

**Municipality of the County of Cumberland**  
**Non Profit Organizations**  
**Application for Financial Assistance Form**  
**2010/2011**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Brief description of the organization's activities/mandate: \_\_\_\_\_

Description of who the organization serves & service area/community: \_\_\_\_\_

Amount and type of assistance requested: \_\_\_\_\_

The following information  
**must** be attached:

- Budget for upcoming year
- Current Financial Statement
- Copy of Recent Bank Statement & any Investments
- List of Board of Directors
- Intended use of reserves/surplus

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Applicants may provide any additional information they feel relevant to their funding request.

The only organizations eligible for consideration for funding are non profit community, recreational, sporting, cultural, educational and social organizations that provide benefit to residents and communities within the Municipality.

**Application deadline is Wednesday, March 31, 2010**

**Municipality of the County of Cumberland**  
**Non Profit Organizations**  
**Application for Financial Assistance Form**  
**2010/2011**

Please make sure you have fully completed the application form and attached all documentation we have specified. Below is a check list to ensure the application you submit is complete. **The deadline for applications is Wednesday, March 31, 2010.**

- Budget for 2010/2011
- Current Financial Statement
- Copy of Recent Bank Statement & any Investments
- List of Board of Directors
- Intended use of reserves/surplus
- Completed application form

**Incomplete and late applications will not be processed.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applications can be delivered, mailed, faxed or emailed to:

Kellie Seaman  
1395 Blair Lake Rd  
RR#6  
Amherst, NS B4H 3Y4

Phone# 667-2313  
Fax # 667-1352  
Email: kseaman@cumberlandcounty.ns.ca

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## Municipality of Cumberland Policy 08-05

### Grants to Organizations Policy

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#### Purpose

1. The purpose of this policy is to ensure that grants are given in a fair, equitable and consistent manner by establishing a process for grant applications and identifying the criteria to be used to evaluate those applications. This Policy does not apply to Development Associations and Village Commissions or to Recreational and Community Development Grants.

#### Application Process

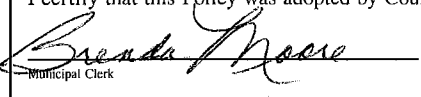
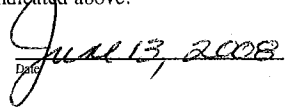
2. Grant applications will be considered as part of the Municipality's annual budget process.
3. All grant applications must be submitted on the application form as specified and provided by the Municipality's Director of Finance and Administration (DFA). In January of each year the DFA will cause a notice to be placed in local newspapers, informing the public of the existence of the Grants to Organizations Program and the requirements and criteria set out herein.
4. Subject to clause 5 below, all applications must be received by March 31 in order to be considered for the following fiscal year (April 1 to March 31).
5. All grant applications received throughout a current fiscal year will be referred to the budget process for the following fiscal year unless the need is urgent and could not reasonably have been anticipated prior to the beginning of the fiscal year and no other sources of funding are available.
6. All applications must include a current budget and financial statement which indicates all current funds, surpluses, reserves and revenue sources for the organization. Applicants must, as part of the application, justify the existence of any reserves, surpluses or other funds that will not be exhausted in the year under consideration.
7. Council may request that a representative of the organization attend at a Council Meeting to make a presentation and respond to questions.
8. All grant approvals made during the budget process shall be conditional upon additional review by either Council or the DFA at the actual time the grant is to be disbursed. The type of additional review and responsibility for it shall be specified by Council during the budget process. Either Council or the DFA may require current additional financial information prior to disbursement of any funds.
9. The grant application shall include an undertaking on behalf of the requesting organization to provide an accounting for the utilization of the grant prior to the end of the fiscal year for

which it was approved, and any organization that fails to file the accounting shall not be eligible for grants in subsequent years.

Criteria

10. All applications will be reviewed based on the following criteria:

- all grants must be in compliance with section 65 of the Municipal Government Act
- only non-profit organizations are eligible
- the organization must be either an incorporated body, registered charity, or a sporting organization
- the level of municipal responsibility to provide the type of service offered by the organization (i.e. people or property services) will be considered
- preference will be given to organizations with demonstrated sound business practices
- religious organizations and their assets are not eligible
- a significant degree of other fund raising and fund raising efforts by the organization will be considered favourably
- no grants will be given in response to any mass (regional, provincial or national) fund raising campaign
- no grants will be given to organizations that grant funds to other organizations or individuals
- no grants will be given to an organization that is not in compliance with clause 9 above

<u>Clerk's Annotation For Official Policy Book</u>	
Date of Notice to Council Members of Intent to Consider [7 days minimum]	<u>April 14, 2008</u>
Date of Passage of Current Policy:	<u>May 21, 2008</u>
I certify that this Policy was adopted by Council as indicated above.	
 Municipal Clerk	 Date <u>June 13, 2008</u>