

## COUNCIL GRANT

The Municipality of the District of Chester values the contributions provided through the volunteer efforts of community organizations. The Municipality is committed to assisting community organizations by providing grant funds to support various projects, activities and services.

### Eligibility

- You must be a non-profit organization, or otherwise comply with the requirements of the Municipal Government Act for eligibility for a grant or contribution by a municipality (Section 65(AU)).
- Your primary purpose must be to operate, sponsor or encourage programs, activities or facilities within the Municipality of the District of Chester.
- Applicants must demonstrate that the project, activity or facility is open to all Municipality of the District of Chester residents.
- Organizations are only eligible for one grant from the Municipality each fiscal year, regardless of grant type.
- Royal Canadian Legions located with the Municipality may apply for grant funding to support programs and events which are open to the public. General operating expenses or capital improvements will not be considered.
- Churches / faith based organizations are not eligible for funding. Council may make exceptions if the organization is the only one in the area providing the service, in such cases general operating expenses or capital improvements will not be considered.
- Private member based organizations, whose primary focus is to serve its members, are not eligible for funding. Council may make exceptions on occasion where programs or initiatives are open to the general public.

### Application Procedure

- Grants will be reviewed in June and November. **Applications must be submitted by May 31<sup>st</sup> or October 31<sup>st</sup>.**
- Applications that are emergency in nature will be accepted at any time.
- Organizations must complete the Council / Tourism Grant Application form.
- You may attach a separate document if there is insufficient space on the form for your response to each question.
- The application form must be completed in full and have appropriate signatures.
- Completed application forms should be submitted to the Municipality as indicated on the application form.
- Council will review all applications and determine funding amounts.
- If organizations have questions about the application form or would like to receive assistance in completing the form, please contact the Recreation & Parks Director at 902-275-3490 or [chaughn@chester.ca](mailto:chaughn@chester.ca).
- After a project is complete, organizations are required to submit a completed Council Grant Report Form to indicate how the funds were spent.

**Funding**

- The amount of total grant funding available for Council Grants each year will be determined during annual budget deliberations.
- The maximum funding limit for Council Grants is \$10,000.

**Evaluation**

Applications will be reviewed using the following evaluation criteria:

- Benefit to the community at large.
- Demonstrated positive community impact.
- Financial need of the organization for grant funding.
- Evidence of fundraising efforts (there are funding sources other than the Municipality).
- Project alignment with the Municipal strategic plan.