

COUNCIL POLICIES AND PROCEDURES

SECTION-G

GRANTS

SUBJECT: Community & Recreation Grants

POLICY NUMBER: G-12

AMENDED DATE: July 3, 2024

PURPOSE

The Municipality of the District of Guysborough (MODG), to order to recognize the importance and value of local non-profit organizations to our communities, is committed to consider, within its financial capacity, reasonable financial support to these groups within the Municipality. To this end, each year MODG offers various grant programs to local non-profit and community organizations to encourage recreation opportunities, enhance the community and improve the quality and quantity of community recreation programming.

POLICIES

- Authority for the provision of this grant policy is pursuant to Council's authority under Section 65(A) of the Municipal Government Act.
- To assist with the provision of community recreation opportunities that benefit MODG residents through a community and recreation grant program.
- To approve only one application per year per group, excluding district activity funds.
- To approve only those applications received by the appropriate deadlines and within the monetary limits set for each grant type; Late or incomplete applications will not be forwarded for consideration.

1.0 DISTRICT ACTIVITY FUND

The Councillor's District Activity Fund provides grant funding to each Councillor. The funding is dedicated to each electoral district in MODG. The aim of this fund is to provide a simple, effective method of providing small grants to community groups, special events and other municipal purposes. Typically, such requests are received directly by Councillors for modest amounts in support of local fund-raising campaigns, charitable and non-profit initiatives, a special event, an amateur sports team or competition, or related to municipal programs and services. Councillors often receive requests for help from local community groups that are either ineligible, too small or time-sensitive to be handled in an effective manner by the larger *Community Recreation Grants Program* administered under section 6.0 of this policy. Flexibility is required to address such local

requests. Therefore, an amount is allocated in each year's budget for the Councillor's District Activity Fund. A specified, equal amount is allocated to each Councillor.

TERMS:

In general, contributions made under the Councillor's District Activity Fund focus on local activities related to recreation, social welfare, culture, charitable fund-raising by a recognized institution or duly registered community group, community and civic events, an amateur sports club or sports event, environmental protection or a community beautification project, and community-based educational initiatives. In all cases, the grant funding can only be used for an authorized municipal purpose.

Contributions made under the Councillor's District Activity Fund are not intended to subsidize the operations of a committee or council of MODG.

Contributions made under the Councillor's District Activity Fund are not intended to compensate or supplement federal or provincial responsibilities in health care, social services, justice, or employment.

A donation to a registered charitable organization or event shall be recognized with a receipt to MODG. Individual members of Council shall receive no personal tax benefit. All receipts for such donations are to be submitted to MODG.

Grants may not be awarded to individual persons or families. Members of Council who wish to assist cases of individual or family need must do so through a recognized third party (a church, registered charity, or local social agency).

Donations to a local recreational, athletic, environmental, cultural, arts, religious or heritage group are permissible. Funds to individuals participating in a sporting event shall be referred to the Director of Recreation for possible funding under the Leadership Development Grant Program.

Recipients of public funds administered through MODG are expected to uphold the Charter of Human Rights and participation should be open to all citizens without undue discrimination.

Restrictions on Type of Expenditure:

No Department, program, committee, or representative of MODG shall solicit a member of Council for District Activity Funds for any funds, program, project or service.

Staff are expected to relay information to members of Council regarding community issues and requests. Such information should be relayed in the form of a written memorandum. Staff are not expected to encourage individuals or groups in lobbying members of Council.

District Activity Funds are not intended for use in fund-raising activities that are of direct or indirect benefit to a department, program, project, service, or individual of MODG.

Restrictions on Expenditures During a Municipal Election Campaign:

Councillor's District Activity Fund expenditures shall be suspended 3 months prior to Nomination Day in an election held pursuant to Section 54(4) of the Municipal Elections Act. In the year of a regularly scheduled municipal election, no more than 50% of the District Activity Fund shall be eligible to be spent.

