

# STAFF REPORT

**TO:** Shelburne Municipal Council

**FROM:** Val Kean, Director of Economic and Community Development

**APPROVED BY:** Warren MacLeod, Chief Administrative Officer

**DATE:** December 11, 2024

**SUBJECT:** Grants to Organizations Policy Revision

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## **ORIGIN**

To consider a revision of the Grants to Organizations Policy.

## **RECOMMENDATION**

It is recommended to Council:

THAT the Municipality of the District of Shelburne approves the Grants to Organizations Policy, as amended.

## **BACKGROUND**

It is the policy of the Municipality of the District of Shelburne to have a standard process for providing grants to community non-profit organizations, and charities. 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 Municipal Grants to Organizations Program balances on-going needs with a rotation of new applicants annually.

## **DISCUSSION**

After research of the Grants to Organizations policies from similar municipalities and with discussion among the management team, it is the recommendation of the Grants to Organizations review committee that the attached revised Policy be considered for approval by Council.

The following points are the most notable changes:

- Additional grant categories – partnership support, elite athlete, youth travel, sponsorship and donation request.
- Ability of the CAO to approve elite athlete, youth travel, sponsorship and donation requests – with immediate notification to Council.
- Adjusted deadline – February 15<sup>th</sup>

## **BUDGET IMPLICATIONS**

It is expected with the approval of this Policy that all funding requests will now be captured within the Grants to Organizations GL #00-21950-791. Budget amounts will be approved during annual budget deliberations

## **ATTACHMENTS**

1. Current Grants to Organizations Policy
2. Revised Grants to Organizations Policy 2024



**GRANTS TO ORGANIZATIONS**

**POLICY PURPOSE**

**21.1 Intent:**

It shall be the policy of the Municipality of the District of Shelburne to have a standard process for providing grants to community non-profit organizations and charities. The aim is to share available resources throughout the Municipality by supporting volunteer, community-based organizations at modest levels. The Municipal Grants Program will balance on-going need with a rotation of new applicants annually.

**POLICY DETAILS**

**21.2 Categories:**

- a. Operating Grant – an organization may apply for an operating grant to provide programs and/or services (excluding salaries and wages) and is eligible to apply for up to 50% of the total project costs to a maximum of \$5,000 annually (most operating grants fall within the \$500 - \$1,000 range).
- b. Capital Grant – an organization may apply for a capital grant to make a capital purchase or undertake a capital project and is eligible to apply for up to 70% of the total project costs to a maximum of \$2,500 annually.

**21.3 Eligibility Criteria:**

- a. Applicants must be incorporated under the Societies Act or similar Act and must be in good standing with the Registry of Joint Stock Companies or be affiliated with an organization that meets those requirements.
- b. Applications must be received by January 31<sup>st</sup> or the last working day in January of each year for funding consideration in the next fiscal year.
- c. Written applications must be submitted on the attached Application Form. Electronic applications must be submitted through our website.
- d. Applicants must be in good standing with the Municipality (no outstanding reports or payments).
- e. Only one application can be submitted per organization per funding year.
- f. Applicants must own the property/facility for which the application is submitted or alternatively have a minimum 10 year lease (if applicable).
- g. Applicants must show that they have the ability to contribute the remaining funds to complete the proposed program, project or service (50% for operating, 30% for capital).

- h. Grant applications should demonstrate active fundraising efforts and/or additional funding sources to support the continuation of the program, project or service.
- i. Upon completion of the project or by March 31<sup>st</sup> of the grant year, whichever comes first, a report including a financial statement and receipts must be submitted to the Municipality.

**21.4 Evaluation:**

- a. Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.
- b. Types of grants approved may include:
  - i. Community based organizations
  - ii. Recreation, arts & culture and/or heritage programming
  - iii. Property and facilities development, upgrades and maintenance
  - iv. Leadership development
  - v. Historic conservation projects
  - vi. Community festivals and events
  - vii. Lighthouses and museums

**21.5 Process:**

- a. Applications are reviewed by the Grants Committee for eligibility and evaluation, then a preliminary list of recommended grants is developed.
- b. Grants Committee submits the list of recommended grants to Council for discussion and final approval.
- c. Council determines a budget for the Municipal Grants Program during municipal budget deliberations.
- d. All applicants are notified of Council's decision after the municipal budget is passed.

