



## Sport, Recreational & Cultural Travel Assistance Grant

### Grant Purpose

- 1 a) To help individuals, teams or groups with travel costs when competing in provincial, national or international competitions in sport, recreational and cultural events.

### Funding Use

- 2 a) To be used only towards travel costs (e.g., flights, accommodations, meals etc.)
- b) Funds cannot be used to attend training.
- c) Funds cannot be used towards travel costs for persons accompanying the applicant(s).

### Eligible Applicants

- 3 a) **Individual**
  - (i) A resident of the Municipality of the District of Lunenburg.
  - (ii) Must be representing their club/organization in a provincial, national or international competition in a sport, recreational or cultural event or provide proof of qualifying for the competition or have been selected to attend the competition by the event organizer(s).
  - (iii) Must be travelling to compete at a provincial, national or international competition or event.
- b) **Team/Group**
  - (i) Team/Group defined as six (6) persons or more travelling to the same sport, recreational or cultural event.
  - (ii) 50% of the participants must be residents of the Municipality of the District of Lunenburg.
  - (iii) Must be representing their club/organization in a provincial, national or international competition in sport, recreational or cultural event, or provide proof of qualifying for the competition or have been selected to attend the competition by the event organizer(s).
  - (iv) Must be travelling to compete at a provincial, national or international competition or recreational or cultural event.

## Ineligible Applicants

- 4 a) **Individual**
  - (i) Non-resident of Municipality of the District of Lunenburg.
  - (ii) If application has been made to the Elite Athlete grant for the same event/competition.
- b) **Team/Group**
  - (i) Less than 50% of the participants are residents of the Municipality.
  - (ii) Schools / Private schools, regardless of not-for-profit status.
  - (iii) If application has been made to the Elite Athlete Grant for the same event/competition.

## Application Deadline

- 5 a) Complete applications will be received throughout the year but should be received at least 1-2 months before anticipated start date for processing.

## Completion Requirements & Grant Extensions

- 6 a) Funds cannot be used towards travel that occurred before the application was submitted.

## Funding Frequency

- 7 a) Only one application can be submitted per individual or team/group per fiscal year.
- b) Applicants who have received funding in previous years should not assume funding each year.

## Endorsement / Special Conditions

- 8 a) Confirmation of representation must be submitted from the club/organization.
- b) If not a member of a club/organization, proof of qualifying or having been selected to attend the competition by the event organizer(s) is required.

## Recognition

- 9 a) Applicants must agree to recognize the Municipality for its contribution (e.g., banner, public announcement, sign, brochures, programs, advertisements).

## Funding Amount Limit

- 10 a) **Individual**
  - (i) Funding will not exceed 50% of the total travel budget, to a maximum of

(ii) \$75 for provincial events and \$200 for national and international events.

b) **Team/Group**

(i) Funding will not exceed 50% of the total travel budget, to a maximum of \$500 for provincial events and \$1,000 for national and international events.

### Approval Process and Procedures

- 11 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 will be released.

### Documents Required for Application to be considered complete:

- 12 a) Completed and signed application form
- b) Financial information
- (i) Proposed trip Income & Expense Budget including copies of receipts will be required to confirm the actual expenditure and showing income from all sources.
- (ii) The need for financial assistance must be demonstrated.
- (iii) Confirmation of representation must be submitted from the club/organization or provide proof of qualifying for the competition/event or have been selected to attend the competition/event by the event organizer(s).

# Sport, Recreational & Cultural Travel Assistance Grant Application Form



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

Name of Individual Participant or Club applying	
Is (are) the participant(s) under or over 19 yrs.	<input type="checkbox"/> 18 and under <input type="checkbox"/> 19+
Mailing Address:	
Municipal Location of 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 (if different from above)	
Phone Number(s)	
Email:	
Please provide name and mailing address for cheque if different from above	
<b>1. Event Details</b>	
a. Name of competition or cultural event.	
b. When and where is it taking place?	
c. What type of competition or cultural event are you travelling to?	
<input type="checkbox"/> Provincial <input type="checkbox"/> National <input type="checkbox"/> International	

d. Please describe the competition or cultural event.
e. How did you qualify for the competition or cultural event (proof required)?
<input type="checkbox"/> Representing the sport or competition body <input type="checkbox"/> Qualified (won my/our way) for competition or cultural event <input type="checkbox"/> Selected to attend by the event organizer(s).
f. In what way does this application meet MODL’s Mandate (Vision, Mission and Values)?
g. 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
<b>2. Financial Information:</b>
<ul style="list-style-type: none"> <li>• Please supply a proposed Income &amp; Expense Budget for the project (including income from all sources).</li> <li>• Note: Please ensure you include the amount requested from this grant in your anticipated revenue.</li> </ul>
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. If your organization is based outside of MODL, please advise what financial support is being requested / anticipated from your own host municipality?
Amount requested/approved: \$ _____ <input type="checkbox"/> Confirmed <input type="checkbox"/> Pending <input type="checkbox"/> Denied
c. Will MODL’s funding help you leverage funding from other partners?
<input type="checkbox"/> Yes* <input type="checkbox"/> 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/or that the grant request is endorsed by the organization which I represent.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

**The application must include:**

- Completed Signed Application
- Confirmation of representation must be submitted from the sporting or competition body **OR**
- Proof of qualification for the competition **OR**
- Confirmation from the event organizer (s) that you have been selected to attend
- For a Team application, please provide list of team members, with phone numbers, indicating those residing in MODL
- Proposed Income & Expense Trip Budget, including copies of receipts and showing 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](mailto: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

