



Annual Operating Grant

Grant Purpose

- 1 a) To help with an organization's annual operating costs.

Funding Use

- 2 a) To be used for operational costs of organization, including, but not limited to, items such as wages and benefits, rent, insurance, utility bills, office expenses, routine maintenance, and upkeep.

Eligible Applicants

- 3 a) Registered charity or not-for-profit organization, with active registration, serving residents of the Municipality.
- b) Registered charity or not-for-profit organization in other Municipal units, located in Lunenburg County providing regional facilities or services to residents to the Municipality.
- c) Municipally, Provincially or Federally registered Heritage Property, within the Municipality, used for community purposes.
- d) Churches / Church Halls that serve a community hall purpose (beyond congregational uses) or have an outdoor space used for public recreational purposes.

Ineligible Applicants

- 4 a) For-profit organizations.
- b) Fire Departments / Fire Halls, regardless of not-for-profit status.
- c) Schools / Private schools, regardless of not-for-profit status.

Application Deadline

- 5 a) Complete application to be received by March 1st.
- b) Late applications will be reviewed only after the regular review of those applicants that have applied on time.

Note Each year the Municipality receives more applications than it can fund, so it is important for the application to be in on time and contain accurate information.

Completion Requirements & Grant Extensions

- 6 a) N/A for this grant type.

Funding Frequency

- 7 a) Only one application can be submitted by an organization per fiscal year.
- b) Applicants who have received funding in previous years should not assume funding each year.

Endorsement / Special Conditions

- 8 a) N/A for this grant type.

Funding Amount Limit

- 9 a) Funding will not exceed 50% of the total operating budget, to a maximum of \$5,000.

Approval Process and Procedures

- 10 a) Applications will be reviewed and approved/denied by the responsible staff person, with a notification to Municipal Council.
- b) If approved, 75% of the approved amount will be released (usually by June 30th).
- c) Final 25% of the approved amount will be released once final report claim submitted by the organization, showing sufficient expenditure. This information should be provided to the Municipality no later than March 15th of the year following approval. If this information is not received by this date, applicants may be ineligible to be considered for the Annual Operating Grant in the following fiscal year.
- d) Insufficient expenditure will require pay-back of unspent funds, or a reduced final amount released.

Documents Required for Application to be considered complete:

- 11 a) Completed and signed application form
- b) Organizational Profile
- c) Proof of Ownership or copy of Lease (if applicable)
- d) Financial information
 - (i) An audited financial statement from the previous operating year (as provided to the Registry of Joint Stocks) or if not available at time of application, balance sheet/income statement as of December 31st of previous year.
 - (ii) Proposed Income & Expense Budget (including income from all sources)
 - (iii) The need for financial assistance must be demonstrated.
- e) Proof of financial support request made to host municipality (i.e. copy of email or letter), for organizations located outside of the Municipality.

Annual Operating Grant Application Form

Deadline for application: March 1st



Name of Organization	
Registered Number	
Organization's Mailing Address:	
Organization's Operational Address:	
Municipal Location of Operational Address:	<input type="checkbox"/> District of Lunenburg <input type="checkbox"/> District of Chester <input type="checkbox"/> Town of Bridgewater <input type="checkbox"/> Town of Lunenburg <input type="checkbox"/> Town of Mahone Bay <input type="checkbox"/> Other (please specify) _____
Contact Person	
Contact's Position	
Contact's Phone Number(s)	
Contact's Email:	
If there is a facility involved, please provide name & contact number of the owner/agent.	
1. Organizational Profile	
a. Please describe your organization.	

b. Does your organization charge a membership fee?
<input type="checkbox"/> Yes* If yes, how much is annual membership? \$ _____ <input type="checkbox"/> No
c. Is your organization either Youth or Senior focused?
<input type="checkbox"/> Yes, Youth <input type="checkbox"/> Yes, Seniors <input type="checkbox"/> No
d. Please indicate your organization's staffing breakdown (choose one option)
<input type="checkbox"/> Mostly volunteers <input type="checkbox"/> Mostly paid staff <input type="checkbox"/> Mostly externally funded staff (i.e. student positions paid for through grants.)
e. Approximately what percentage of users are residents of the Municipality of Lunenburg?
<input type="checkbox"/> 1-10% <input type="checkbox"/> 16-25% <input type="checkbox"/> 26-50% <input type="checkbox"/> 51-75% <input type="checkbox"/> 76-100%
f. In what way does your organization benefit the community?
g. In what way does this application meet MODL's Mandate (Vision, Mission and Values)?
h. Do you agree to recognize the Municipality for its contribution? (e.g., banner, public announcement, sign, brochures, programs, advertisements.)
<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Financial Information:
<ul style="list-style-type: none"> • Please supply a proposed Income & Expense Budget (including income from all sources) or use the Budget Template at the end of the application form. • Note: Please ensure you include the amount requested from this grant in your anticipated revenue.
a. Does your budget include funding from other partners?
<input type="checkbox"/> Yes* <input type="checkbox"/> No