**21.6 Funding:**

- a. Grant funds will be released upon notification from the applicant that the funds are ready to be received.
- b. Grants \$500 or less will be provided in full to the applicant upon notification.
- c. Grants over \$500 will be provided in two separate installments: 80% will be provided upon notification that funds are ready to be received and the remaining 20% will be provided upon notification that the project, program or service is complete and the Final Report has been submitted.

**REPEAL**

- 21.7 "Grants Policy" adopted by Council of the Municipality of the District of Shelburne on the 19<sup>th</sup> day of June, 2012, is hereby repealed.

**MUNICIPALITY OF SHELburnE - GRANTS TO ORGANIZATIONS**

**APPLICATION FORM**

NAME OF APPLICANT ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NS REGISTRY OF JOINT STOCKS NUMBER: \_\_\_\_\_

FEDERAL CHARITABLE STATUS NUMBER: \_\_\_\_\_

If you do not have either of the above numbers, provide the name and contact information of the organization that you are affiliated with: \_\_\_\_\_

\_\_\_\_\_

**1. PLEASE IDENTIFY THE TYPE OF GRANT YOU ARE APPLYING FOR AND INDICATE THE AMOUNT:**

€ OPERATING GRANT \$ \_\_\_\_\_

€ CAPITAL GRANT \$ \_\_\_\_\_

**2. PLEASE LIST ALL SUPPORT FOR THIS PROJECT/PROGRAM/SERVICE THAT HAS BEEN APPLIED FOR (monetary and in-kind):**

FUNDING BODY	REQUESTED	CONFIRMED
<b>FEDERAL GOVERNMENT</b> (List Dept/Agency)	\$ \$ \$ \$	\$ \$ \$ \$
<b>PROVINCIAL GOVERNMENT</b> (List Dept/Agency)	\$ \$ \$ \$	\$ \$ \$ \$
<b>MUNICIPAL GOVERNMENT</b>	\$ \$ \$ \$	\$ \$ \$ \$
<b>OTHER FUNDERS</b>	\$	\$

	\$	\$
	\$	\$
	\$	\$

**3. PLEASE IDENTIFY THE COMMUNITY, AREA AND/OR GROUP(S) YOUR ORGANIZATION SERVES:**

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**4. PLEASE DESCRIBE YOUR ORGANIZATION'S SPECIFIC PROJECT/PROGRAM/ SERVICE (if additional space is required, please attach a separate sheet):**

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**5. PLEASE DESCRIBE THE BENEFITS YOUR PROJECT/PROGRAM/SERVICE WILL PROVIDE TO THE COMMUNITY AND/OR MUNICIPALITY:**

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**9. SUBMISSION:**

**MAIL: MUNICIPALITY OF THE DISTRICT OF SHELBURNE**

GRANTS PROGRAM

PO BOX 280

SHELBURNE, NS

B0T 1W0

**EMAIL: [adedrick@municipalityofshelburne.ca](mailto:adedrick@municipalityofshelburne.ca)**

**DROP OFF: 136 HAMMOND STREET, SHELBURNE, NS**

**ONLINE: [www.municipalityofshelburne.ca/grants-to-organizations.html](http://www.municipalityofshelburne.ca/grants-to-organizations.html)**

**APPLICATION DEADLINE:**

January 31<sup>st</sup> or the last working day of January.



GRANTS TO ORGANIZATIONS

POLICY PURPOSE

- 21.1 It shall be the policy of the Municipality of the District of Shelburne to have a standard process for providing grants to community non-profit organizations, charities and athletes.
- 21.2 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 Municipal Grants to Organizations Program will balance on-going need with a rotation of new applicants annually.

AUTHORITY

- 21.3 Authority is provided under Sections 2, 47, 48(3) and 65C, Municipal Government Act, as amended.

POLICY DETAILS

- 21.4 Categories:
- a) **Operating** – See Schedule A for Application Form  
To help with an organization’s annual operating costs.
  - b) **Capital** – See Schedule A for Application Form  
To help with the expansion or improvement of an indoor or outdoor cultural, social, heritage and/or recreation facility, and/or equipment.
  - c) **Community Events** – See Schedule A for Application Form  
To encourage new or to expand existing events that create a positive economic impact for the Municipality. The grant is to support operating, marketing, or promotional expenses for events that will attract visitors to the area.
  - d) **Partnership Support** – See Schedule B for Application Form  
Operating partnerships for essential services.
  - e) **Elite Athlete Travel** – See Schedule C for Application Form  
To help elite athletes who reside in the Municipality of Shelburne with travel costs when competing at National or International events.

