



MUNICIPALITY OF THE DISTRICT OF CHESTER ~ DISTRICT GRANT ~ GUIDELINES

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, events, services, equipment and facilities.

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)).
- Groups need to be organized but do not need to be registered through NS Registry of Joint Stocks.
- Private member-based organizations, located within the Municipality, may apply for grant funding to support projects, activities, events and services which are open to the public.
- The group's primary purpose must be to operate, sponsor or encourage projects, activities, events, services or facilities within the Municipality of the District of Chester.
- Council may make eligibility exceptions on occasion when deemed appropriate.

Eligible Projects

- Council is open to a variety of ideas for District grant requests.
- Council will NOT fund projects / events that have already taken place.

Funding

- The amount of total grant funding available for District Grants each year will be determined during annual budget deliberations.
- Contact Recreation & Parks Services to see what amount is available in your District.
- Financial assistance should not be anticipated on an annual basis.
- Council looks favorably at applications that include funding from other sources (i.e. grants from other sources, in-kind contributions and fundraising efforts).

Application Procedure

- There is no deadline for District Grants – groups may apply at any time throughout the year but they must be approved within the fiscal year when they were received.
- Please consult with the Recreation and Parks Services prior to submitting an application to ensure your project fits into the correct grant category.
- Organizations must complete and submit a District Grant Application Form.
- You may attach a separate document if there is insufficient space on the form for your response to each question.
- Completed application forms should be submitted to the Municipality as indicated on the 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 Recreation & Parks Services at 902-275-3490 or 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

Applications will be reviewed using the following evaluation criteria:

- Grant criteria have been met.
- Demonstrated positive community impact.
- 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.