The intent of this restriction on spending during an election campaign is to avoid allegations of irregular election spending among candidates. No moneys from the Councillor's District Activity Fund may be spent on an incumbent's election related costs. Spending shall resume upon the day a candidate is officially sworn into office as an elected representative.

In the event of an incumbent's acclamation to Council, access to their District Activity Fund account, will be reinstated.

Record-keeping Requirements:

The fiscal year starts April 1st and ends March 31st. No expenses shall be claimed or reimbursed after March 31st. There shall be no over-expenditures from the Councillors District Activity Fund. There is no accrual of funds. Any moneys not expensed and accounted for in any year (by March 31st) shall not be carried forward to the next fiscal year.

Council Members and staff are responsible for making a clear determination if an expenditure is permissible and will issue funds in accordance with the appropriate policies of MODG.

The authority and responsibility for the administration of the Councillor's District Activity Fund is that of the CAO and/or Director of Finance. In the case of uncertainty, the authority and responsibility is that of the Committee of The Whole.

Procedures:

Affidavits for payment of an invoice, or a grant to a community organization are completed by Council Members and sent to finance department for processing. Affidavits should include the appropriate documentation ie. sales receipt, credit card transaction receipt, letter or invoice. The originals are to be attached and are retained in the files held by Finance Department

The Councillor's District Activity Fund will be included in the annual audit and as such a more detailed review by Municipal Auditors may be conducted. Such an audit shall check for complete and appropriate documentation, compliance with policy, the fair and consistent application of policy, accurate reporting, and any other issues determined relevant by the audit team.

2.0 GENERAL GOVERNMENT GRANT

General Government Grants are available to non-profit organizations that support the delivery of municipal services or provide services to enhance community well-being and the quality of life for the citizens of MODG.

To apply for a grant under this program submit your request in writing to the Chief Administrative Officer. Eligibility criteria include:

1. Program/Service Obligation ~ supports a service delivered by the Municipality.
2. Public Need/Benefit ~ service or program is broad based, and all residents will derive a benefit versus special interest group needs and benefit to specific residents.
3. Financial Need ~ application demonstrates financial need and identifies all other grants and fundraising activities. Copies of most recent Financial Statements and the current year's budget should accompany the request.
4. Quality of Life ~ service or program enhances the quality of life of residents.

Applications received prior to March 31st in any given year will be given priority. Applications received after March 31st will be considered only if there are funds available.

Grants from this category shall not exceed \$500.

3.0 WHARF CAPITAL FUND

To promote and sustain the fishing industry and the tourism industry, each year MODG offers a grant program to support the renovation of existing wharves located within the Municipality that are either owned or leased by a non-profit organization. .

There are three categories of wharves eligible under this policy:

Category A:

Ownership: Federal Government - Small Craft Harbours

Category B:

Ownership: Federal Government has divested ownership to local organization

Category C:

Ownership: Federal Government has leased wharf to local Harbour Authority

Privately owned wharfs will not be considered for financial assistance.

CRITERIA:

One grant falling under either of the following criteria will be available annually.

- a) **Fisheries:** In order to be eligible for a grant from the Municipality the local Harbour Authority will have had to meet the Project Criteria of the Small Craft Harbours Branch and the D.F.O. Furthermore, funding approval by the Small Craft Harbour Area Chief responsible for the applicable area must be in writing prior to any commitment by the Municipality. The Municipality will provide up to a maximum of 1/2 funding of the total cost of the renovations and repairs to a maximum of \$25,000.00. Total costs exclude any financial assistance from the Federal Government or Federal agencies.
- b) **Tourism/Recreation:** In order to be eligible for a grant from the Municipality the local Harbour Authority will have had to meet the recreational goals and objectives of the Municipality. The Municipality will provide up to a maximum of 1/2 of the total costs to a maximum of \$25,000.00.

An organization or facility is only eligible to receive one grant in a four-year period for the same project or facility. A community is only eligible for one grant under this fund in each four-year period, regardless of which organization applies for the funding.

Grants from this category shall not exceed \$25,000.