- f) **Youth Travel** – See Schedule C for Application Form  
To help Municipality of Shelburne youth (18 years & under) with travel costs when competing in provincial, national or international competitions in community organized, non-school related, sporting or cultural events.
- g) **Sponsorship Ad/Donation of Prize(s) Request** – See Schedule D for Application Form  
To help support promotional publications for non-profit organizations' projects, events or initiatives, or to supply prize(s) to enhance the project, event or initiative.

#### 21.5 General Information:

- a. The Municipality reserves the right to deny any application believed not within its mandate.
- b. All proposed work must follow Municipal, Provincial and Federal regulations.
- c. Applicants who have previously received funding should not assume annual approval of funding applications. Applications are subject to evaluation and approval each fiscal year.
- d. 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.
- e. It is a priority of the Municipality to support organizations, programs, events and services that are open and accessible to all persons.
- f. Grant funds awarded must be spent in the fiscal year you are applying for.
- g. Operating and Events Grants – an organization may apply for an operating grant to provide programs and/or services (excluding salaries and wages) and is eligible to apply for up to 50% of the total project costs to a maximum of \$5,000 annually
- h. Capital Grant – an organization may apply for a capital grant to make a capital purchase or undertake a capital project and is eligible to apply for up to 70% of the total project costs to a maximum of \$2,500 annually.
- i. Elite Athlete and Youth Travel Grants – funding levels will be determined based on the level of competition, Provincial \$250, National \$500 and International \$750.
- j. Partnership Support – funding amounts will be determined by funding formula with all partners. A presentation to Council will be required.

#### 21.6 General Criteria:

- a. Organization is incorporated under the Societies Act or similar Act and must be in good standing with the Registry of Joint Stock Companies or be affiliated with an organization that meets those requirements.
- b. Application is received by the deadline provided in the associated attached Schedule for funding consideration in the next fiscal year.
- c. Application was submitted on the attached Schedule Application Forms.
- d. Application is complete and has enclosed all requested documentation.
- e. Applicant must be in good standing with the Municipality (no outstanding reports).
- f. Applicant must show financial need.
- g. Applicant is seeking funding from the Municipality they are physically located in, if the organization is outside of the Municipality of Shelburne. If denied funding from your Municipality, details may be required.

- h. Applicant provided details of how they will recognize the Municipality's contribution.
- i. The organization shows long-term financial sustainability.
- j. Fire Departments, school organizations and religious institutions are not eligible for funding under this Policy.
- k. The organization has demonstrated the estimated percentage of users from the Municipality.
- l. Only one application can be submitted per organization per funding year.
- m. For capital funding requests, applicants must own the property/facility for which the application is submitted or alternatively have a minimum 10-year lease (if applicable).
- n. Upon completion of the project or by March 31<sup>st</sup> of the grant year, whichever comes first, a final report including a financial statement, proof of recognition for contribution and receipts must be submitted to the Municipality.

21.7 Process:

- a. Grant applications for the following categories are reviewed by the Grants Committee for eligibility and evaluation, then a preliminary list of recommended grants is developed and submitted to Council for discussion and final approval:
  - i. Operating
  - ii. Capital
  - iii. Community Events
  - iv. Partnership Support
- b. Council determines a budget for the Municipal Grants Program during municipal budget deliberations.
- c. All applicants are notified of Council's decision after the municipal budget is passed.
- d. Grant applications for the following categories are reviewed by the Grants Committee for eligibility. Recommended grant amounts are submitted to the CAO for approval:
  - i. Elite Athlete Travel
  - ii. Sponsorship Ad/Donation of Prize Request
  - iii. Youth Travel
- e. A list of approved grants will be updated and provided to Council immediately upon approval.

**REPEAL**

- 21.8 "Grants Policy" adopted by Council of the Municipality of the District of Shelburne on the 19<sup>th</sup> day of June 2012, is hereby repealed.

**THIS IS TO CERTIFY** that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Rules of Order on the \_\_\_\_\_ day of \_\_\_\_\_.

**SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_

WARDEN

\_\_\_\_\_

CHIEF ADMINISTRATIVE OFFICER

Approved by Council: \_\_\_\_\_

Effective Date: \_\_\_\_\_

DRAFT

**MUNICIPALITY OF SHELBURNE (MDS) - GRANTS TO ORGANIZATIONS**

**"SCHEDULE A" - OPERATING, CAPITAL AND COMMUNITY EVENTS**

**APPLICATION FORM**

NAME OF APPLICANT ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NS REGISTRY OF JOINT STOCKS NUMBER: \_\_\_\_\_

FEDERAL CHARITABLE STATUS NUMBER: \_\_\_\_\_

If you do not have either of the above numbers, provide the name and contact information of the organization that you are affiliated with: \_\_\_\_\_

**1. PLEASE IDENTIFY THE COMMUNITY YOUR ORGANIZATION IS LOCATED:**

\_\_\_\_\_

**2. PLEASE INDICATE THE TYPE OF GRANT AND THE AMOUNT FOR WHICH YOU ARE APPLYING FOR:**

ANNUAL OPERATING \$ \_\_\_\_\_

CAPITAL \$ \_\_\_\_\_

COMMUNITY EVENT \$ \_\_\_\_\_

**3. PLEASE LIST ALL GOVERNMENT SUPPORT FOR THIS PROJECT/PROGRAM/SERVICE THAT HAS BEEN APPLIED FOR:**

**Federal Government (Agency or Department):** \_\_\_\_\_

Applied for \$ \_\_\_\_\_ Confirmed \$ \_\_\_\_\_

Pending

**Provincial Government (Agency or Department):** \_\_\_\_\_

Applied for \$ \_\_\_\_\_ Confirmed \$ \_\_\_\_\_  Pending

**Municipal Government (Other than MDS):** \_\_\_\_\_

Applied for \$ \_\_\_\_\_ Confirmed \$ \_\_\_\_\_  Pending

**Municipal Government (Other than MDS):** \_\_\_\_\_

Applied for \$ \_\_\_\_\_ Confirmed \$ \_\_\_\_\_  Pending

**Municipal Government (Other than MDS):** \_\_\_\_\_

Applied for \$ \_\_\_\_\_ Confirmed \$ \_\_\_\_\_  Pending

**4. PLEASE IDENTIFY THE MUNICIPAL DISTRICT, COMMUNITY, AREA OR GROUPS THAT YOUR ORGANIZATION PRIMARILY SERVES: (check all that apply)**

- All Shelburne County
- District 1** (Quinns Meadow, Clyde River, Beaverdam Lake, Port Clyde, Port Saxon, North East Harbour, North West Harbour, Ingomar, Round Bay, Atlantic)
- District 2** (Birchtown, Reids Hill, Hartz Point, Churchover, Gunning Cove, Carleton Village, Roseway, McNutts Island)
- District 3** (Sandy Point, Lower Sandy Point civic# 2012 to 2273)
- District 4** (Lower Ohio, Middle Ohio, Upper Ohio, Indian Fields, Upper Clyde River, Welshtown, Woodlawn, Lake George)
- District 5** (Lower Sandy Point civic# 2276 to 3000, Jordan Bay, Jordan Ferry, Jordan Branch, Lake John Road, Jordan Falls)
- District 6** (East Jordan, West Green Harbour, East Green Harbour, Western Head)
- District 7** (Lydgate, Osborne Harbour, Allendale, Canada Hill, Rockland, East Side of Ragged Island, Little Harbour, Louis Head, West Middle Sable, Sable River, East Sable River, Port L'Hebert, Granite Village)
- Town of Shelburne
- Town of Lockeport
- Municipality of Barrington

**5. DOES YOUR ORGANIZATION MARKET SPECIFICALLY TO SPECIAL INTEREST GROUPS (youth, seniors etc.)?**

- YES, PLEASE SPECIFY THE TARGET GROUP(S)

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- NO

**6. HAS YOUR ORGANIZATION RECEIVED DISTRICT GRANTS FUNDS IN THE PAST 2 YEARS?**

- YES AMOUNT \$ \_\_\_\_\_  
 NO

**7. PLEASE IDENTIFY ALL GRANTS TO ORGANIZATIONS FUNDING THAT YOUR ORGANIZATION HAS RECEIVED IN THE PAST THREE YEARS.**

**2022-2023**

- OPERATING FUNDING \$ \_\_\_\_\_  
 CAPITAL FUNDING \$ \_\_\_\_\_  
    ○ DETAILS

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- COMMUNITY EVENT FUNDING \$ \_\_\_\_\_

