
Municipality of Cumberland

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 Grants program supports community activities in four categories:
 - Capital Construction, Renovations and Major Repairs – Community Facilities, Parks & Trails;
 - Operation and Maintenance – Community Facilities, Parks & Trails
 - Programs; and
 - Special Events and Initiatives – One time Projects, Events, Planning, Training, Marketing & Promotion.

Deadline

3. Requests above \$3,000

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

In exceptional circumstances an application for funding in excess of \$3,000 may be accepted after March 31st 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 31st 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 organizations may instead be affiliated with, and have the support of, an incorporated organization. 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 approved projects 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, and 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. The maximum amount of the grant may be increased in special circumstances upon approval of Council. 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.

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.

Application Procedure & Checklist

- 14.** Applications for any of the above categories must be submitted using the Grant application form, and must include all additional materials listed on the form. Such applications will be considered on a case by case basis and are subject to budget availability.

15. All applications must include:

- The completed application form, including the detailed budget section (a budget may be attached, if preferred)
- A financial statement for the organization, which includes all current funds, surpluses, reserves and revenue sources for the organization. The application must explain why, any reserves, surpluses or other funds will not be applied to the current project or program. (e.g. Designated for another project, or investments for the purpose of annual income, etc.);
- Proof of incorporation, or alternatively, a letter of support from the affiliated incorporated organization; and
- Capital Construction, Renovations and Major Repairs projects require proof of property ownership (normally a deed), or long term lease or written agreement.

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. 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; and
- Organizational practices (managing finances, planning, sharing responsibilities, involvement by the community, etc.).

19. All complete applications and recommendations will be submitted to Municipal Council for approval.

Payment of Grants

20. Upon Council approval, all applicants will receive a response to their application. Normally grants will be paid based upon receipts or invoices. Partial payment may be requested and must be accompanied by a progress report. If funds will be required in advance, the circumstances and details of the advance funding requested must accompany the Grant application. 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

- 21.** 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

Phone: 902-667-2410