



Grants to Non-Profit Organizations Guidelines 2025-2026

Municipality of the County of Colchester

The Municipality of the County of Colchester values the services provided by local non-profit organizations and the positive impact they have on our community. **Please refer to the Grant to Non-Profit Organizations Policy for more information.**

OBJECTIVES:

The Grants to Non-Profit Organizations Program assists non-profit organizations within the Municipality with funding requirements for specific projects relative to the growth of these organizations.

ELIGIBILITY:

1. Only non-profit organizations that are incorporated or registered charities in good standing with the Registry of Joint Stock Companies and/or Corporations Canada are eligible to apply for a grant of **\$5,000 or less** as per Grants to Non-Profit Organizations Policy.

Your organization must provide us with your Registration Numbers for:

- a) Nova Scotia Registry of Joint Stock Companies
 - i. Example 7-digit number: 0000000
 - ii. [RJSC Connect](#) (website - click on the link to search your organization)

AND/OR

- b) Canada Revenue Agency Charity Number
 - i. (Example: 0000000000 RR 0001)
2. Organizations must demonstrate that their activities will benefit citizens of the Municipality.
3. Applications from religious organizations or for assets owned by religious organizations are **not** eligible.
4. Organizations must provide the financials required as per item 6.c. of the policy:
 - a) Current financial statement,
 - b) Balance sheet,
 - c) Income statement that indicates revenue sources for the organization,
 - d) Budget for the upcoming fiscal year and or/project budget.

If your organization **does not** have the above financials prepared, refer to the following options that can be submitted with your application form:

- a) Click on the link to our website where you can find the electronic *Financial Reporting - Grants to Non-Profit* template. [Grants & Funding - Municipality of Colchester](#)

OR

- b) A copy of the most recent financials that were submitted to one of the below:
 - i. Nova Scotia Registry of Joint Stock Companies
(Example: *Financial Report and Balance Sheet/Statement of Income and Expenditures*, website link: [financial-reports-en.pdf](#))
 - ii. Canada Revenue Agency (Registered Charity)

FINANCIAL ASSISTANCE:

Applicants are eligible for a **maximum of \$5,000** funding assistance per year. Applicants must display funding commitment through means such as in-kind or monetary donations.

INELIGIBLE EXPENSES:

These include but are not limited to:

- a) administrative (insurance, phone, internet, etc.),
- b) general operating expenses (oil, propane, electricity, water, etc.),
- c) salaries and wages.

APPLICATION PROCESS:

- a) Complete and submit the application form with all required supporting documentation, compliant with Grants to Non-Profit Organizations Policy.
- b) Refer to the Application Checklist located on the last page of the application to ensure you have all required documentation completed.
- c) Late applications will not be accepted.

Application Intake Deadline	Post Grant Report Form Deadline
January 31, 2025	December 31, 2024

APPROVAL PROCESS:

Upon submission, applications are reviewed by Recreation Services staff for completeness and eligibility for project activities.

- a) Recreation Services staff have the authority to deny applications that do not meet stated criteria.
- b) Given this competitive process with limited funds available, only the grant applications that meet stated criteria will be considered for approval by Council.
- c) Applications identified as complete will be presented to Council for review and final approval.
- d) If a presentation to Council is required, applicants will be provided a date for their presentation by Recreation Services staff.

POST GRANT REPORTING:

- a) Post Grant Report Forms must be completed by December 31st of the year funds were received. Information requested:
 - i. Progress report.
 - ii. Financial report.
 - iii. Proof of payment, invoices, receipts, cancelled cheques, etc.
 - iv. Photos and stories about the grant-supported project/activity.
- b) Recipients of funding that do not complete a Post Grant Report Form will not be considered for future funding.

CONFIDENTIALITY

Applicants consent to the release of their name and the amount of support received under the Colchester Community Grant Program.

You can find all information and forms on our website:

[Grants & Funding - Municipality of Colchester](#)

**Please submit the completed application form by January 31, 2025
by electronic submission via our online form OR mail, in person, email or fax to:**

**Recreation Services (3rd Floor)
Municipality of the County of Colchester
1 Church Street
Truro, Nova Scotia, B2N 3Z5**

Email: recreation@colchester.ca Fax: (902) 843-4065

If you have any questions, contact Craig Burgess at:

Phone: (902) 897-3181

Email: cburgess@colchester.ca