



MUNICIPALITY OF THE DISTRICT OF CHESTER GRANT APPLICATION FORM Council and Tourism Grant Requests

Council Grants are provided at the discretion of Council for non-profit organizations benefiting the residents of the Municipality of the District of Chester.

PLEASE NOTE:

1. Organizations are only eligible for ONE grant from the Municipality per fiscal year which is April 1 to March 31 in any given year (that ONE grant could be from Council, the Recreation & Parks Department, or Tourism). The Recreation & Parks Department has its own application form.
2. You must be a non-profit, volunteer organization.
3. Your primary purpose must be to operate, sponsor or encourage programs, activities or facilities within the Municipality of the District of Chester.
4. A group that does not fit items 2 or 3, but are the only group in the area providing the service may be considered.
5. Financial assistance should not be anticipated on an annual basis.
6. 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.

Name of Organization Applying			
Contact Person			
Position with Organization			
Mailing Address			
Incorporation Number and date of Incorporation date with Registry of Joint Stocks			
Phone:			Fax:
Email:			Date:
Type of Grant (see page 3)	Council Grant ___ OR Tourism Grant ___		

Signature of Signing Officer(s) and their position with Organization:

Name	Signature	Position
_____	_____	_____
_____	_____	_____

ORGANIZATION AND/OR EVENT INFORMATION:

- 1. Purpose or objective(s) of Organization (i.e. mission statement):

- 2. Written outline of the project and its benefits to residents (please attach separately if insufficient space).

- 3. How much money are you requesting?

- 4. What portion/percentage of your budget do you expect to be fund raised?

- 5. How do you plan to spend any Council Grant dollars received? Please attach a project budget if requesting more than \$1,000.00.

- 7. Is there a deadline for your grant request or a date of an event to be considered?

- 8. Is there additional information that may support your grant application? Please attach letters of support, etc.

- 9. Did your organization receive funds last year from the Municipality of the District of Chester?
Yes ___ Council Grant ___ OR Recreation Grant ___ OR Tourism Grant ___
No ___
If yes, how much? _____
(Attach copy of report)

DID YOU INCLUDE WITH YOUR APPLICATION:

- ___ A written outline of the project and its benefits to residents
- ___ Project budget including Revenues and Expenses (for requests exceeding \$1,000.00)
- ___ Financial Statements (for projects exceeding \$5,000.00)
- ___ Incorporation Number (if applicable)
- ___ List of Directors
- ___ Application signed by signing officer(s)
- ___ Copy of report regarding previous year's grant (if a grant was received last year)

If you require assistance, please contact the Director of Recreation & Parks at:

Phone (902) 275-3490

Fax (902) 275-3630

Email chaughn@chester.ca

REPORT TO COUNCIL - HOW WAS YOUR EVENT AND HOW WERE THE FUNDS SPENT?

Following your event or upon the completion of your project it is requested that you provide a very brief report regarding the project and how the Grant money was spent.

If a follow-up report is not received future requests may be affected.

Please forward the report to the following:

Director of Recreation & Parks
"Grant Report"
Municipality of the District of Chester
PO Box 369
Chester, NS B0J 1J0

TYPES OF GRANTS

Council Grant: If your organization falls within one of the following, you would apply for a Council Grant:

- Essential Services
- Regional Services
- Local Non-Profit
- Community Halls
- National, Provincial, Cultural, or Health Services

Tourism Grant: If your organization contributes to an increase in visitation while sustaining the unique cultural and natural environment of the Municipality, then your application will be considered under a tourism grant.

ATTENTION LEGIONS:

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.

OFFICE USE ONLY

<input type="checkbox"/> Essential Services <input type="checkbox"/> Regional Services	<input type="checkbox"/> Local Non-Profit <input type="checkbox"/> Community Halls	<input type="checkbox"/> National/Provincial, Cultural/Health Services
<input type="checkbox"/> Report Received		