

GRANTS TO NON-PROFIT ORGANIZATIONS APPLICATION FORM

Name of Organization: _____

Type of Project, Activity or Event: _____
(e.g. roof repair, youth program, trail maintenance)

Instructions:

The following checklist is to be utilized by the applicant and to be submitted with the application. Please ensure that all required documents on this list have been included with the application as incomplete submissions will not be considered for funding. All blanks must be filled in. If a listed item is not applicable to your application, it must be indicated as such.

Checklist:

- Signed Application
- List of Board Members
- Current Balance Sheet or a list showing all assets and liabilities of the organization.
- Copies of recent bank statements for all accounts held by the organization.
- A copy of the Organization's Annual Budget for the Upcoming/Current year (or indicate why this is not relevant here): _____
- Project Budget if the grant request is for a specific project (on the application or a separate sheet) Not applicable
- Copies of quotes for any goods or services to be purchased as part of the project.
- Optional: Letters of support from the Community or other organizations

All complete applications will be evaluated based on 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; and
- Organizational practices (managing finances, planning, sharing responsibilities, involvement by the community, etc.).

Please contact Melanie Prendergast at grants@cumberlandcounty.ns.ca or 902-667-2470 if you have any questions.

Organization's Full Name:	
Incorporated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Person:	
Position:	
Full Mailing Address:	Phone: Alternate Phone:
E-mail Address:	
Brief description of the organization's activities and mandate: (Attach printed materials if available)	
Description of proposed project, activity or event: (Attach separate sheet if necessary)	
How will the proposed project, activity or event benefit the public?	
Does your proposal have demonstrated community support? If so, please describe:	
Have we assisted with this project, activity or event in the past? (If yes, list when and how)	

The Municipality has specific Guidelines for each category of grant that is offered. For full details such as eligibility, criteria and deadlines, please refer to the following link <http://www.cumberlandcounty.ns.ca/grant-opportunities.html> .

Although an organization may be eligible for more than one category of grant, the Municipality will not award more than one grant for a particular project or activity. Please indicate which category of grant this applies to:

Capital Construction, Renovations & Major Repairs

Up to 50% of the total cost of project, to a max of \$20,000
Deadline March 31 if more than \$3000 requested.

Operation and Maintenance

Up to 20% of total annual operating costs, to a max of \$3,000

Programs

Up to 30% of the total program budget, to a max of \$5,000
Deadline March 31 if more than \$3000 requested

Special Events and Initiatives

Up to 30% of the total cost, to a max of \$3,000

Total cost of project, activity or event:

Amount of Assistance requested:

What is the total contribution being made by your organization:

Cash: \$ _____

In-kind: _____ hours at \$ _____ per hour = \$ _____

Have you applied for other funding (government or private grants or loans) for this project, activity or event? Provide full details:

Do you plan to request this funding on annual basis?

How will your organization be affected if you do not receive this funding?

Date:

Signature:

Print name and position:

PROJECT BUDGET

(A separate document may be used instead of this section
as long as all revenues and expenditures are included)

REVENUE:	
Fees or Charges	
Membership	
Fundraising	
Grant requested from Municipality	
Grants requested from other sources	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	
TOTAL REVENUES:	

EXPENDITURES:	
Equipment & Materials	
Transportation	
Facility Rental	
Utilities	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	
TOTAL EXPENDITURES:	