**Municipality of Cumberland**

**County General Grant**

**Program Guidelines**

## Overview

The Municipality of Cumberland recognizes the important contribution that volunteer organizations make to the sustainability of our communities and our County and wishes to support their efforts by providing financial assistance when that is necessary. This program may be used to support any type of activity that benefits the community including recreation, health and healthy living, social opportunities and community service, stewardship of the environment, education and life-long learning, community economic development & tourism, heritage, culture, and creative arts.

## Program Categories

The County General Grants Program supports community activities in four categories:

| Category | Brief Explanation | Possible Funding | General Limit |
|---|---|---|---|
| Capital Construction, Renovations and Major Repairs | Assistance with the construction of a new indoor or outdoor community facility, or renovations or major repairs to an existing one. | 50% of total cost | N/A |
| Operation and Maintenance | Assistance with the costs of operating and maintaining indoor or outdoor community facilities which provide services and benefits to residents of Cumberland County. | 20% of total annual operating costs of the facility (excluding programming) | $3,000 |
| Programs | Assistance with the costs of providing ongoing programs or services for the benefit of the community. | 30% of total budget for a program | $5,000 |
| Special Events and Initiatives | Assistance with costs associated with hosting an annual special event or festival, new or one-time events, or other initiatives such as (but not limited to) the development of a master plan, engineering or design work, marketing & promotion, or hosting a conference or training workshop. | 30% of total cost of the program or event | $5,000 |

**Note:** For all categories, a portion of the applicant's contribution may be in the form of "in kind", provided the value of the contribution is included in the budget template provided.

**Exceptions**

In exceptional circumstances, where the need is clear and urgent, Council may decide to approve funding greater than the maximum percentages and limits described in the table above.

**Deadline**

Requests above $3,000 - The normal deadline for applications for funding more than $3,000 is March 31st. In exceptional circumstances an application for funding in excess of $3,000 may be accepted after March 31st if the project could not reasonably have been anticipated prior to the deadline (e.g. emergency repairs).

Requests below $3,000 - Grant requests for less than $3,000 do not have a deadline, and may be taken to council throughout the year, although they are still dependent on what remains in the budget.

**Eligibility**

Only not-for-profit organizations are eligible to apply. Individuals and businesses are not eligible.

In the case of capital construction, renovation, or major repair projects, applicants must own or have a long-term lease to the property or other acceptable form of written agreement with the landowner.

Churches and religious organizations are eligible to apply for assistance with facilities, projects and programs which are readily available to the community at large. Projects relating to the sanctuary and programs relating to religious activities of the church are ineligible.

**Application Procedure & Checklist**

Applications for any of the above categories must be submitted using the General County Grant application form available at http://www.cumberlandcounty.ns.ca/grant-opportunities.html and must include all additional materials listed on the checklist which can be found on the last page of the application.

Applications will be considered on a case-by-case basis and are subject to budget availability.

All applications must include:

- A complete application form and project budget template.
- If it is a capital application, proof of property ownership (normally a deed), or long-term lease or written agreement.
- Copies of quotes for any goods or services to be purchased as part of this project.
- The applicant's most recent annual financial report.

**Application Review & Approval Process**

Interested applicants are encouraged to contact the Municipality (see contact information) to discuss their application prior to submitting it.

Upon receipt of the application, applicants will receive a notification of receipt (usually email) within 7 days and will be notified of any additional information that may be required for the application to be considered. If you do not receive the notification within 7 days, please contact us.

Complete applications will be submitted to Municipal Council for consideration.

**Payment of Grants & Final Reports**

If the application is approved, a cheque will be issued and mailed to the organization. Payment will be withheld from applicants who have outstanding final project report forms for previously funded projects (see below).

At the completion of their project, all grant recipients are required to submit a Final Project Report Form which can obtained here: https://www.cumberlandcounty.ns.ca/grant-opportunities.html

**Contact Information**

To submit your application and for inquiries please contact the Admin Office at:

**Mail**: Municipality of Cumberland
Upper Nappan Service Centre
1395 Blair Lake Road
Upper Nappan, NS B4H 3Y4
Attention: Peter McCracken

**Email:** grants@cumberlandcounty.ns.ca

**Phone**: 902-397-3431