



MUNICIPALITY OF THE DISTRICT OF CHESTER
 ~ Capital Grant Application Form ~
 Deadline to Apply: January 31st

Name of Organization		
Contact Person		
Position with Organization		
Organization Mailing Address		
Incorporation Number with Registry of Joint Stocks		
Phone:	Cell:	
Email:	Date:	

Signature of Signing Officer and position with Organization:

Name (printed)	Position	Endorsement (check box) I declare I am a member of the organization and have authority to submit this application.
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Which grant are you applying for: **COMMUNITY** Capital Grant **MAJOR** Capital Grant

Application Notes: Feel free to attach additional supporting documents if the space provided is not sufficient.

1. Describe the purpose or objective(s) of your organization (i.e. mission statement).

2. Which of the following best describes your project?

New Construction	Large Capital Equipment
Renovation	Small Capital Equipment
Other (list):	

3. Please provide a detailed description of your project.

4. What is the estimated project timeline?

Start Date:	End Date:
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5. Please describe the positive effects your project will have on the community and how it supports the Municipal Strategic Priorities Framework (to view the Priorities document click the attached link or copy and paste it in your browser): <https://portal.laserfiche.ca/Portal/DocView.aspx?id=1236847&repo=r-0001f4a08362> or Google 'Municipality of Chester Strategic Priorities'.

6. Who will benefit from your project and how?

7. How did you determine the need for this project?

8. How much funding are you requesting? \$ _____

(Maximum Funding: Community Capital \$10,000 or \$20,000 (based on eligibility criteria) and Major Capital \$100,000)

9. Budget

- Please attach a project budget showing all revenue and expenses.
- **COMMUNITY CAPITAL GRANT APPLICATIONS** – You must demonstrate fundraising efforts and your revenue should include a list of financial contributions from all sources.
- **MAJOR CAPITAL GRANT APPLICATIONS** – Council will fund up to a maximum of 70% of the total project budget. Groups must secure the remaining 30% from other sources and a minimum of 10% must be cash.
- Please attach a copy of your most recent annual financial statement.

9. Describe your financial readiness for the project. Are all funding partners and in-kind contributions confirmed?

10. If you are applying for a construction or renovation project, please indicate whether you own the facility or have a long-term lease?

11. Is there additional information that may support your grant application?

12. If you have previously received any grants from the Municipality, have you submitted the Final Report?

Yes

No

If No, please submit your Final Report as soon as possible.

13. If your funding request is approved, who should the grant cheque be made payable to and what mailing address should we send it to if different from Page 1?

Please submit a hard copy to the address below or, electronically (see directions below):

Recreation & Park Services
Municipality of the District of Chester
186 Central Street, PO Box 369
Chester NS B0J 1J0

Email recreation@chester.ca

Phone (902) 275-3490

HOW TO SUBMIT THIS GRANT APPLICATION ELECTRONICALLY

- a) Click "Submit" button below. Your email program should automatically open and create an email to recreation@chester.ca. At that time, you will be able to attach supporting documents (i.e. budgets, financial statements, additional documents, etc.) and compose a message if you choose to. Once complete, be sure to press 'send'. This form works best with Adobe Acrobat on desktop and mobile devices.

- b) If the above doesn't work for you, please complete the form, save it, then manually attach it to an email to recreation@chester.ca. Don't forget to attach any supporting documents before pressing 'send'.

- c) OR, you can print the form, fill it out, and mail or hand deliver it to the address above.