4.0 CAPITAL RECREATION FUND

The objective of the Capital Recreation Fund is to assist community groups and organizations to plan, develop, construct, renovate, conserve, and acquire facilities for community recreation by providing up to one-half of the total capital cost of the project to a maximum of \$25,000.00. Types of projects eligible for assistance are community centres, halls, athletic fields, parks, playgrounds, trails, and any other public recreational facility. Total fund, \$125,000.00

Guiding principles of this program are to:

- Conserve existing recreation infrastructure whenever possible.
- Improve sport or recreation opportunities for all residents of a community or the Municipality.
- Reflect current trends, activity patterns, and shifting demographics.
- Design facilities for multiple uses if this is possible and advantageous.
- Include public and community participation in the planning process.
- Encourage cooperation among groups within the Municipality.

ELIGIBILITY:

- Community organizations incorporated as non-profit societies under the Societies Act of Nova Scotia are eligible to apply for funding under this program.
- The applicant must have either deeded title to the land involved in the project, or an appropriate long-term lease (minimum of ten years). A copy which must accompany the application.
- New facilities and any renovated facility must include minimum standards for barrier-free access to all program and public spaces.

- Eligible work will be identified by Municipal staff and can include facility related, non-consumable, fixed furnishings, fittings, and equipment necessary to make an area suitable for a particular use, function, or operation.

FUNDING:

- The Municipal Recreation Department acknowledges a role in assisting the development of sport and recreation facilities of all sizes. Potential applicants should note that the availability of funds under this program is limited. This program provides capital assistance for recreation facility development, but not for the purchase of land for future development.
- Capital grants shall be up to, but not exceed, one half of the total capital cost of the approved project. Final approval of the municipality's commitment is contingent upon verification of the remaining 1/2 funding to cover total project costs.
- No more than one grant will be awarded to a facility or facility site within a 4-year period. This 4-year restriction is based on the year of approval, and not the year of payment disbursements.
- Grants may be paid out over one or two years, depending on budget availability and project progression. To remain eligible for funding, all projects must be completed within a 2-year fiscal period.
- Grants must not exceed the direct cash requirements of the project.
- Facilities must be accessible to all members of the public at reasonable times and rates.

APPLICATION REVIEW FACTORS:

The Municipality will utilize application review factors to prioritize and assess funding applications from each applicant. While most of these review factors are part of every application, we will consider the applications based on the extent to which each proposal meets our basic expectations for each factor.

Applicants must describe in writing how the project responds to the following assessment factors:

- Community benefit and impact.
- Needs assessment and project planning.
- Equity and accessibility.
- Long term sustainability.
- Safe and secure environments.
- The goals of the Municipal Recreation Department.
- Commitment by applicant.

An organization is eligible to receive one grant in a four-year period for the same project or facility.

APPLICATION PROCEDURE:

All non-profit organizations seeking financial support from the Municipality will have to submit a Municipal Capital Grant application in writing by February 28 to be eligible in the next fiscal year (Apr 1 - Mar 31). This application can be obtained from the Recreation Department.

Grant recipients must conduct a process of competitive pricing or tendering for goods and services relating to the project. As such, applications must include written quotes/estimates (at least 2 per item) to support cost figures.

Applications must be accompanied by:

- a detailed description of the project
- how the project responds to the application review factors
- a copy of each of the following:
 - Organization's constitution / by laws
 - List of the executive members
 - Proof of incorporation
 - Deed, or lease for land involved in the project
- Assurance and supporting evidence of:
 - Strong local support
 - Ability to generate a major portion of capital.
 - Operational costs of the facility
- Assurance of compliance of Municipal By-Laws, and Provincial Building Code, if applicable.
- Assurance that, where applicable, approval from regulatory bodies is received before construction starts. Regulatory bodies include:
 - Municipal Building/Fire Inspector
 - Nova Scotia Power Incorporated
 - Nova Scotia Department of Labour, Skills and Immigration
 - Nova Scotia Department of Environment and Climate Change
 - Nova Scotia Department of Natural Resources and Renewables
 - Other regulatory agencies, such as Coast Guard Canada, Fisheries and Oceans Canada
- If published standards, guidelines, or legislation exist for the facility type proposed, then the facility must conform to these. For example, OHS legislation, Building Accessibility Act, and CSA Standards for playgrounds. If your facility does not conform to such standards, then your application may be rejected.
- The source of Capital Funding of the application must be completed in full. Donated labour or materials must clearly be identified.