**2023-2024**

- OPERATING FUNDING \$ \_\_\_\_\_  
 CAPITAL FUNDING \$ \_\_\_\_\_  
    ○ DETAILS

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- COMMUNITY EVENT FUNDING \$ \_\_\_\_\_

**2024-2025**

- OPERATING FUNDING \$ \_\_\_\_\_  
 CAPITAL FUNDING \$ \_\_\_\_\_  
    ○ DETAILS

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**16. SUBMISSION:**

**MAIL:** MUNICIPALITY OF THE DISTRICT OF SHELBURNE

GRANTS PROGRAM

PO BOX 280

SHELBURNE, NS

B0T 1W0

**EMAIL:** [robin.smith@municipalityofshelburne.ca](mailto:robin.smith@municipalityofshelburne.ca)

**DROP OFF:** 414 Woodlawn Drive, SHELBURNE, NS

**ONLINE:** [www.municipalityofshelburne.ca/grants-to-organizations.html](http://www.municipalityofshelburne.ca/grants-to-organizations.html)

**APPLICATION DEADLINE:**

February 15<sup>th</sup>

If you have any questions contact:

Robin Smith, Community Development Coordinator

902-875-3544 ext. 245

[robin.smith@municipalityofshelburne.ca](mailto:robin.smith@municipalityofshelburne.ca)

MUNICIPALITY OF SHELBURNE (MDS) - GRANTS TO ORGANIZATIONS

"SCHEDULE B"- PARTNERSHIP SUPPORT

APPLICATION FORM

NAME OF APPLICANT ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NS REGISTRY OF JOINT STOCKS NUMBER: \_\_\_\_\_

FEDERAL CHARITABLE STATUS NUMBER: \_\_\_\_\_

If you do not have either of the above numbers, provide the name and contact information of the organization that you are affiliated with: \_\_\_\_\_  
\_\_\_\_\_

**1. PLEASE INDICATE THE AMOUNT FOR WHICH YOU ARE APPLYING FOR:**

\$ \_\_\_\_\_

**2. PLEASE LIST ALL GOVERNMENT SUPPORT FOR THIS PROJECT/PROGRAM/SERVICE THAT HAS BEEN APPLIED FOR:**

**Federal Government (Agency or Department):** \_\_\_\_\_

Applied for \$ \_\_\_\_\_ Confirmed \$ \_\_\_\_\_  Pending

**Provincial Government (Agency or Department):** \_\_\_\_\_

Applied for \$ \_\_\_\_\_ Confirmed \$ \_\_\_\_\_  Pending

**Municipal Government (Other than MDS):** \_\_\_\_\_

Applied for \$ \_\_\_\_\_ Confirmed \$ \_\_\_\_\_  Pending

**Municipal Government (Other than MDS):** \_\_\_\_\_

Applied for \$ \_\_\_\_\_ Confirmed \$ \_\_\_\_\_  Pending

**Municipal Government (Other than MDS):** \_\_\_\_\_

Applied for \$ \_\_\_\_\_ Confirmed \$ \_\_\_\_\_  Pending

**Municipal Government (Other than MDS):** \_\_\_\_\_

Applied for \$ \_\_\_\_\_ Confirmed \$ \_\_\_\_\_  Pending

**3. DOES YOUR ORGANIZATION MARKET SPECIFICALLY TO SPECIAL INTEREST GROUPS (youth, seniors etc.)?**

**YES, PLEASE SPECIFY THE TARGET GROUP(s)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NO**

**4. PLEASE IDENTIFY ALL GRANTS TO ORGANIZATIONS FUNDING THAT YOUR ORGANIZATION HAS RECEIVED IN THE PAST THREE YEARS.**

**2022-2023**

\$ \_\_\_\_\_

**2023-2024**

\$ \_\_\_\_\_

**2024-2025**

\$ \_\_\_\_\_

**5. PLEASE PROVIDE ESTIMATED PERCENTAGES OF USERS FROM EACH SHELBURNE COUNTY MUNICIPALITY:**

Municipality of Shelburne \_\_\_\_\_ %

Town of Shelburne \_\_\_\_\_ %

Town of Lockeport \_\_\_\_\_ %

Municipality of Barrington \_\_\_\_\_ %

**6. HAS YOUR ORGANIZATION CONSIDERED MAKING YOUR SERVICE/PROGRAM/EVENT IS ACCESSIBLE AND OPEN TO ALL PERSONS? IF YES, PROVIDE DETAILS:**

