



Municipality of the County of Colchester

Community Park Funding Program

Application

Applicant (Community Group/Organization): _____

Contact Person: _____ Role in Organization: _____

Mailing Address: _____

Daytime Telephone: _____ Fax Number: _____

E-mail: _____

Is this organization incorporated under the Societies Act of Nova Scotia? Yes No

Does the applicant own the property/facility where the project is located: Yes No

If "No", specify owner and form of approval: Owner: _____

Lease _____ Other written agreement (specify) _____

Type of Facility (e.g., playground, park, playing field, etc.): _____

Facility Location (civic address and community): _____

Type of Project (e.g., equipment or facility; new or upgrade): _____

Project Start Date: _____ Anticipated Completion Date: _____

Describe the existing facility (e.g., type of facility, equipment on site). _____

Describe the proposed project. (use additional space if necessary) _____

In a separate document, describe the following:

1. Why does the community need the equipment/facility? How has the community demonstrated this need?
2. How is the community showing support for the project?
3. How will the community benefit from the project?
4. What are the anticipated impacts of the project on the community?
5. How will you maintain the equipment/facility to ensure long-term sustainability?

Project Costs:

Planning/Design \$ _____
Construction
Materials \$ _____
Labour \$ _____
Equipment \$ _____
Other \$ _____
Total⁵ \$ _____

Project Funding:

Cash contribution
Applicant \$ _____
Other¹ \$ _____
Total cash contribution² \$ _____
Donated labour/materials/equipment³ \$ _____
Funding requested from County⁴ \$ _____
Total⁵ \$ _____

¹ In detailed budget, indicate source(s) and amount(s) approved or pending.

² This amount must be at least 50% of funding requested from the County

³ Donated labour/materials/equipment may be included at fair market value.

⁴ This amount may not exceed 50% of the total project cost.

⁵ Total project cost should equal total project funding.

Application Checklist

- Concept plan or sketch of site/property showing the location and type of facilities/equipment (existing and proposed)
- Detailed list of materials and equipment for the proposed project
- Detailed project costs and details of funding sources (approved or pending) including any in-kind contributions
- Written quotes from contractors and suppliers for work totaling \$3000 or more
- Organization's financial statement of revenue and expenses from the last fiscal period
- Copy of proof of ownership (deed), lease or written agreement from the property owner
- Brief description of previous work done by your organization
- List of project team members if your organization is not incorporated
- Action plan and estimated budget for all phases if the project is to be implemented over a period of two years or more

Please specify name and address of the person to whom the cheque should be mailed, if not the contact person. _____

The information provided in this application is accurate to the best of my knowledge.

Signature: _____ Date: _____

Print Name: _____

Submit application to: Hilary Paquet, Parks and Trails Coordinator
Municipality of the County of Colchester
1 Church Street, Truro, N.S. B2N 3Z5
Fax: 902-843-4065 E-mail: hpaquet@colchester.ca

Visit www.colchester.ca/rec-grants for application deadline.