In addition to assisting applicants directly with their application, the Municipal Recreation Director can provide important, relevant, information of potential value to the applicant. This information could concern other programs and grants, and the availability of resource materials and staff.

APPLICATION REVIEW AND RESPONSE PROCESS:

- The Municipality will review applications each March. Applicants will be informed of the outcome of the application review process at the earliest opportunity following approval of the Municipal Recreation budget.
- Projects receiving funds must be completed within the specified fiscal year(s), and all funding must be properly accounted for during that period.

PAYMENT OF GRANTS:

- Grant payments will be made upon the submission of invoices or project completion, following the Recreation Directors site visit, and the recipient's submission of statement of total expenditures (supported by receipts and proof of payment).
- The Chair/ President and one other member of the executive must sign a statement of total expenditures.
- If actual costs are less than the original cost estimate, the amount of the grant payment will be reviewed and revised accordingly.
- Changes to the purpose of the grant as originally outlined in the application process are not permitted unless approved beforehand by the Municipality. If for any reason, a grant recipient is unable to proceed with a project or needs to make substantial changes to a project as outlined in the application, the Director of Recreation must be informed in writing.

To apply complete the application form and submit to the Department of Recreation by February 28th.

Grants from this category shall not exceed \$25,000.00 per organization. The maximum amount set aside by Council in each year shall not exceed \$125,000.00 and will be clearly defined in each year's budget.

5.0 SPECIAL COMMUNITY INFRASTRUCTURE FUND (SCIF)

The objective of the Special Community Infrastructure Fund is to support 1 (one) community and sporting infrastructure, open space improvements and other community priorities project annually. Funded projects are intended to assist communities to build their strengths and improve liveability for all current and future residents.

Guiding principles of this program are to:

- Build resilient communities through the provision of social and community facilities.
- Improve community amenities, accessibility, and liveability through investment in community infrastructure.
- Drive economic growth in communities and the broader region.
- Enhance community infrastructure
- Improve equity outcomes and social inclusion; and
- Encourage communities to thrive, economically and socially.

ELIGIBILITY:

- Community organizations incorporated as non-profit societies under the Societies Act of Nova Scotia are eligible to apply for funding under this program.
- The applicant must have either deeded title to the land involved in the project, or an appropriate long-term lease (minimum of ten years). A copy which must accompany the application.
- New facilities and any renovated facility must include minimum standards for barrier-free access to all program and public spaces.

- Eligible work will be identified by Municipal staff and can include facility related, non-consumable, fixed furnishings, fittings, and equipment necessary to make an area suitable for a particular use, function, or operation.
- Provide Economic Benefits to the Community and MODG
- Realize Social Benefits
- Project must provide documented viability, sustainability, guarantee capacity, capability, and resources to carry out the proposed project to the end.
 - Is this project related to recognized infrastructure and priorities of MODG?
 - Is this project beneficial to the entirety of MODG?
 - Is this project beneficial to the local community?

FUNDING:

- MODG recognized that needs and opportunities arise from time to time to enhance local infrastructure. This infrastructure may not necessarily relate to core infrastructure required for operations of a local government.
- Community groups and visionaries, from time to time, provide unique opportunities, of which, that Council may wish to invest.
- Capital grants from this fund are to augment the community share of a large capital investment. Final approval of the municipality’s commitment is contingent upon verification of funding for senior levels of government and/or funding partners, as well as the community at large.
- No more than one grant will be awarded to a project of this nature within a 10 year period. This 10 year period is based on the year of approval, and not the year of payment disbursements.
- Grants maybe paid out over one to four years, depending on budget availability and project progression. To remain eligible for funding, all projects must be completed within a 2 year fiscal period.
- Facilities must be accessible to all members of the public at reasonable times and rates.