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**7. PLEASE PROVIDE BRIEF DETAILS YOUR ORGANIZATION'S SPECIFIC PROJECT/PROGRAM/ SERVICE:**

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**8. PLEASE INDICATED HOW YOU WILL RECOGNIZE THE MUNICIPALITY OF SHELBURNE FOR OUR FUNDING CONTRIBUTION: (check all that apply)**

- Social media post (with MDS tag)
- Public Acknowledgement on website
- Banner displayed at event
- Warden (or designate) to speak at event
- Other (please specify) \_\_\_\_\_

**9. PLEASE ENSURE YOUR SUBMISSION INCLUDES THE FOLLOWING:**

- COMPLETED APPLICATION FORM
  - PROOF OF CURRENT REGISTRATION AS NON-PROFIT OR CHARITABLE ORGANIZATION
  - MOST RECENT FINANCIAL STATEMENT
  - YOUR ORGANIZATION'S OPERATING BUDGET FOR THE UPCOMING YEAR
  - DATE FOR SCHEDULED PRESENTATION TO COUNCIL (if applicable)
-

**10. AUTHORIZATION:**

Application Prepared By: \_\_\_\_\_ /\_\_\_\_/\_\_\_\_  
(Contact Person)                      Signature                      Print                      DD/MM/YY

Board/Committee: \_\_\_\_\_ /\_\_\_\_/\_\_\_\_  
(Signing Officer)                      Signature                      Print                      DD/MM/YY

**11. SUBMISSION:**

**MAIL:** MUNICIPALITY OF THE DISTRICT OF SHELBURNE

GRANTS PROGRAM

PO BOX 280

SHELBURNE, NS

B0T 1W0

**EMAIL:** [robin.smith@municipalityofshelburne.ca](mailto:robin.smith@municipalityofshelburne.ca)

**DROP OFF:** 414 Woodlawn Drive, SHELBURNE, NS

**ONLINE:** [www.municipalityofshelburne.ca/grants-to-organizations.html](http://www.municipalityofshelburne.ca/grants-to-organizations.html)

**APPLICATION DEADLINE:**

February 15<sup>th</sup>

If you have any questions contact:

Robin Smith, Community Development Coordinator

902-875-3544 ext. 245

[robin.smith@municipalityofshelburne.ca](mailto:robin.smith@municipalityofshelburne.ca)

**MUNICIPALITY OF SHELBURNE (MDS) - GRANTS TO ORGANIZATIONS**

**"SCHEDULE C" - ELITE ATHLETE & YOUTH TRAVEL**

**APPLICATION FORM**

NAME OF APPLICANT ATHLETE/YOUTH: \_\_\_\_\_

CONTACT PERSON (Parent if under 18 years): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Provide the name and contact information of the organization/Coach that you are affiliated with:**

ORGANIZATION: \_\_\_\_\_

COACH: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**1. PLEASE INDICATE THE TYPE OF GRANT AND THE AMOUNT FOR WHICH YOU ARE APPLYING FOR:**

ELITE ALTHETE  National \$500  International \$750

YOUTH SPORT TRAVEL  Provincial/Atlantic \$250  National \$500  International \$750

**2. PLEASE LIST ALL ORGANIZATIONAL SUPPORT THAT YOU HAVE APPLIED FOR:**

**ORGANIZATION:** \_\_\_\_\_

Amount \$ \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

Amount \$ \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

Amount \$ \_\_\_\_\_

**3. PLEASE IDENTIFY THE MUNICIPAL DISTRICT OR MUNICIPALITY THAT THE APPLICANT LIVES:**

- District 1** (Quinns Meadow, Clyde River, Beaverdam Lake, Port Clyde, Port Saxon, North East Harbour, North West Harbour, Ingomar, Round Bay, Atlantic)
- District 2** (Birchtown, Reids Hill, Hartz Point, Churchover, Gunning Cove, Carleton Village, Roseway, McNutts Island)
- District 3** (Sandy Point, Lower Sandy Point civic# 2012 to 2273)
- District 4** (Lower Ohio, Middle Ohio, Upper Ohio, Indian Fields, Upper Clyde River, Welshtown, Woodlawn, Lake George)
- District 5** (Lower Sandy Point civic# 2276 to 3000, Jordan Bay, Jordan Ferry, Jordan Branch, Lake John Road, Jordan Falls)
- District 6** (East Jordan, West Green Harbour, East Green Harbour, Western Head)
- District 7** (Lydgate, Osborne Harbour, Allendale, Canada Hill, Rockland, East Side of Ragged Island, Little Harbour, Louis Head, West Middle Sable, Sable River, East Sable River, Port L'Hebert, Granite Village)

