

**Schedule C**  
**MAJOR RECREATION CAPITAL**

The Municipality of the District of Lunenburg offers a Major Recreation Capital Grant to assist communities in the development of indoor and outdoor cultural, social, heritage and/or recreation facilities which will provide significant community availability to projects that are \$10,000 or more. The Municipality's priorities are to conserve existing community facilities and to assist in the development of new community facilities.

(amended Sept. 23, 2014)

Funding Use

- Items of permanent, non-consumable capital nature are eligible. The creation, expansion or improvement of a facility; or
  - Equipment that will improve the capacity of the organization
- (amended Sept. 23, 2014)

Eligibility

- Only facilities of not-for-profit community organizations that serve the residents of Municipality of the District of Lunenburg are eligible
  - The applicant must be a federally registered charity or a not-for-profit organization registered with the Nova Scotia Registry of Joint Stocks. Registration status must be "active"
  - Churches are not eligible for funding unless they:
    - are registered as a Municipal Heritage Facility;
    - serve a community hall purpose;
    - have outdoor space used for public recreational purposes
  - Applicants must have the deed/lease to the property or acceptable alternative (e.g. Letter of Authority)
  - Applicants must demonstrate that the project contributes to the community and can be completed within the time line indicated
  - The applicant must demonstrate active fundraising efforts to support the program, project or service
  - The project applied for must be commenced within 24 months from the date of award, unless an extension is requested and granted
  - Improvements and maintenance items that extend the life of a facility are eligible (e.g. external painting, roofing)
  - General operating activities are not eligible (e.g. cleaning, minor repairs)
  - Applicants operating several facilities must be endorsed by the sponsoring organization
  - Grants are not awarded to individuals, businesses, industry or sole proprietorships
  - Applicants are eligible to receive a grant, provided that two fiscal years (of the Municipality) has passed between any approved previous grant applications under this program.
  - Projects started prior to receipt of application will not be considered except in emergency repair situations
  - Projects must be for a public/community purpose where the need for financial assistance is demonstrated
  - Late applications will be reviewed only after the regular review of those applicants that submitted an application on time. Each year the Municipality receives more applications than it can fund so it is important for applications to be in on time and contain correct information
  - Applicants must agree to recognize the Municipality for its contribution (e.g. banner, public announcement, sign)
- (amended Sept. 23, 2014)

## Policy MDL-43

### Procedures

- A completed, signed application form is required and must be received by March 1<sup>st</sup> of the fiscal year prior to the fiscal year for which the funding is requested
- Applications require Council's approval and will be reviewed at budget time
- An audited financial statement for the previous operating year and a proposed budget for the upcoming year must be submitted with the application. The need for financial assistance must be demonstrated
- Proof of ownership or a lease must accompany the request
- Proposed work must comply with all municipal, provincial and federal regulations
- Applicants must submit a proposed project budget, including total revenues from all sources
- Applicants must include a profile of the organization, including the people/community served by the association and the benefits to the community by demonstrating significant community value
- Applications not commenced or completed within 24 months from the date of award may apply for an extension  
(amended Sept. 23, 2014)

### Funding

- Applicants are eligible for up to 50% of the total capital cost of the project to a maximum of \$10,000
- 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  
(amended Sept. 23, 2014)



## MAJOR RECREATION CAPITAL GRANT

### APPLICATION FORM

Please complete and return to District of Lunenburg Recreation Department no later than March 1<sup>st</sup>.

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**Name of Organization Applying**

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**Contact Person**

**Position**

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**Mailing Address**

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**Business Telephone**

**Home Telephone**

**Email**

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**Charitable Registration #**

**N.S. Registry Joint Stock #**

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**Actual geographic location of program or facility (Please use civic address).**

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**Describe why you are applying for funding from the Municipality of Lunenburg. Please give an overview of the organization and the services provided.**

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**If there is a facility involved state the owner and contact person(s).**

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**Describe who will benefit directly from this funding.**

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**Describe how your organization benefits residents of the Municipality of the District of Lunenburg.**

Policy MDL-43

Please list any grants received from the Municipality of Lunenburg over the last three years including the amounts and if your group received any tax exemptions from the Municipality over the last three years. Please list the years and what taxes were exempted. Also include if your association charges any membership fees.

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Attach proposed budget itemizing revenues and expenses. Please indicate how the Association plans to raise the remaining funds. Include any in-kind contributions (i.e. volunteer time, MODL staff time, materials)

Municipal funding requested \_\_\_\_\_  
Total Amount Requested \_\_\_\_\_

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The undersigned agree and understand that the program contained herein 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)

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**This Application Includes:**

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|--|--|
| <input type="checkbox"/> Completed Signed Application                              | <input type="checkbox"/> Registration Status                                 |
| <input type="checkbox"/> An Association Profile                                    | <input type="checkbox"/> Deed or Long Term Lease if Applicable               |
| <input type="checkbox"/> An Audited Financial Statement for Last Year Association  | <input type="checkbox"/> A Budget Detailing the Operation of the Association |
| <input type="checkbox"/> A Budget for the Project if Different from overall Budget |  |

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

Return to: District of Lunenburg Recreation  
Department 10 Allée Champlain Drive  
Cookville, NS B4V 9E4

Fax: (902) 543-7123

*For information: (902) 541-1343 or email [recreation@modl.ca](mailto:recreation@modl.ca)*