



MUNICIPALITY OF THE DISTRICT OF WEST HANTS PARKS & RECREATION DEPARTMENT – GRANT PROGRAM

DEADLINE TO RECEIVE APPLICATIONS
Friday, February 23, 2018 at 4:00 P.M.

Recreation services in the Municipality of the District of West Hants have been determined to be delivered best to the community by the community. Council's primary role is an enabling, facilitative one, meant to develop and coordinate the infrastructure necessary to the provision of recreation.

The Municipality of the District of West Hants has chosen to provide grants to those organizations which are permitted to be grant recipients pursuant to MGA s.65 (au) **and** which provide services/programs that compliment or enhance recreation services/programs provided by the Municipality.

Therefore, Council elects to support a variety of community recreational opportunities.

The Municipality of the District of West Hants recognizes that community sport and recreation programs, events and facilities contribute to the quality and diversity of community life for citizens and visitors. They heighten awareness and appreciation of diversity, creativity, freedom of expression and community harmony.

The Recreation Grant Program is designed to support building the capacity of the voluntary sector by providing financial support to assist community volunteer organizations with the creation and expansion of recreation programs, events and facilities within the Municipality of the District of West Hants.

Eligibility

Any non-profit, volunteer organization, club, cultural group etc. which encourages recreation programs, projects or activities within a given community for the benefit of residents of the Municipality of West Hants may apply. Please note that Capital Grants will only be considered for facilities that are located within the Municipality of the District of West Hants.

Groups registered as a Limited Company are not eligible for funding under this program.

Procedure

Groups applying for capital grants must

- (A) Have title or lease to the land or facility in question. (5 year minimum)
- (B) Be financially capable of providing 2/3 of the cost. (cash, in-kind labour or volunteer fund raising)

Groups applying for program grants must:

- (A) Provide written outline of goals and objectives.
- (B) Evaluate programs at completion; and a copy to be forwarded to the Recreation Department.

Special Events grants criteria:

- (A) Number of residents served & involved
- (B) Fund Raising
- (C) Purpose
- (D) Benefit
- (E) Success
- (F) Other support

Leadership criteria:

- (A) Need for upgrading
- (B) Purpose of leadership in operations
 - ***The applicant must be a registered non-profit society or charitable organization.*** All Constitutions, Memorandum of Association and By-Laws must be available to the Recreation Director. ***Groups not incorporated by May 31st of the year the grant is reviewed will not receive funding.***
 - No Grant application will be considered for review unless a financial report from the last previous municipal grant to the same group is received by the Recreation Department.

- No grant should be anticipated as an annual source of revenue.
- No grant application will be considered if it is not received by the Recreation Director by the deadline set and advertised.

Grant Types

Capital Grants - \$1500.00 Maximum

Type 1- Assistance provided for recreation groups and/or organizations to build, erect or maintain recreation halls or facilities. The facility shall be owned or leased by the applicant.

Type 2- Assistance provided to recreation groups for the purchase of equipment and program aids. ***Priority will not be given to buying recreation equipment that we can reasonably expect individuals or groups to buy for themselves.***

Program Grant- \$750.00 Maximum

Assistance provided to groups interested in the creation, expansion and improvement or recreational opportunities in their communities.

Special Event - \$750 Maximum

Grants used to aid groups in holding or sponsoring a special event within the municipal area which will involve municipal residents in participatory as well as organizational roles.

Leadership - \$750 Maximum

Grants available for recreation groups

1. Seeking help to provide supervision and leadership to implement a program.
2. Wishing to have representatives attend leadership training that will improve the function of the group or the quality of leadership.

Town

The Town of Windsor may apply annually for a grant to operate facilities and programs, provided that county residents are not liable to pay a surcharge or any other type of differential fee or charges for participating in recreation programs and facilities within the town.

Community Trail Funding Program – Please refer to the Municipal Funding for Community Trails and Community Trail Funding Program Guidelines.

Youth Travel Assistance Grants Travel Assistance - Please contact the Recreation Department for specific details pertaining to our Youth Travel Assistance Grants.

Municipal In-Kind Contribution – Please refer to the Municipality of the District of West Hants In-Kind Contribution Grant Application.

Evaluation Criteria

Applications will be assessed on the basis of the following criteria:

- Demonstrated on-going community support;
- Plans to ensure long term sustainability;
- The ability of the organization to complete the project within the timeline indicated;
- Demonstrated need for financial assistance.

Priority will be given to projects which are most consistent with the Municipality of West Hants Integrated Community Sustainability Plan (March 2010), Municipality of the District of West Hants Active Living Strategy 2013-2016, Trails Plan (November 2013), Active Transportation Plan (April 2015).

Every year the Recreation Grant Program receives more requests than it can fund. The Recreation Department tries to balance on-going needs with new applicants. The aim is to share resources throughout the Municipality. These grants provide modest help to the volunteers and community organizations who serve a neighbourhood or community. Together, these programs and services enhance the quality of life for residents of the Municipality of the District of West Hants.

It is the responsibility of the applicant to obtain all the necessary approvals by regulatory bodies and compliance with local bylaws and Provincial Building Code.

Application Process

If you are unsure whether you are eligible for a grant please contact the West Hants Recreation Department:

West Hants Parks & Recreation Department
c/o Kathy Kehoe, P.O. Box 3000
Windsor, N.S. B0N 2T0
(902) 798-6938 or by email at recreation@westhants.ca or fax 798-8553

PLEASE INDICATE ON THE ENVELOPE THAT A RECREATION GRANT APPLICATION IS ENCLOSED.

Applications must be received no later than 4:00pm. Friday, February 23, 2018.
Incomplete or late applications will not be processed and may be returned unopened.