|  |
| --- |
| **INSTRUCTIONS** |
| * Application deadline is March 31st, 2024.
* Please submit application including all supportive documentation prior to deadline. Incomplete applications will not be considered for funding. Further information may be requested as required.
* If you do not have enough space to answer a question, please attach a separate sheet.
* Please refer to the Municipality’s Municipal Grant Policy available on [www.victoriacounty.com](http://www.victoriacounty.com) or by contacting the Municipality at 902-295-3659.
* Return completed applications in person, by mail or by email to:

Steff MacLeodMunicipality of the Victoria CountyP.O. Box 370495 Chebucto StreetBaddeck, NS B0E1B0**grants@victoriacounty.ca** |

|  |
| --- |
| **APPLICATION CHECKLIST** |
| [ ]  | A signed copy of the completed grant application form |
| [ ]  | Most recent financial statements or Treasurer’s report |
| [ ]  | Proof of current registration as a non-profit or charitable organization |
| [ ]  | *Development grants only*: Letter of support from municipal staff member |
| [ ]  | *Capital grants only*: Quotes for capital improvement or equipment purchase  |
| [ ]  | *Operational grants only:* Annual operating budget for fiscal 2023-2024 |
| [ ]  | *Property Tax Relief:* If you are only applying for a property tax relief grant, complete PART 1, PART 3, PART 4, and PART 6. |

|  |
| --- |
| **PART 1 - APPLICANT INFOMATION** |
| Community organization (applicant): |  |
| NS Registry of Joint Stocks Number: |  |
| Contact name: |  | Title: |  |
| Mailing address: |  | Phone: |  |
|  | Email: |  |

|  |
| --- |
| **PART 2 – APPLICATION TYPE (select one)** |
| [ ]  | **Development** - To provide one time financial support to fund or sponsor an event, program, project or activity that enhances, supports, promotes, informs/educates, celebrates, preserves and/or provides access to: * 1. Arts/Culture/Community Heritage
	2. Community Beautification/Environmental Sustainability
	3. Community Health and Wellness
	4. Youth/Seniors Supports
	5. Tourism/Economic Development

*Cannot exceed one-third (1/3) of the total project cost.* *Maximum amount eligible to request is* ***$10,000.*** |
| [ ]  | **Capital -** To provide one time support for the purchase of property, the construction, remodeling or expansion of a facility, or purchase of equipment. *Cannot exceed one-third (1/3) of the total project cost.* *Maximum amount eligible to request is* ***$20,000.*** |
| [ ]  | **Operational** - To provide grants to community organizations that have a mandate to deliver an ongoing service or program that is generally delivered by a municipality, or complements a service being offered by the Municipality. *Maximum amount eligible to request is* ***$10,000.****Not intended to support permanent full-time staff salaries or wages.* |
| **Amount requested:** |  |

|  |
| --- |
| **PART 3 – PROPERTY TAX RELIEF** |
| [ ]  | If your organization is applying for a property tax relief grant, please check here and indicate your tax account(s) #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **PART 4 – PROJECT INFORMATION** |
| 1. Why are funds being requested? What will they be used for? Please outline the details of the event, program, project, activity or service.
 |
|  |
| 1. Please describe the benefits your event, program, project, activity or service will provide to the Municipality of the County of Victoria and its residents.
 |
|  |
| 1. Please describe the community/area and group(s) your organization serves.
 |

|  |
| --- |
| **PART 5 – BUDGET** |
| **PLANNED EXPENDITURES (list all costs related to your event, program, project, activity or service)** | **Amount** |
| Material |  |
| Labour |  |
| Equipment |  |
| Other (Please specify)  |  |
| Other (Please specify) |  |
| Other (Please specify) |  |
| Other (Please specify) |  |
| **TOTAL PROJECT COST** |  |
|  |  |
| **APPLICANT CONTRIBUTION (list all sources of revenue generated by applicant)** | **Amount** |
| Fundraising |  |
| Self-generated revenue |  |
| Cash on hand |  |
| Bank loans |  |
| Donated material |  |
| Donated labour |  |
| Donated equipment |  |
| **TOTAL APPLICANT CONTRIBUTION** |  |
|  |  |
| **OTHER FUNDING (list all sources of other funding including all municipal sources)** | **Amount** |
| Federal |  |
| Provincial |  |
| Municipal |  |
| Other (Please specify) |  |
| Other (Please specify) |  |
| Other (Please specify) |  |
| **TOTAL OTHER FUNDING** |  |

|  |
| --- |
| **PART 6 – DECLARATION AND SIGNATURE** |
| The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I give the Municipality of the County of Victoria authority to verify any and all information pertaining to this application. I also confirm that I have the authority to complete this application on behalf of the applicant organization. |
| Application prepared by: |
|  |  |  |
| *Print Name* | *Signature* | *Date* |

|  |
| --- |
| **FOR OFFICE USE ONLY** |
| **Date application received:** |  |
| **Received by:** |  |
| **Municipal funding received last year:** |  |
| [ ]  | **Fulfilled all obligations from prior year?** |
| [ ]  | **Clear of all debt owing to Municipality?** |
|  |
| **Amount approved:** |  |