

Grants to Non-Profit Organizations Application Guidelines

Please follow the instructions below for the corresponding questions on the application form.

1. Total amount of funding requested.
2. **Only Incorporated Non-Profits or Registered Charities are eligible to apply.**
Incorporated Body: has legal status, and thereby, for example, has the right to own property, real goods, etc.
 To check on the status of your incorporated non-profit, please contact **Access Nova Scotia's Registry of Joint Stock Companies** at: 1-800-670-4357, or visit: <http://www.rjsc.ca>

Registered Charity: is designated by the Canada Revenue Agency as a charitable organization, a public foundation, or private foundation, is exempt from paying income tax and can issue official donation receipts for gifts it receives.
 To check on the status of your Registered Charity, please contact **Canada Revenue Agency** at: 1-800-267-2384, or visit: <http://www.cra-arc.gc.ca/chrts-gvng/>
3. The geographic area (communities) serviced by your organization.
4. Check:
 'Capital' if the funds will be used to acquire or upgrade physical assets such as buildings, land, facilities, and/or machinery, or 'Program / Service' if the funds will be used for activities or programs.

 Please include itemized amounts if you plan to spend the grant on more than one project or material, and any estimates from contractors or vendors, if applicable.
5. Please help us understand who will benefit and how from your project? How will it make your community a better place?
6. Please include a copy of your lease or renter's agreement and explain why your organization is responsible for upgrades to the facility, if applicable.
7. If your organization has been awarded any grants funding from the Municipality of Colchester in the past five years, please check the box beside the appropriate grant program.
8. It is up to your organization to decide if it would like to make a presentation to Council. In the past, Council has both awarded and denied organizations that did make a presentation, and both awarded and denied organizations that did not make a presentation.

Please include the following information with your completed application:

- Printed copy of your organization's Registry of Joint Stocks Organization Profile.
- If your organization does not already have an official Financial Statement and Budget, fill in the financial reporting template attached to your application form. There are spaces to report on the previous year's financial statement and the coming year's budget.
- If your organization received funds last year through this program, include a brief update on how you spent the money you received. Include, if applicable, a community impact statement and/or photos of the event, upgrades, and/or materials.
- Copy of your facility's deed or lease agreement.