

## RECREATION GRANT GUIDELINES

Many of the recreation, sport and cultural opportunities available within the Municipality are delivered by the community. The role of the Municipality is to support these organizations that contribute to the quality of life for local residents. The Recreation Grant program is designed to build the capacity of volunteer organizations by providing financial support for the creation and expansion of recreation, sport and cultural programs, events and facilities within the Municipality.

### 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)).
- Projects or initiatives for which funding is requested shall be the creation or expansion of recreation, sport or cultural programs, events, facilities and equipment within the Municipality.
- Operating expenses are not eligible for funding, with the exception of expenses related to maintenance (not operational) of existing facilities and equipment are eligible for funding.
- Organizations are only eligible for one grant from the Municipality each fiscal year, regardless of grant type.
- You must guarantee community access to facilities, programs and activities.
- If you do not fit the criteria but are the only group in the area providing recreation related services, you may be considered.
- If you are not incorporated you are eligible for a maximum of \$50.00.
- Financial assistance should not be anticipated on an annual basis.
- 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**

- There is one application deadline and the date is set annually. Normally the deadline is the first Friday in October.
- Organizations must complete the Recreation 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.
- The Recreation & Parks Committee will review all applications and make a recommendation to Municipal Council for final approval.
- 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 by email at [chaughn@chester.ca](mailto:chaughn@chester.ca).
- Applications must be submitted prior to the deadline. Public notification will be provided of the submission dates.
- After a project is complete, organizations are required to submit a completed Recreation Grant Report Form to indicate how the funds were spent.

## **Funding**

- The amount of grant funding available each year will be determined during annual budget deliberations.
- Organizations that receive funding must submit a completed Grant Report Form to indicate the success of the project and how the funding was spent.

## **Evaluation**

Applications will be reviewed using the following evaluation criteria:

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