**4. WHAT SPORT ARE YOU COMPETING IN?** \_\_\_\_\_

**5. WHAT LEVEL ARE YOU COMPETING AT?**

- PROVINCIAL
- NATIONAL
- INTERNATIONAL

**6. HOW LONG HAVE YOU BEEN COMPETING?** \_\_\_\_\_

**7. PLEASE SUMMARIZE THE EXPECTED TRAVEL BUDGET (FOR THE ATHLETE/YOUTH ONLY):**

BUDGET		
EXPENSES		
DETAILS		AMOUNT
Accommodation		\$
Milage \$0.50/km	KM	\$
Food \$50/day	Days	\$
Airfare		\$
Other (specify)		\$
		\$
		\$
		\$
		\$

Total		\$
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**8. PLEASE ENSURE YOUR SUBMISSION INCLUDES THE FOLLOWING:**

- COMPLETED APPLICATION FORM
- LETTER FROM COACH OR ORGANIZATION PROVIDING REFERENCE FOR THE FINANCIAL NEED OF THE ATHLETE/YOUTH (Youth Travel Category only)
- PROOF ON COMPETITION REGISTRATION

**9. AUTHORIZATION:**

Application Prepared By: \_\_\_\_\_ /\_\_\_/\_\_\_  
 (Legal Guardian if under 18yrs) Signature Print DD/MM/YY

COACH/ORGANIZATION: \_\_\_\_\_ /\_\_\_/\_\_\_  
 Signature Print DD/MM/YY

**10. SUBMISSION:**

**MAIL:** MUNICIPALITY OF THE DISTRICT OF SHELBURNE

GRANTS PROGRAM

PO BOX 280

SHELBURNE, NS

B0T 1W0

**EMAIL:** [robin.smith@municipalityofshelburne.ca](mailto:robin.smith@municipalityofshelburne.ca)

**DROP OFF:** 414 Woodlawn Drive, SHELBURNE, NS

**ONLINE:** [www.municipalityofshelburne.ca/grants-to-organizations.html](http://www.municipalityofshelburne.ca/grants-to-organizations.html)

**APPLICATION DEADLINE:**

No deadline. Limited funds, first come, first serve.

If you have any questions contact:

Robin Smith, Community Development Coordinator

902-875-3544 ext. 245

[robin.smith@municipalityofshelburne.ca](mailto:robin.smith@municipalityofshelburne.ca)

MUNICIPALITY OF SHELBURNE (MDS) - GRANTS TO ORGANIZATIONS

“SCHEDULE D”

SPONSORSHIP AD & DONATION REQUEST

APPLICATION FORM

NAME OF APPLICANT ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

1. PLEASE PROVIDE A BRIEF DESCRIPTION THE SPONSORSHIP AD/PRIZE DONATION THAT YOU ARE SEEKING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR INTERNAL USE		
Items	Quantity	Value

2. AUTHORIZATION:

Application Prepared By: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature

Print

DD/MM/YY

**3. SUBMISSION:**

**MAIL:** MUNICIPALITY OF THE DISTRICT OF SHELBURNE

GRANTS PROGRAM

PO BOX 280

SHELBURNE, NS

B0T 1W0

**EMAIL:** [robin.smith@municipalityofshelburne.ca](mailto:robin.smith@municipalityofshelburne.ca)

**DROP OFF:** 414 Woodlawn Drive, SHELBURNE, NS

**ONLINE:** [www.municipalityofshelburne.ca/grants-to-organizations.html](http://www.municipalityofshelburne.ca/grants-to-organizations.html)

**APPLICATION DEADLINE:**

No deadline. Limited funds/donation items available, first come, first serve.

If you have any questions contact:

Robin Smith, Community Development Coordinator

902-875-3544 ext. 245

[robin.smith@municipalityofshelburne.ca](mailto:robin.smith@municipalityofshelburne.ca)