APPLICATION REVIEW FACTORS:

The Municipality will utilize application review factors to prioritize and assess funding applications from each applicant. While most of these review factors are part of every application, we will consider the applications based on the extent to which each proposal meets our basic expectations for each factor.

Applicants must describe in writing how the project responds to the following assessment factors:

- Community benefit and impact.
- Needs assessment and project planning.
- Equity and accessibility.
- Long term sustainability.
- Safe and secure environments.
- The goals of the Municipal Recreation Department.
- Commitment by applicant.

An organization is eligible to receive one grant in a four-year period for the same project or facility.

APPLICATION PROCEDURE:

All non-profit organizations seeking financial support from the Municipality will have to submit a Special Community Infrastructure application in writing by December 31st to be eligible in the next fiscal year (Apr 1 - Mar 31). This application can be obtained from the Recreation Department.

Grant recipients must conduct a process of competitive pricing or tendering for goods and services relating to the project. As such, applications must include written quotes/estimates (at least 3 per item) to support cost figures.

Applications must be accompanied by:

- a detailed description of the project
- how the project responds to the application review factors
- a copy of each of the following:
 - Organization's constitution / by laws
 - List of the executive members
 - Proof of incorporation
 - Deed, or lease for land involved in the project
- Assurance and supporting evidence of:
 - Strong local support
 - Ability to generate a major portion of capital.
 - Operational costs of the facility
- Assurance of compliance of Municipal By-Laws, and Provincial Building Code, if applicable.
- Assurance that, where applicable, approval from regulatory bodies is received before construction starts. Regulatory bodies include:
 - Municipal Building/Fire Inspector
 - Nova Scotia Power Incorporated
 - Nova Scotia Department of Labour, Skills and Immigration
 - Nova Scotia Department of Environment and Climate Change
 - Nova Scotia Department of Natural Resources and Renewables
 - Other regulatory agencies, such as Coast Guard Canada, Fisheries and Oceans Canada
- If published standards, guidelines, or legislation exist for the facility type proposed, then the facility must conform to these. For example, OHS legislation, Building Accessibility Act, and CSA Standards for playgrounds. If your facility does not conform to such standards, then your application may be rejected.
- The source of Capital Funding of the application must be completed in full. Donated labour or materials must clearly be identified.

In addition to assisting applicants directly with their application, the Municipal Recreation Director can provide important, relevant, information of potential value to the applicant. This information could concern other programs and grants, and the availability of resource materials and staff.

APPLICATION REVIEW AND RESPONSE PROCESS:

- The Municipality will review applications each January/February. Applicants will be informed of the outcome of the application review process at the earliest opportunity following approval of the budget.
- Projects receiving funds must be completed within the specified fiscal year(s), and all funding must be properly accounted for during that period.

PAYMENT OF GRANTS:

- Grant payments will be made upon the submission of invoices or project completion, following the Recreation Directors site visit, and the recipient's submission of statement of total expenditures (supported by receipts and proof of payment).
- The Chair/ President and one other member of the executive must sign a statement of total expenditures.
- If actual costs are less than the original cost estimate, the amount of the grant payment will be reviewed and revised accordingly.
- Changes to the purpose of the grant as originally outlined in the application process are not permitted unless approved beforehand by the Municipality. If for any reason, a grant recipient is unable to proceed with a project or needs to make substantial changes to a project as outlined in the application, the Director of Recreation must be informed in writing.

To apply complete the application form and submit to the Department of Recreation by February 28th.

