for the organization, which includes all current funds, surpluses, reserves along with copies of recent bank statements for all accounts.
- The organization's annual budget for upcoming/current year
- A detailed budget for this project (a template is provided in the application form)
- Minutes from the organization's most recent Annual General Meeting (AGM)  
*\*If the organization does not have an AGM, please include the meeting minutes from the most recent meeting.*
- Copies of quotes for any goods or services to be purchased as part of this project.

**Application Review & Approval Process**

**16.** 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.

**17.** Upon receipt of the application applicants will receive a notification of receipt (usually email if possible) and will be notified of any additional information that may be required for the application to be considered.

**18.** Only applications that have demonstrated financial need and accountability for previous funding will be recommended to Council.

**19. All complete applications will be assessed using the following criteria:**

- Benefit to the community
- Project feasibility and likelihood of success
- Community support
- Financial information provided
- Long term sustainability
- Organizational practices
- Environmental impact
- Was the application received on time?
- Was the original application complete?

**20.** Complete applications and recommendations will be submitted to Municipal Council for approval.

**Payment of Grants**

**21.** All applicants will receive a response to their application.

- 22.** Final reports are 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.

**Contact Information**

- 23.** To submit your application and for inquiries please contact the Community Development and Grants Program Administrative Assistant at:

**Mail:** Municipality of Cumberland  
Upper Nappan Service Centre  
1395 Blair Lake Road  
Upper Nappan, NS B4H 3Y4  
Attention: Melanie Prendergast

**Email:** [grants@cumberlandcounty.ns.ca](mailto:grants@cumberlandcounty.ns.ca)

**Phone:** 902-667-2470