



MUNICIPALITY OF THE DISTRICT OF CHESTER

~ RECREATION GRANT ~

GUIDELINES

Many of the recreation, sport and cultural opportunities available within the Municipality are delivered by the community. The role of the Municipality is to support these organizations that contribute to the quality of life for local residents. The Recreation Grant program is designed to build the capacity of volunteer organizations by providing financial support for the creation and expansion of recreation, sport and cultural projects, activities, events, services and equipment within the Municipality. It is always advisable to consult with the Recreation and Parks Services 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 the creation and expansion of recreation, sport and cultural projects, activities, events, services and equipment if the project is open to the public.
- The group's primary purpose must be to operate, sponsor or encourage recreation, sport and cultural programs, activities, events, services or facilities within the Municipality of the District of Chester.
- Groups are eligible for one Recreation 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 or initiatives for which funding is requested shall be the creation or expansion of recreation, sport and cultural programs, events and equipment within the Municipality.
- Projects, activities, events, services, equipment and facilities 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.

Funding

- The amount of total grant funding available for Recreation Grants each year will be determined during annual budget deliberations.
- The maximum funding limit for a Recreation 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 the first Friday in October.
- Organizations must complete and submit a Recreation 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.
- The Recreation Committee will review all applications and make funding recommendations to Municipal Council for final approval.
- 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 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.