1 Annual Grant from this category shall not exceed \$200,000.00 and will be clearly defined in each year's budget.

6.0 COMMUNITY RECREATION GRANTS

The Community Recreation Grant Program is designed to encourage community recreation in a manner consistent with the recreation principles, goals and plans of the Municipality of Guysborough. In addition, it is to be used to improve the quality and quantity of community recreation opportunities by financially assisting community groups with new Recreation & Culture Initiatives, Leadership, Youth Programming and Individual training and development.

Community Grants are received and assessed on an "as needed" basis. In addition, it is the policy of council to approve only one community grant per year (April 1st - March 31st) per group or individual.

It is also a policy of Council to encourage community commitment to an initiative by not exceeding community contributions to projects being considered for grant assistance; therefore the grant awarded shall be based on a cost sharing basis no greater the 50%.

Community Grants are assessed under the following seven categories:

i. Youth Programming

In an effort to encourage youth physical activity, the Municipality offers a grant program to assist non-profit groups offering annual recreation programs for youth, 18 years of age and younger, by application through the Recreation Department under the following conditions;

- Applications will only be accepted from registered non-profit organizations.
- All applications for funding, with the exception of Day Care Associations, must be accompanied by detailed programming description including how physical activity will be achieved and benefits to the youth involved.
- All applications must provide documentation showing that at least forty MODG youth will actively participate in the program, with the exception of Day Care Associations.
- Completed application form including project budget and financial statement of organization must be submitted to the Director of Recreation for approval.
- Applications received from Day Care Associations must be accompanied by detailed programming description in relation to youth to be served by the Association. No minimum youth participation numbers are required.

Grants from this category shall not exceed \$2,500. Only one grant per group per year will be approved from this category.

ii. Leadership Development

The Municipality recognizes the important role that volunteers play in assisting the Recreation Department in providing programming in a rural municipality. To support the development of our volunteers and improve the quality of leadership available to Municipality residents, the Municipality offers a grant to assist individuals by reimbursing volunteer's registration fees to attend training courses and programs that they will utilize in their communities.

- Application forms are available from the Recreation Department and completed applications must be given final approval by the Director of Recreation.
- Applications must demonstrate how the training will be utilized by the volunteer in his/her community to support the goals and principles of the Municipality's' Recreation Program.

Grants from this category shall not exceed \$500. Maximum of one grant per organization will be approved from this category per year.

iii. Community Organization Grants

In order to support the Municipality's ability to facilitate community organizations that provide recreational activities, the community organization grant is available to qualifying applicants under the following conditions;

- Applications will only be accepted from registered non-profit organizations

- Only applications for the purpose of providing programming in the community are eligible for approval. Applications must contain description of the programming to be provided.
- Application forms are available from the Recreation Department and completed applications must be given final approval by the Director of Recreation

Grants from this category shall not exceed \$500. Only one grant per group per year will be approved from this category.

iv. Recreation Facility Support Program

Curling Clubs – Operating Grant

Chedabucto and Canso Curling Clubs are eligible to apply annually for \$3,000.00 Operating Grant to assist with their annual operational expenses.

Community Hall Grant

The Municipality recognizes the importance of Community Halls and feel it is important to keep them well used and maintained. The purpose of the Community Hall Grant will help assist with capital repairs, hall renovations and ongoing expenses to operate the hall.

This grant is available to qualifying applicants under the following conditions:

- Applications will only be accepted from registered non-profit organizations
- Applications are for the purpose of renovations and hall operating expenses; a project budget and description must be provided on the application.
- Application forms are available from the Recreation Department, April 1 – March 3.
- Completed applications must be given final approval by the Director of Recreation.

Grants from this category shall not exceed \$1,000.00. Only one grant per group per year will be approved from this category.

v. Individual Recreation Grants

In order to encourage participation in sport and recreation-related competition and individual skills development, the Municipality offers two categories of assistance to individuals: **Only one grant per person per year will be approved from this category.**

Elite Athlete

Available to athletes competing in individual events that are of an inter-provincial caliber. **Grants from this category shall not exceed \$500.**

Individual Skills Development

Available to individuals attending skills or leadership development programs (ie. Hockey School Registration, Soccer Camp, YMCA Leadership Camps, etc.). The grant application must demonstrate how the training received developed their individual skills
Grants from this category shall not exceed \$250.

