



# MUNICIPALITY OF THE DISTRICT OF CHESTER

## ~ COMMUNITY CAPITAL GRANT ~

### GUIDELINES

The purpose of the Community Capital Grant is to provide financial assistance to community organizations to enhance their ability to operate a quality community facility or to better serve members of the public. This funding opportunity is intended to support capital projects, such as, improvements to facilities or purchase of equipment that will expand the capacity of the organization.

#### Eligible Applicants

- 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.
- Council may make eligibility exceptions on occasion when deemed appropriate.

#### Ineligible Applicants

- Churches / faith-based organizations.
- Private member-based organizations, whose primary focus is to serve its members.

#### Eligible Projects

- Projects must be capital in nature.
- Regular operating costs or general repair work is not eligible.
- Only expenses incurred after an application is submitted are eligible to be included in the project.
- It is always advisable to consult with the Recreation & Parks Services prior to submitting an application to ensure your project is eligible for this particular grant.

#### Funding

- Groups that DO NOT own a community facility are eligible for up to a maximum of \$10,000.
- Groups that DO own a community facility and need to make upgrades to core infrastructure (i.e. roof, mechanical systems) are eligible for up to a maximum of \$20,000.
- Council looks favorably at applications that include funding from other sources (i.e. grants from other levels of government, in-kind contributions and fundraising efforts).
- Council will review all applications and determine the funding level for each project.

## **Application Procedure**

- Applications must be submitted by January 31<sup>st</sup>.
- Organizations must complete the Community Capital 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.
- If organizations have questions about the application form or would like to receive assistance to complete the form, please contact Recreation & Parks Services at 902-275-3490 or by email at [recreation@chester.ca](mailto:recreation@chester.ca).
- After a project is complete, organizations are required to complete and submit a Final Report Form to indicate how the funds were spent.

## **Evaluation**

Applicants will be reviewed and evaluated based on the following:

- Grant criteria have been met.
- Demonstrated positive community impact.
- The organization has shown a financial need for grant funding.
- Alignment with the Municipality's strategic priorities.

## **Grant Recognition**

The Municipality of Chester encourages appropriate recognition as a funding partner of approved projects.

**Note:** The amount of grant funding available is limited. Council reserves the right to approve funding amounts lower than requested. Council also reserves the right to reject any grant application, regardless of whether the criteria have been met.