



Sponsorship Ad Request / Donation of Prizes

Grant Purpose

- 1 a) To help with sponsorship of local not-for-profit organization's projects, events or initiatives that benefit residents of the Municipality or to provide prize(s) to enhance the project, event or initiative.

Funding Use

- 2 a) To be used for advertising of a project, event, or initiative; or
b) To be used as a prize to enhance a project, event, or initiative.

Eligible Applicants

- 3 a) Registered charity or not-for profit organization, with active registration, serving residents of the Municipality.
b) Registered charity or not-for-profit organization in other Municipal units, located in Lunenburg County providing regional facilities or services to residents to the Municipality.
c) Municipally, Provincially or Federally registered Heritage Property, within the Municipality, used for community purposes.
d) Churches / Church Halls with active, not-for-profit status.
e) Fire Departments / Fire Halls with active, not-for-profit status.

Ineligible Applicants

- 4 a) For profit-organizations.
b) Schools / Private schools, regardless of not-for-profit status.

Application Deadline

- 5 a) Complete applications will be received throughout the year but should be received at least 1-2 months before funds are needed, for processing.
b) Requests shall be approved on a first-come, first-served basis as budget allows and upon availability of prizes.

Completion Requirements & Grant Extensions

- 6 a) Projects, events or initiatives commenced prior to application will not be considered.

Funding Frequency

- 7 a) Organizations can apply more than once per year to a maximum of \$500, which includes a combination of cash and prize value.

- b) Applicants who have received funding in previous years should not assume funding each year.

Endorsement / Special Conditions

- 8 a) N/A for this grant type.

Funding Amount Limit

- 9 a) Funding will not exceed \$500 in total, including prizes, per organization, per year.

Approval Process and Procedures

- 10 a) Applications will be reviewed and approved/denied by the responsible staff person, with notification to Municipal Council.
- b) If approved, 100% of the approved amount/prizes will be released.
- c) Collection of prizes will be arranged through the responsible staff person.

Documents Required for Application to be considered complete:

- 11 a) Completed and signed application form (Applications under \$100 or less, can submit an email instead for review by staff).
- b) Organizational Profile
- c) Financial information
 - (i) Proposed Income & Expense Budget (including income from all sources)
 - (ii) The need for financial assistance must be demonstrated

Sponsorship Ad Request / Donation of Prizes Grant Application Form



Deadline for application: 1-2 months prior to need.

Name of Organization	
Registered Number	
Organization's Mailing Address:	
Organization's Operational Address:	
Municipal Location of Operational Address:	<input type="checkbox"/> District of Lunenburg <input type="checkbox"/> District of Chester <input type="checkbox"/> Town of Bridgewater <input type="checkbox"/> Town of Lunenburg <input type="checkbox"/> Town of Mahone Bay <input type="checkbox"/> Other (please specify) _____
Contact Person	
Contact's Position	
Contact's Phone Number(s)	
Contact's Email:	
1. Organizational Profile	
a. Please describe your organization.	
b. Does your organization charge a membership fee?	
<input type="checkbox"/> Yes* If yes, how much is annual membership? \$ _____ <input type="checkbox"/> No	

c. Is your organization either Youth or Senior focused?
<input type="checkbox"/> Yes, Youth <input type="checkbox"/> Yes, Seniors <input type="checkbox"/> No
d. Please indicate your organization's staffing breakdown (choose one option)
<input type="checkbox"/> Mostly volunteers <input type="checkbox"/> Mostly paid staff <input type="checkbox"/> Mostly externally funded staff (i.e. student positions paid for through grants.)
e. How will MODL's support benefit the community?
f. In what way does this application meet MODL's vision, mission and mandate?
2. Sponsorship Request Details
a. Please give details of your request.
b. Anticipated start date?
c. How will the requested funds be used?
d. What is the <i>Community Reach</i> ? (Approximately how many people will be exposed to the sponsorship)
<input type="checkbox"/> 1-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 101-250 <input type="checkbox"/> 251-500 <input type="checkbox"/> 500+

e. And approximately what percentage will be residents of the Municipality of Lunenburg?
<input type="checkbox"/> 1-10% <input type="checkbox"/> 16-25% <input type="checkbox"/> 26-50% <input type="checkbox"/> 51-75% <input type="checkbox"/> 76-100%
3. Donation of Prizes (If Applicable)
a. Name of event
b. Please describe the event
c. Date of event
d. How will the requested prizes be used?
4. General
a. Will you provide a proof for approval before printing/manufacture (if applicable)?
<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Do you agree to recognize the Municipality for its contribution? (e.g., banner, public announcement, sign, brochures, programs, advertisements).
<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Is there an opportunity for a direct donation instead, if your request does not meet our criteria?
<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Financial Information:
<ul style="list-style-type: none"> Please supply a proposed Income & Expense Budget for the project (including income from all sources). Note: Please ensure you include the amount requested from this grant in your anticipated revenue.
a. Does your budget include funding from other partners?
<input type="checkbox"/> Yes* <input type="checkbox"/> No

*If yes, please provide detailed information, including source and amounts

b. Will MODL's funding help you leverage funding from other partners?