Individual Recreation Grant applications must be accompanied by proof of enrollment in program. Application forms are available from the Recreation Department and completed applications must be given final approval by the Director of Recreation.

vi. **Educational Travel Grants**

In order to encourage participation in educational travel either individually or as part of a group, the Municipality offers two categories of assistance:

Group Travel

Available to groups travelling for educational purposes out of province or out of country.

Grants from this category shall not exceed \$2,500. Only one grant per school per year will be approved from this category

Individual Travel

Available to individuals representing the Municipality at either an out of province or out of country educational forum. **Grants from this category shall not exceed \$500.**

Only one grant per person per year will be approved from this category.

vii. **Hosting Grant**

Available to schools that are hosting a tournament and need funding to cover the expenses of being the host team. (i.e. Referee fees, snacks, prizes, jerseys etc.)

- Application forms are available from the Recreation Department, April 1 – March 3.
- Completed applications must be given final approval by the Director of Recreation.

Grants from this category shall not exceed \$500. Only one grant per school, per year will be approved from this category.

7.0 **SPECIAL EVENTS GRANT**

The Special Events Grant exists to provide one-time financial assistance to non-profit community organizations and groups who are hosting a significant or special event in the Municipality. The event planned must be open to all members of the public and have a positive impact on the community, tourism and culture or economic development.

1. Application Requirements

All applications for grants shall be in writing to the Director of Recreation specifying an amount requested the nature and details of the event and the proposed impact the event will have on the community, tourism and/or economic development or economic development. All requests for funding should provide the necessary information to enable a full evaluation of the request based on the eligibility criteria listed below.

2. Eligibility Criteria

The following criteria will serve as a guide for the review of applications for financial assistance from the Municipality of Guysborough Special Event Grant fund:

- a) **Public Benefit** - The event is broad based and open to all members of the public (versus a special interest group event open to specific individuals).
- b) **Financial Need** - The application demonstrates financial need; a copy of the event budget and all other grants, contributions and fundraising activities should accompany the request.
- c) **Community Showcase** – Offers an opportunity to showcase Guysborough’ community attributes and aids in creating awareness of the area with the intent of attracting participants from Guysborough and beyond.
- d) **Economic Development** – The event proposes to have a positive economic development impact for the area hosting the event (i.e. benefit to local business, event construction contracts, local employment opportunities, etc.). More weight will be given to events that are proposed as sustainable multi-year events.
- e) **Community Development** – The event proposes to have a positive community development impact for the area hosting the event (i.e. bring community together, improved infrastructure, fundraising dollars left in the community, etc.). More weight will be given to events that are proposed as sustainable multi-year events.
- f) **Tourism** – The event proposes to highlight a geographic area of the Municipality that is considered to be tourism rich in terms of attractions and or heritage and will directly benefit from increased visitor traffic. More weight will be given to events that are proposed as sustainable multi-year events.

Consideration will however be given to applications that request one-time funding for a special event that meets criteria (a), (b) and (c) and one or more of criteria (d), (e) and (f).

3. Application Procedure

Applications must be accompanied by:

- a description of how the project responds to the application review factors
- a copy of each of the following:
 - List of the executive members
 - Proof of incorporation
 - Financial statements from the previous event or fiscal year.
 - A clearly outlined budget for the proposed event.

Note: Filing an application does not necessarily guarantee the award of any grant moneys or grants in kind to the applicant.

Unless otherwise approved by Council, no grant moneys will be paid until the annual budget has been approved by Council. Department heads will maintain records of any grant in kind issued to any organization and applicable amounts will be charged back to the appropriate grant account by the Finance Department.

Deadline for Applications is February 1st to be eligible for funding in the next fiscal year,

Grants from this category shall not exceed \$2,500.00.

Warden Vernon Pitts

Chief Administrative Officer
Barry Carroll

Date