

Schedule A
ANNUAL OPERATING

The Municipality of the District of Lunenburg may grant funds to community organizations from its annual operating budget. The amount will be set by Council at budget time.

Funding Use

- Operating Grants for not-for-profit community groups as per Section 65 of the Municipal Government Act
- Operating Grants for other Municipal units located in Lunenburg County providing regional facilities or services
(amended Sept. 23, 2014)

Eligibility

- The applicant must be a federally registered charity or a non-profit organization registered with the Nova Scotia Registry of Joint Stocks. Registration status must be "active"
- The applicant must provide a service to the residents of the Municipality of the District of Lunenburg
- The applicant must demonstrate active fundraising efforts to support the program, project or service
- Only one application can be submitted by an organization per fiscal year
- The project or operation applied for must be commenced within 24 months from the date of award, unless an extension is requested and granted.
- Grants are not awarded to individuals, businesses, industry or sole proprietorships
- 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
- Applications who have received funding in previous years should not assume funding each year
- 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 and must be received by March 1st 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 shown
- A profile of the organization (people/community served and the benefits to the community) is to be submitted with the application
- Where property is involved, proof of ownership or a lease must accompany the request

Funding

- Funding will not exceed 50% of the total operating budget to a maximum of \$5,000
- Upon approval of a grant amount, the recipient may request an advance payment of the grant up to 75% of the grant amount and upon project start. The final 25% is available upon proof of program delivery or completion of project.
(amended Sept. 23, 2014)



ANNUAL OPERATING GRANT

APPLICATION FORM

Please complete and return to Lunenburg Municipal Recreation Dept. no later than March 1st.

Name of Organization applying

Contact Person

Position

Mailing Address

Business telephone

Home telephone

Email

Charitable Registration #

N.S. Registry Joint Stock #

Type of Application PLEASE CHECK (1) one only

- Equitable Agreement
 Operating Grant
 Community Capital Project
 Municipal Capital Project

Actual geographic location of program or facility (Please us civic address)

Start Date of Project

Check here if funds are for Operation Only

Describe why you are applying for funding from the Municipality of Lunenburg. Please give an overview of the project.

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

Describe who will benefit directly from this project or from this funding.

Describe how the project will benefit the community

Attached proposed budget itemizing revenues and expenses. Please indicate how the Association plans to raise the remaining funds.

Municipal funding requested

_____ **Total Amount Requested**

The undersigned agree and understand that the program contained herein will be open to Municipal residents.

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)

Signature

Position
(Chair, Vice Chair, Secretary or Treasurer)

Date

Mailing Address

Telephone

E-mail Address (if applicable)

This Application Includes:

- | | |
|--|--|
| <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 | <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: Lunenburg Municipal Recreation Dept.
10 Allée Champlain Drive
Cookville, NS B4V 9E4

Fax: (902) 543-7123

For information: (902) 541-1343 email recreation@modl.ca