

## **Schedule E**

### **COMMUNITY EVENT (amended Oct. 23/18)**

The Municipality of the District of Lunenburg offers a Community Event Grant to assist community organizations in hosting and/or delivery of Community Events within or in close proximity to the District. (amended Oct. 23/18)

#### **Funding Use**

- An event recognized Nationally/Provincially or that will attract participants from beyond the District.

#### **Eligibility**

- Only not-for-profit organizations are eligible for funding
- Applicants must demonstrate the need for financial assistance
- Council must deem the event to be within its mandate
- Applicants must demonstrate that the project contributes to the community and can be completed within the time line indicated
- Applicants are eligible to receive this grant once in a fiscal year for the same event.
- An applicant may apply more than once within the same fiscal year, provided that the applications are not for the same event
- Applicants are not eligible to receive additional Municipal funding for the same event. (Oct. 23, 2018)
- Applicants must agree to recognize the Municipality for its contribution (e.g. banner, public announcement, sign)  
(amended Sept. 23, 2014)

#### **Procedures**

- A completed, signed application form is required.
- Applicants must submit a proposed program budget, including total revenues from all sources.
- Applicants must include a profile of the organization, including the people/community to be served by the event and explain how the event will be of benefit to the community.
- Council will determine the number of Community Events it will support in a given year. (Oct. 23, 2018)
- Applications not to exceed \$1,000 will be approved by the Director of Recreation and notification sent to Council. (Oct. 23, 2018)
- Applications greater than \$1,000 will be reviewed by the Finance Committee and a recommendation will be forwarded to Municipal Council for approval. (amended Jan. 26/16 & Oct. 23/18)
- Applications will be handled on a first come, first serve basis. (Oct. 23, 2018)
- Applicants must recognize the Municipality of the District of Lunenburg as a participating sponsor ( e.g. brochures, programs, advertisements).  
(amended Sept. 23, 2014)

#### **Funding**

- To be determined by Council but not to exceed one third of the event costs, to a maximum of \$2,000.
- Upon approval of a grant, the recipient can request 75% of the grant upon project start. The final 25% is available upon proof that the project is complete with a final report and budget. (amended Oct. 23, 2018)
- The grant may be issued in advance with sufficient documentation.



# COMMUNITY EVENT GRANT [amended Oct. 23/18]

## APPLICATION FORM

Please complete and return to Lunenburg Municipal Recreation Department at least one year prior to event by April 30.

Name of Organization applying

Contact Person

Position

Mailing Address

Business telephone

Home telephone

Email

Website

Event name and date(s)

Geographic location of event and facilities to be used (please use civic address)

Expected number of participants \_\_\_\_\_ and spectators \_\_\_\_\_

Describe the event

Describe the benefits of the event to the local community

Describe any partnership with local organizations

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Attached proposed budget itemizing revenues and expenses.

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Municipal funding requested	<u>Total Amount Requested</u>
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The undersigned agree and understand that this event will be open to the general public.

**I certify that, to the best of my knowledge, the information provided in this grant application is accurate and complete and that the project is endorsed by the organization which I represent.**

Name (Print) \_\_\_\_\_

Signed \_\_\_\_\_

Position \_\_\_\_\_

(Chair, Vice Chair, Secretary or Treasurer) \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail Address (if applicable) \_\_\_\_\_

**\*\* Attach any additional supportive information\*\***

Return to: Lunenburg Municipal Recreation  
210 Aberdeen Rd.  
Bridgewater, NS B4V 4G8

Fax: (902)527-1135  
For information: (902) 541-1343 email [recreation@modl.ca](mailto:recreation@modl.ca)