

**Municipality of the County of Colchester
Application Form – Community Events Grant Program**



Applications are accepted year-round

Prior to completion of this application, please review the following by clicking on website link to review each document under Community Event Grants:

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

- 1) Policy – Community Events Grant
- 2) Guidelines – Community Events Grant
- 3) Financial Reporting – Community Events Grant
- 4) Post Grant Report Form – Community Grant Report Form

1. Name of Registered Non-Profit Organization	
2. Name of Event	
3. Mailing Address	
4. Civic Address (if different from mailing address)	
5. Organization Website or Facebook Page:	
6. Contact Person (Primary)	
Name:	
Phone Number (Primary Daytime):	Phone Number (Secondary Daytime):
Email Address:	
7. Contact Person (Secondary)	
Name:	
Phone Number (Primary Daytime):	Phone Number (Secondary Daytime):
Email Address:	
8. What geographic area is serviced by your organization?	

9. Non-Profit or Charitable Status Registration Information <i>Provide information on the status that is applicable to your organization</i>			
Non-Profit Registered with the Nova Scotia Registry of Joint Stock Companies <i>(Example 7-digit number: 0000000)</i>			
Provide Registration Number:			
Registered Charity with the Canada Revenue Agency <i>(Example: 0000000000 RR 0001)</i>			
Provide CRA Number:			
Affiliated with a Religious Organization <i>(Click on the box that pertains to your organization)</i> <i>As per the policy, funding applications from religious or political organizations are not eligible</i>			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
10. Funding <i>Maximum of 3 Community Events Grant approvals over the life of the same event are eligible</i>			
a) Amount of funding requested:			
b) Date(s) of event:			
c) Date(s) of your previous events that were funded by this grant:			
d) Number of attendees expected:			
e) What geographical area will be the attendees be commuting from?			
<ul style="list-style-type: none"> • Colchester County – local attendees • Fundy Region – Counties of Colchester, Cumberland and East Hants • Provincial – All of Nova Scotia • Other – Canada or other countries 			
Colchester County	<input type="checkbox"/>	Fundy Region	<input type="checkbox"/>
Provincial	<input type="checkbox"/>	Other	
f) What economic benefits will this event bring to the Municipality of Colchester?			
Lodging	<input type="checkbox"/>	Food/Beverage	<input type="checkbox"/>
Retail Shopping	<input type="checkbox"/>	Groceries/Fuel	<input type="checkbox"/>
Recreation	<input type="checkbox"/>	Other	
g) How will your community benefit from this grant if approved?			

h) Describe the event (how the grant funds will be used and why, include pictures of the previous events if available):

i) Click on the box next to the grant(s) that you have received from the Municipality of the County of Colchester in the last **5 years**:

Grant	Yes	Grant	Yes
Not-for-Profit Insurance Program	<input type="checkbox"/>	Grants to Non-Profit Organizations	<input type="checkbox"/>
Tax Exemption	<input type="checkbox"/>	Other	<input type="checkbox"/>

j) If your organization received funds through the **Community Events Grant Program**, did you submit a **Post Grant Report Form**?
If no, form must be completed prior to submitting this application.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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8. Financials - include the following with your application:

Financials required as per the policy:

- Budget for the upcoming event

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

- Click on the link below to our website where you can find printable or electronic submission templates for Financial Reporting under the Community Events Grant: [Grants & Funding - Municipality of Colchester](#)

9. Acknowledgement

I, the undersigned hereby state that, to the best of my knowledge, all information contained in this application form and any attachments are a true representation of our organizations proposed project.

Name of Representative	Signature of Representative
Position	Date

Please submit this completed application form by 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**

Application Checklist	
<input type="checkbox"/>	<p>Did you provide us with your Registration Numbers for:</p> <p>a) Nova Scotia Registry of Joint Stock Companies</p> <p style="padding-left: 20px;">i. Example 7-digit number: 0000000</p> <p style="padding-left: 20px;">ii. RJSC Connect (website - click on the link to search your organization)</p> <p>AND/OR</p> <p>b) Canada Revenue Agency Charity Number</p> <p style="padding-left: 20px;">i. (Example: 0000000000 RR 0001)</p> <p>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 as per the Community Events Grant Policy.</p> <p>Maximum of 3 Community Events Grant approvals, over the life of the event are eligible.</p>
<input type="checkbox"/>	<p>Did you provide us with the following financials as per the policy:</p> <p>a) Budget for the upcoming event</p> <p>OR</p> <p>a) Click on the link below to our website where you can find printable or electronic submission templates for Financial Reporting under the Community Events Grant: Grants & Funding - Municipality of Colchester</p>
<input type="checkbox"/>	<p>If your organization received funds through the Community Events Grant Program, did you submit a Post Grant Report Form?</p> <p>a) If the form was not submitted, it must be received by Recreation Services prior to submitting this application as per the policy.</p> <p>b) Website link to printable or electronic submission Post Grant Report Forms : Grants & Funding - Municipality of Colchester</p>

Website link below for more information on our Grants and Funding Programs available

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