

## **What is the purpose of the Town of Antigonish Grant Program?**

- To support projects that advance the goals and actions outlined in Town of Antigonish Strategic Plan with a focus on Social Well-Being, Community Pride, Community partnerships and Sustainability;
- To support community-based organizations to create a range of community events and services that respond to the changing needs of the Antigonish community.

## **Who can apply?**

- Local, non-profit community-based organizations that have a CRA/Business number and/or are registered with the Registry of Joint Stocks. *\*(For information on the Registry of Joint Stock, visit an Access Nova Scotia Centre, or go to [www.gov.ns.ca/snsmr/paal/rjs/paal268.asp](http://www.gov.ns.ca/snsmr/paal/rjs/paal268.asp) or call toll free 1-800-225-8227.)*

## **Who cannot apply?**

- Individuals;
- federal, provincial or municipal government agencies and school boards;
- profit-based organizations;
- fundraising events;
- Projects outside of Antigonish;
- Applicants who failed to submit a final report from the previous year.

## **What types of projects would be considered for approval?**

- Projects that advance the goals and outcomes outlined in the “*Strategic Plan - Town of Antigonish*” ([www.townofantigonish.ca](http://www.townofantigonish.ca));
- Special consideration will be given to projects that demonstrate strong community support through partnerships and in-kind contributions;
- Examples of projects that would be considered for approval include, but are not limited to:
  - Costs associated with hosting an annual special event or festival;
  - Projects that mobilize and support volunteerism;
  - Projects that explore creativity and the arts;
  - Projects that promote healthy living and/or physical activity;
  - Projects that provide the community with a service necessary for the well-being of the citizens.

## **What are the project criteria?**

- Projects must:
  - Not duplicate other programs or services in the community;
  - The project must display sustainability;
  - Demonstrate cost effectiveness;
  - Be able to start, with resources and financing in place, upon receipt of funding;
  - Be able to be completed within the year funding was received.

## **Will the grant cover capital costs and ongoing operating costs?**

- Capital/infrastructure costs cannot be included for such things as construction or renovations;
- Ongoing operating or overhead costs, such as salaries, are not eligible.

## **What are the applicant's responsibilities should they be awarded funding?**

- Proper fiscal management, including acceptable accounting records (receipts must be kept and copies must be provided);
- Completion of a final report (using templates provided by the Antigonish Town Recreation Department).

## **What is the application process?**

- Complete the application form, attaching all necessary documents outlined in the application checklist. E-mail to: [tcameron@townofantigonish.ca](mailto:tcameron@townofantigonish.ca)

## **What is the deadline for applications?**

- Applications must be received electronically by the Antigonish Town Recreation Department no later than: **4:30 pm, February 28<sup>th</sup>, 2020.**

## **How is the application assessed?**

- The application will be assessed by Antigonish Town Council on the following criteria:
  1. Overall Application – The application is complete and all sections are filled out appropriately. All signatures are received and all additional materials are included with the application;
  2. Organizational Description – The organization has an established mandate or objectives;

3. Benefits to the Community;
4. Project budget is included;
5. Description of the Special Event or project – Description of the event/project is clear and concise;
6. Evaluation/Assessment – Goals and outcomes are measurable and well-defined;
7. Overall Quality – Organization shows a commitment to the granting process;
8. The event/project reflects the guiding principles of the Town of Antigonish: The project/event is Sustainable; improves the social well-being of area residents; celebrates Community pride; is collaborative; and has an economic impact on the area.

### **Is there an Appeals Process?**

- Applicants may appeal Council's decision by indicating in writing their intent to appeal. Appeals may be launched up to sixty (60) days after the initial decision has been rendered. Applicants should electronically submit their communiqué to: [jlawrence@townofantigonish.ca](mailto:jlawrence@townofantigonish.ca)

## COMMUNITY GRANT APPLICATION

### Instructions:

- Use this cover sheet as the first page of your application;
- If you do not have enough space to answer a question, please attach a separate sheet;
- The policy governing the Town of Antigonish grants program is available on the Town’s website at [www.townofantigonish.ca](http://www.townofantigonish.ca) or by contacting the Town at (902) 863-2351;
- Completed applications are to be submitted no later than 4:30pm February 28<sup>th</sup>, 2020. Incomplete submissions will not be considered for funding;
- Completed copies are to be submitted electronically to [recreation@townofantigonish.ca](mailto:recreation@townofantigonish.ca)
- Successful applicants will be expected to submit a final report of their project by December 31st. Failure to submit the report will result in the applicant becoming ineligible for funding in future fiscal years.

