

APPENDIX A: FUNDING APPLICATION FORM

Name of Organization:			
Type of Organization:	Charitable <input type="checkbox"/>	CRA Charitable Status #:	
	Non-Profit <input type="checkbox"/>	Business Number:	
	Other <input type="checkbox"/>		
	Is your organization registered with Joint Stocks? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Type of Grant:	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
	Amount of Grant Requested:		
	Did your group receive funding last year from Town of Kentville? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Contact Person:			
Mailing Address/PO Box:			
Town: (Postal Code)			
E-mail Address:			
Telephone:			
Website Address:			
Application	<p>The following documentation is required (where possible) for the completed application form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed budget for event or program <input type="checkbox"/> Previous year's financial statements if applicable <input type="checkbox"/> Letters of support from partners (if applicable) <input type="checkbox"/> Proof of charitable status (if applicable) <input type="checkbox"/> Copy of last T3010 Registered Charity Return submitted (if applicable) <input type="checkbox"/> Proof of non-profit status (if applicable) <input type="checkbox"/> Copy of last T1044 Non-Profit Organization (NPO) Information Tax Return submitted (if applicable) <input type="checkbox"/> Final report from the previous year (if applicable) 		
Location of Project			
Project Timelines			

Purpose of The Project	
Description of The Project	
Target Demographic Served	

Certification	I certify that, to the best of my knowledge, the information provided in this application is accurate and complete and is endorsed by the organization which I represent.			
	Name		Title	
	Signature		Date	

The Town of Kentville Grant Program

- The deadline for applications is March 31st. Late applications will not be considered.
- All applicants must complete the Standard Application Form and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.
- Only one application per organization, per fiscal year
- Successful applicants will be notified by after budget deliberations conclude.
- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The maximum amount available through this program is \$2,000 per fiscal year.

APPENDIX B: BUDGET FORM

Name of Organization:				
Contact Person:				
Total Cost of Project/Activity:		Request from Kentville:		
Project Funding Information				
Category	Source of Funding	Amount	Confirmed	Not Confirmed
Fundraising		\$		
Cash on Hand		\$		
Bank Loans		\$		
Donated Material		\$		
Donated Labour		\$		
Donated Equipment		\$		
		\$		
		\$		
Federal		\$		
Provincial		\$		
Municipal		\$		
Municipal		\$		
Municipal		\$		
		\$		
		\$		
Certification	I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent.			
	Name		Title	
	Signature		Date	

APPENDIX C: FUNDING EVALUATION FORM

Applicants do not need to fill out this form. This will be filled out by Council as they review each application.

Name of Organization:			
Type of Organization:	Charitable <input type="checkbox"/>	Proof of charitable status <input type="checkbox"/> CRA Charitable Status # <input type="checkbox"/> T3010 Registered Charity Return <input type="checkbox"/>	
	Non-Profit <input type="checkbox"/>	Proof of NPO status <input type="checkbox"/> Business Number <input type="checkbox"/> T1044 NPO Information Tax Return <input type="checkbox"/>	
	Other <input type="checkbox"/>	Business Number <input type="checkbox"/> Joint Stocks <input type="checkbox"/>	
Type of Grant:	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
	Date of last grant from Town of Kentville:		
	Final Report Submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Application	The following documentation is mandatory:		
	Application Date:		
	Completed application form <input type="checkbox"/>		
	Proposed budget <input type="checkbox"/>		
	Previous year's financial statements if applicable. <input type="checkbox"/>		
	Confirmation of partner funding and (if applicable). <input type="checkbox"/>		
	List of other revenue sources <input type="checkbox"/>		
	Amount requested		
	Percentage of Budget	< 50% <input type="checkbox"/> > 50% <input type="checkbox"/>	
Evaluation Score Card			
1. Program/Service Obligation			3 <input type="checkbox"/>
Core – service the Town would otherwise provide			2 <input type="checkbox"/>
Important – service the Town might otherwise provide			1 <input type="checkbox"/>
Discretionary – service the Town does not normally provide			0 <input type="checkbox"/>
No Mandate – not enabled by legislation, should not do or not now			
2. Council Strategic Plan			3 <input type="checkbox"/>
Vital – fundamental to Council's Strategic Plan			2 <input type="checkbox"/>
Notable – solid fit within Council's Strategic Plan			1 <input type="checkbox"/>
Non-Critical – some relevance to Council's Strategic Plan, not strategic			
3. Public Need			3 <input type="checkbox"/>
Community at Large – general need, broad-based			2 <input type="checkbox"/>
Multiple Interests – some need, a number of areas/communities			1 <input type="checkbox"/>
Vested Interest – special interest group(s), localized			
4. Public Benefit			3 <input type="checkbox"/>
Public Interest – all residents derive benefit			2 <input type="checkbox"/>
Mixed Interest – some residents derive benefit			1 <input type="checkbox"/>
Private Interest – specific residents benefit			

