

## COMMUNITY PARTNERSHIP GRANT PROGRAM GUIDELINES

The Municipality of the County recognizes the important contribution that volunteer organizations make to the sustainability of our communities and our County, and chooses 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, Community Service, Stewardship of the Environment, Education and Lifelong Learning, Community Economic Development and Tourism, Heritage, Culture and Creative Arts.

### Program Description

The Community Partnership Grants Program aims to partner with community organizations for activities in the following categories:

- A. CAPITAL GRANTS: Construction, Renovations and Major Repairs
- B. OPERATING GRANTS: Operation and Maintenance, Programs, Special Events and Initiatives

### Deadline

All applications are to be submitted **March 31<sup>st</sup>** so they can be considered with the Municipality's annual budget.

### Eligibility

Applications will be accepted from groups that:

- Have submitted a complete application by the deadline;
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status, **OR**
- If the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted.

Applications will **not** be accepted from:

- Individuals;
- For-profit organizations;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- School boards or educational institutions
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

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Priority will be given to community organizations that provide programs or services within the Municipality, or to a significant number of residents of the Municipality.

All grant applicants shall demonstrate financial need to receive funding and show other revenue sources (such as other partners, membership dues fundraising etc.)

Funding requests for grants are considered for one fiscal year at a time.

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.

**CAPITAL GRANTS: Construction, Renovation and Major Repairs**

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 one third (1/3) of the total cost of the project to a maximum of \$20,000.

**OPERATING GRANTS: Operation and Maintenance, Programs, Special Events and Initiatives**

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 the residents of Antigonish County.
- Applications for assistance with providing ongoing programs or services for the benefit of the community.
- Applications for assistance to help offset the costs associated with hosting a special event or festival.

**Application Procedure & Checklist**

Applications for either of the above categories must be submitted using the Community Partnership 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.

All applications must include:

- The completed application form.
- 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.);
- Annual operating budget
- Proof of incorporation, or alternatively, consideration may be given if the group is not incorporated. Please include a list of executive, membership and a brief history about the organization.

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- Capital Construction, Renovations and Major Repairs projects require proof of property ownership (normally a deed), or long term lease or written agreement.

### **Application & Review Process**

All complete applications will be assessed using the following criteria:

- Benefit to the Community;
- Project feasibility and likelihood of success;
- Applicant 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).

All complete applications and recommendations will be submitted to Municipal County for approval with the annual budget.

### **Payment of Grants**

Upon Council approval, all applicants will receive a response to their application in writing. For approved applications, cheques will be issued in the name of the organization which applied for the grant. It is the responsibility of the organization to pick up the cheque at the Municipal Office. The Municipality may request to do a cheque presentation with any organization which is approved for grant funding.

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**

To submit your application or for inquiries please contact:

Municipality of the County of Antigonish  
285 Beech Hill Road  
Beech Hill, NS B2G 0B4  
Attention: Community Partnership Grants  
Phone: 902-863-1117