



MUNICIPALITY OF THE DISTRICT OF CHESTER ~ OPERATING 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 and services. It is always advisable to consult with the Recreation and Parks Department prior to submitting an application to ensure your project fits into the correct grant category.

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.
- Groups are eligible for one Operating Grant per fiscal year. To find out if you are eligible for any other Municipal grants, please contact the Recreation Office.
- Council may make eligibility exceptions on occasion when deemed appropriate.

Ineligible Applicants

- Churches / faith-based organizations are not eligible for funding.

Eligible Projects

- Projects, activities, events and services must be open to all residents of the Municipality of the District of Chester.
- Only expenses incurred after an application is submitted are eligible to be included in the grant request.

Ineligible Projects

- Capital improvements / projects will not be considered.

Funding

- The amount of total grant funding available for Operating Grants each year will be determined during annual budget deliberations.
- The maximum funding limit for an Operating Grant is \$3,000.
- 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 levels of government, in-kind contributions and fundraising efforts).

Application Procedure

- Applications must be submitted by April 30th.
- Applications that are emergency in nature will be accepted at any time.
- Organizations must complete and submit our Operating 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.
- The organization has shown a financial need for grant funding.
- Evidence of fundraising efforts (these are funding sources other than the Municipality of Chester).
- 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.