### APPLICATION CHECKLIST

- A signed copy of your **Town of Antigonish Community Grant Application**;
- Proof of current registration as a non-profit or charitable organization, if applicable.** Include a copy of current Joint Stock Companies renewal of registration under the *NS Societies Act* from the Registrar of Joint Stock Companies or Charitable Registration Number from Canada Revenue Agency. If your organization is in the process of applying for registration, please include a copy of your application;
- A **cover letter**, if you would like to provide additional information about your organization and its goals/objectives. Please do not include bound materials, promotional materials or reports. If additional information is required, you will be contacted during the review process;
- Two letters of support** or testimonials;
- A completed budget for your Special Event/Project;
- A year end Income Statement along with the most recent **financial statement** for your group/organization.

### PART A-APPLICANT INFORMATION

Community group/organization (applicant):

Title of project:

Amount Requested From the Town:

Contact name:

Title:

Mailing address:

Telephone:

Email:

Website (if applicable):

CRA/Business or NS Registry of Joint Stock Number:

Federal Charitable Status Number (if applicable):

**PART B-APPLICANT ORGANIZATION MANDATE**

**1. Please briefly describe your organization's mandate/objectives.**

**2. Please describe the community, area and/or group(s) your organization serves.**

**PART C-ORGANIZATION/PROJECT/SERVICE INFORMATION**

**3. Please describe your organization's specific project, program or service requiring support from the Town of Antgionish.**

**4. Please describe the benefits your project, program or service will provide to the Town of Antigonish and the community.**

5. A.) List in-kind contributions that your organization will provide to this project, program or service;  
B.) Describe the role of volunteers in the proposed project/program/service. Please include the number of participating volunteers. (NOTE: Please answer both 5.A. and 5.B. to ensure your application is complete).

6. Please describe other grants or support your organization currently receives from the Town of Antigonish AND the County of Antigonish and include amounts received (e.g. property tax exemption).



**7. Describe the measures you will take to determine the success of your project.**

**PART D-ORGANIZATION/PROJECT/SERVICE BUDGET**

*Please ATTACH the financial statement or Treasurer's report for the most recent fiscal year in addition to completing this section.*

<b>PLANNED EXPENDITURES</b> <i>(Itemize and list all costs related to your project, program or service)</i>	<b>AMOUNT</b>

<b>TOTAL PLANNED EXPENDITURES</b>		
<b>ANTICIPATED REVENUE</b> <i>(Itemize and list all revenue sources for your project, program or service)</i>	<b>AMOUNT</b>	
	<b>Requested</b>	<b>Confirmed</b>
<b>Federal government support</b>		
<b>Provincial government support</b>		
<b>Municipal government support</b>		
Town of Antigonish <i>(include amount requested in this application)</i>		
County of Antigonish		
<b>Donations/Fundraising</b>		
<b>Other (please specify)</b>		

<b>TOTAL ANTICIPATED REVENUE</b>		
<b>FUNDING/SUPPORT REQUESTED FROM THE TOWN OF ANTIGONISH</b> <i>(Please check the type of grant you are applying for and indicate the amount requested)</i>	<b>AMOUNT/SER VICE/ EQUIPMENT REQUESTED</b>	
<input type="checkbox"/> One-time developmental or operating grant		\$
<input type="checkbox"/> In-kind grant	<b>Equipment:</b>  <b>Staff time:</b>  <b>Services:</b>	

**DECLARATION**

The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give the Town of Antigonish authority to verify any and all information pertaining to this application.

**Application prepared by:**

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*Signature*

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*Print Name*

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*Date*

**Board authorization (if applicable):**

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*Signature*

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*Print Name*

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*Date*