- Yes*
- No

*If yes, please provide detailed information.

Municipal Funding Requested: \$ _____

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

Name _____ Signature _____

Date _____

The application must include:

- Completed Signed Application
- Copy of Active Registration Status
- Proposed Income & Expense Budget (including income from all sources)

Please return completed form and associated documents to:

Municipality of Lunenburg
Attention Recreation Department
10 Allée Champlain Drive
Cookville, NS B4V 9E4

Alternatively, you can
Fax to: 902-543-7123
or
Email to: recreation@modl.ca



Community Grants Program/Sponsorship Request Policy MODL043 Highlights

Purpose

The purpose of Policy MODL043 is to set guidelines for the distribution of funds to not-for-profit and charitable organizations in the community.

The Municipality recognizes and supports the efforts of community organizations to provide cultural, social, heritage, economic and/or recreation programs, facilities and events to the benefit of Municipal residents.

The Municipality offers grants for training of volunteers to further the benefits of their volunteerism, supporting local athletes competing in national or international events and to persons travelling to provincial, national or international competitions in sports, recreational or cultural events.

General Information

- Municipal Council sets funding limits and annual budget allotments for each grant category.
- Applicants will complete the proper Municipal application form and provide the requested information.
- For grant applications, organizations should ensure that any outstanding grant approvals from the previous fiscal year should be completed, unless an extension to the funding has been approved by MODL.
- Application deadlines and expiry periods may apply.
- Funding frequency is limited within each grant category.
- Applicants should show community support, fundraising efforts and efficient use of resources, sound business practices and development of volunteers.
- A financial statement and pertinent document must be filed with the Municipality following completion of the project.
- The Municipality reserves the right to deny any application believed not within its mandate.
- All proposed work must follow Municipal, Provincial and Federal regulations.
- Applicants must agree to recognize the Municipality for its contribution (e.g., banner, public announcement, sign, brochures, programs, advertisements).
- The municipality will publish to the public a list of recipients of grants and the amounts given as stated in Section 65C of the Municipal Government Act.
- Submitted application does not guarantee funding.

Evaluation Criteria

The evaluation may include but is not limited to the following criteria

- a) Project/program fits within the mandate (vision/mission) of the Municipality.
- b) Organization is a not-for-profit group.
- c) Program, event, facility is for public community use.
- d) A financial need is proved.
- e) The organization is sourcing other funding partners.
- f) The grant proposal is practical.
- g) The funding provided by the Municipality will enable the organization to use dollars from other funding partners.
- h) The application has shown that they will recognize the Municipality's contribution.
- i) The organization shows long-term sustainability.
- j) The applicant has proved its own commitment to the project (i.e. financial, in-kind donations).
- k) The percentage of users from MODL.
- l) The breakdown of staff (volunteer, paid, externally funded).
- m) Funding **must** be requested from the host Municipality if organization is located outside MODL (proof of request **is** required).

MODL's Vision, Values & Mission Statement

Vision

The breathtaking, natural beauty of the Municipality of the District of Lunenburg is home to thriving communities with unique cultural identities. Growth centres support our diversified economies, driven by our residents' passion for the place they call home. With our strong economy, we can live, work and raise families here. We are a destination for visitors, attracted to our vibrant parks, beaches, and hiking trails. As leaders in sustainability, we passionately protect our natural environment.

Values

- **Thriving Communities:** We encourage meaningful connections.
- **Act with Integrity:** We are accountable and strive to provide exceptional leadership within our municipality.
- **Respect and Kindness:** We value the uniqueness and diversity of our communities, welcoming everyone with respect and kindness.
- **Equity and Inclusion:** We take action to change and grow to be a truly diverse, equitable, and inclusive municipality.
- **Ready for Action!:** We are innovators, economic leaders, and collaborative partners.

Mission

We are:

- Responsible financial managers
- Strategic planners
- Sustainable community builders
- Collaborative engagers

