



## GRANTS TO ORGANIZATIONS APPLICATION GUIDELINES

(Please use these guidelines to assist you in completing the application form)

**APPLICATION DEADLINES ARE APRIL 15 AND SEPTEMBER 15 OF EACH YEAR.**

Community groups can access funds through the Municipality of Argyle Grants Program through the general application process with deadlines on April 15th (spring issue) and on September 15th (fall issue).

### **Eligibility:**

The aim of the Municipality Grant Program is to provide modest levels of support and assistance to community non-profit organizations, charities and recreational organizations within the Municipality and/or supporting the Municipality to assist with their priorities.

This program does not govern the following, which are separately administered:

- Grants and contributions pursuant to inter-municipal or other regional agreements;
- Municipality of Argyle Fire Services operating & capital grants;
- Tax Exemption for Non-Profit Organizations (full and partial tax exemption bylaws);
- Residential Property Tax Rebates (low-income homeowners); and
- Approved funding for the Argyle Courthouse and Gaol, which is owned by the Municipality and not subject to grants to a separate organization.
- Funding requests received by our Regional Development Authority or Regional Industrial Commission.

### **Multiple Applications:**

**\*NEW\*** If you are submitting multiple requests, please include them all in one application. **\*NEW\***

### **Contact Information/Organization Status:**

Please ensure to complete all of the information required for the contact person. This person will be contacted should there be any missing information or additional information needed. This person should therefore be intimately informed of the details of the project, service or activity should there be any questions.

If your organization is registered with the Nova Scotia Registry of Joint Stocks or has a federal charitable status number, please indicate it. It is not necessary to be registered with the Nova Scotia Registry of Joint Stocks or have a federal charitable status number to be eligible for a grant. If your organization is in the process of applying for registration, please include a copy of your application form.

### **Preferred Method of Communication:**

Please indicate your preferred method of communication. All communication, including but not limited to, the acknowledgement letter, the letter of award, request for additional information or any other questions the municipality may have, will be conveyed through the preferred method chosen. If telephone is chosen as the preferred method of communication, all letters will be sent by mail, unless specified otherwise.

**Total amount requested from the Municipality of Argyle:**

The total amount requested from the Municipality is required to process the application. **If you have multiple requests, please add them together and indicate the total as the total amount requested.**

If the amount is not indicated, the organization will be contacted. If the organization cannot be contacted or does not provide the amount before a deadline, the application will be considered late and will be held for the next issue.

**Funding Priorities/Evaluation:**

Each year, Council develops priorities which they will focus on for 12-14 months. Each application will be assessed using these priorities and support will be provided to projects that best align with them. It is not necessary that your project, service or activity align with Council's priorities to be eligible, however it will have an impact on the funding provided.

Preference will also be given to organizations that are located in our Municipality, demonstrate that the residents of Argyle will support their initiatives or be supported as a result of their initiatives. Other factors will include, but will not be limited to, the organization's history in organizing other projects within the community, its reputation for sound business practice, and its efforts to generate revenue from other sources, such as fundraising, sale of products or through other government units.

**Project Description:**

Please provide a description of your project, service or activity including, but not limited to, the problem the project, service or activity will address or the need it will fulfill, a set of goals for the project, service or activity, the overall objectives for the project, service or activity, as well as a project plan that describes the activities the members will undertake. The project description should also include the location of the project, service or activity, the length of the project, service or activity and how the funds requested will be used.

**Community Involvement/Support:**

Please provide a description of how the community will be involved in your project, service or activity and any other community support including, but not limited to, the number of volunteers involved, the nature of their involvement, the extent to which volunteers are integral to the structure of your organization, local community partners and/or local community funding.

**Priority Relation:**

Please provide a description of how your project, service or activity relates to Council's priorities. If your project does not relate specifically to one or more of Council's priorities, try to relate it to one or more of Council's strategic objectives included in their Strategic Plan. You may also review our Integrated Community Sustainability Plan and Economic Development Plan for other objectives which the municipality is currently focused on.

**Financial Information:**

Please answer the three questions and provide the requested financial documents with your application. These documents are important in order to assess whether the grant is:

- The primary source of funding for the organization as grants are intended to be supplementary to main sources of funding for organizations.
- To cover outstanding deficits, reserves, or to any contingency accounts for future activities or operations as the municipality will not contribute funding for such reasons.
- For the salary/wages of staff positions or board honoraria, as grants are not awarded for such reason. Grants may, however, be considered to support employee benefits if other government funding was secured.

**Board of Directors:**

Please provide a list of the members of the Board of Directors along with their position and contact information. This list is required to verify the existence of the organization and for any other inquiries.

**Consent Statement/Authorization:**

Please ensure that the information and documents you provided are accurate and complete and sign the application. Once complete, send the application by mail, e-mail or fax or drop it off at the municipal office.

**Application Checklist:**

This checklist will help guide you in preparing and double checking your grant application. As you write your application, come back to this checklist from time to time to make sure you are right on track.

<input type="checkbox"/>	Fully completed contact information section along with the indicated preferred method of communication.
<input type="checkbox"/>	Clearly indicated total amount requested from the Municipality.
<input type="checkbox"/>	Fully detailed description of the project, service or activity along with how the funds will be used.
<input type="checkbox"/>	Fully detailed description of how the community will be involved in the project, service or activity.
<input type="checkbox"/>	Fully detailed description of how the project, service or activity relates to Council's priorities.
<input type="checkbox"/>	Answered all 2 financial information questions.
<input type="checkbox"/>	Provided the financial documents listed.
<input type="checkbox"/>	Provided a list of the members of the Board of Directors.
<input type="checkbox"/>	Signed and dated the consent statement/authorization.