



Community Grants Program/Sponsorship Request Policy MODL043 Highlights

Purpose

The purpose of Policy MODL043 is to set guidelines for Council Member and Municipal Staff 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.

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 showed 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 is being looked for from host Municipality if organization located outside MODL.

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



Schedule B – Community Economic Development Grant

Grant Purpose

- 1 a) To help with the development of projects, events or initiatives that promote the area and foster community economic growth.

Funding Use

- 2 a) To be used for projects, events or initiatives that will improve or grow and contribute to the economy or community in the Municipality.

Eligible Applicants

- 3 a) Registered charity or not-for-profit organization, with active registration, serving residents of the Municipality of the District of Lunenburg.
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.

Ineligible Applicants

- 4 a) For-profit organizations.
b) Churches / Church Halls, regardless of not-for-profit status.
c) Fire Departments / Fire Halls, regardless of not-for-profit status.
d) 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 anticipated start date for processing.

Completion Requirements & Grant Extensions

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

Funding Frequency

- 7 a) Only one application can be submitted by an organization per fiscal year.
b) Applicants are eligible to receive a grant, provided that a clear 24 (twenty-four) months has passed between any previous grant application under this program.

Endorsement / Special Conditions

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

Funding Amount Limit

- 9 a) Funding will not exceed 50% of the total cost of the project, event or initiative to a maximum of \$1,000.

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, 75% of the approved amount will be released upon approval.
- c) Final 25% of the approved amount will be released once final report claim submitted by the organization, showing sufficient expenditure. This information should be provided to the Municipality no later than March 15th of the year following approval.
- d) Insufficient expenditure will require pay-back of unspent funds, or a reduced final amount released.
- e) 100% of the grant may be released upon approval with sufficient documentation.

Documents Required for Application to be considered complete

- 11 a) Completed and signed application form
- b) Organizational Profile
- c) Proof of Ownership or copy of Lease (if applicable)
- d) Financial information
- (i) Proposed Income & Expense Budget (including income from all sources)
- (ii) The need for financial assistance must be demonstrated

Community Economic Development 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:	
If there is a facility involved, please provide name & contact number of the owner/agent.	
1. Organizational Profile	
Please describe your organization.	

Please indicate your organization's staffing breakdown (choose one option)

- Mostly volunteers
- Mostly paid staff
- Mostly externally funded staff (i.e. student positions paid for through grants.)

In what way does your organization benefit the community?

In what way does this application meet MODL's Mandate (Vision, Mission and Values)?

2. Event/Project/Initiative Details

Please describe the event/project/initiative.

Date(s) of event/project.

In what way will the event/project/initiative benefit the community?

What is your *Community Reach*? (How many people are anticipated to attend the event/project/initiative)?

- 1-50
- 51-100
- 101-250
- 251-500
- 500+

And approximately what percentage of attendees/users are residents of the Municipality of Lunenburg?

- 1-10%
- 16-25%
- 26-50%
- 51-75%
- 76-100%

Do you agree to recognize the Municipality for its contribution? (e.g., banner, public announcement, sign, brochures, programs, advertisements).

- Yes
- No

3. Financial Information:

- 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.

Does your budget include funding from other partners?

- Yes*
- No

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

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: \$ _____

- Confirmed
- Pending
- Denied

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
- Deed or Long-Term Lease if applicable
- Proposed Income & Expense Budget for event/project/initiative (including income from all sources)

Please return completed form and associated documents to:

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

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