Town of Kentville, Policy G28: Request for Funding From Organizations

5. Recreational		3 <input type="checkbox"/>
High – the core purpose is developing social, active, and healthy lifestyles		2 <input type="checkbox"/>
Moderate – components improve social, active, and healthy lifestyles		1 <input type="checkbox"/>
6. Human Development and Inclusion – Volunteer		3 <input type="checkbox"/>
High – equality of access and opportunity (demographic, geographic)		2 <input type="checkbox"/>
Moderate – range of demographic groups and/or development potential		1 <input type="checkbox"/>
Low – limited opportunity, access or development potential		
7. Human Development and Inclusion – Participant		3 <input type="checkbox"/>
High – equality of access and opportunity (demographic, geographic)		2 <input type="checkbox"/>
Moderate – range of demographic groups and/or development potential		1 <input type="checkbox"/>
Low – limited opportunity, access or development potential		
8. Quality of Life		3 <input type="checkbox"/>
Livable Community – important to livable/sustainable community		2 <input type="checkbox"/>
Community Image – enhances image or public perception		1 <input type="checkbox"/>
Community Pride – instills pride, sense of community		
9. Alternate Service Providers		3 <input type="checkbox"/>
Limited – no other potential providers		2 <input type="checkbox"/>
Some – some potential alternate providers		1 <input type="checkbox"/>
Many – many potential or existing alternate providers		
10. Financial Need		1 <input type="checkbox"/>
High – financial statements and/or budget demonstrate significant need		0 <input type="checkbox"/>
Low – financial statements and/or budget demonstrate limited need		
11. Participation Levels		1 <input type="checkbox"/>
Under 100		2 <input type="checkbox"/>
100-200		3 <input type="checkbox"/>
200-500		4 <input type="checkbox"/>
500-1000		5 <input type="checkbox"/>
Over 1000		
12. Accountability		1 <input type="checkbox"/>
Yes – annual report and/or financial statements of previous year received		0 <input type="checkbox"/>
No (or New Org.) – no annual report and/or financial statements received		
Total Score	If score is above 24; applications should be considered for funding	
	If score is below 23; applicant shall not receive funding	34

Date of Evaluation:		Based on Score:	Based on Budget:
		Funding Not Recommended <input type="checkbox"/>	Funding Approved <input type="checkbox"/>
		Funding Recommended <input type="checkbox"/>	Funding Not Approved <input type="checkbox"/>
Name and Signature of Evaluator:			

Appendix D: Final Report Form

Applicants who received funding from the Town in the previous year are asked to complete this form and return it to jwest@kentville.ca

Name of Organization:			
Type of Organization:	Charitable <input type="checkbox"/>		
	Non-Profit <input type="checkbox"/>		
	Other <input type="checkbox"/>		
Type of Grant:	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
Contact Person:			
Mailing Address/PO Box:			
Town: (Postal Code)			
E-mail Address:			
Telephone:			
Website Address:			
Purpose of The Project			
Description of The Conduct of Project			

Project Participation			
Location of Project			
Project Timelines			
Project Budget and Financial Statements	Attached <input type="checkbox"/> Yes <input type="checkbox"/> No		
Uses of Grant			
Certification	I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent.		
	Name		Title
	Signature		Date

The Town of Kentville Grant Program

- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The Town of Kentville publishes an annual list of the organizations and grants or contributions made online and in a newspaper circulating in the municipality.
- Council reserves the right to ask for proof of spending for grant activities.
- If it is determined that the application activities did not take place, funding must be returned to the Town of Kentville.