*If yes, please provide information, including source and amounts

b. If your organization is based outside of MODL, please advise what financial support is being requested / anticipated from your own host municipality*?

Amount requested/approved: \$ _____

- Confirmed
- Pending
- Denied

*Use the space below to provide any additional comments if necessary.

c. Will MODL's funding help you leverage funding from other partners?

- Yes*
- No

*If yes, please provide more information.

Municipal Funding Requested: \$ _____

I certify that, to the best of my knowledge, the information provided in this grant application is accurate and complete and that the grant request is endorsed by the organization which I represent.

Name _____ Signature _____

Date _____

The application must include:

- Completed Signed Application
- Copy of Active Registration Status
- Deed or Long-Term Lease if applicable
- Audited Financial Statement (from previous operating year) **OR**
- Balance Sheet/Income Statement as at December 31st of previous year
- Proposed Income & Expense Budget (including income from all sources)
- Proof of financial support request to host municipality, for organizations located outside MODL

Please return completed form and associated documents to:

Municipality of Lunenburg
Attention Recreation Department
10 Allée Champlain Drive
Cookville, NS B4V 9E4

Alternatively, you can
Fax to: 902-543-7123
or
Email to: recreation@modl.ca

Name of Organization			
Income Budget (Operating)			
General Income	Brief Description	Amount	
Membership Fees/Dues		\$	
Merchandising		\$	
Fundraising		\$	
Donations		\$	
Cash on Hand		\$	
Bank Loans		\$	
<u>Other (Please specify)</u>			
		\$	
A. Sub-Total General Income			\$
Government Funding	Brief Description	Confirmed?	Amount
Federal Funding		<input type="checkbox"/> Confirmed <input type="checkbox"/> Denied <input type="checkbox"/> Pending	\$
Provincial Funding		<input type="checkbox"/> Confirmed <input type="checkbox"/> Denied <input type="checkbox"/> Pending	\$
Host Municipal Funding (if not located in MODL)		<input type="checkbox"/> Confirmed <input type="checkbox"/> Denied <input type="checkbox"/> Pending	\$
MODL Funding		<input type="checkbox"/> Confirmed <input type="checkbox"/> Denied <input type="checkbox"/> Pending	\$
Other Municipal Funding		<input type="checkbox"/> Confirmed <input type="checkbox"/> Denied <input type="checkbox"/> Pending	\$
Other (Please specify)		<input type="checkbox"/> Confirmed <input type="checkbox"/> Denied <input type="checkbox"/> Pending	\$
B. Sub-Total Government Funding			\$
In-Kind Donations	Brief Description	Amount	
Value of Donated Labour		\$	
Value of Donated Equipment		\$	
Value of Donated Material		\$	
Other (Please specify)		\$	
C. Sub-Total In-Kind Income			\$
INCOME GRAND TOTAL (A+B+C)			\$

Expense Budget (Operating)		
Item	Details	Amount
Salaries/Wages (inc. benefits)		\$
Training		\$
Travel		\$
Administrative Expenses		\$
Advertising		\$
Supplies		\$
Merchandise		\$
Membership/Subscriptions		\$
Insurance		\$
Professional Fees		\$
Bank Fees		\$
Rent/Mortgage		\$
Utilities		\$
Repairs & Maintenance		\$
<u>Other (Please specify)</u>		
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total In-Kind Donations	See Income Statement Item C.	\$
EXPENSES GRAND TOTAL		\$



Community Grants Program/Sponsorship Request Policy MODL043 Highlights

Purpose

The purpose of Policy MODL043 is to set guidelines for the distribution of funds to not-for-profit and charitable organizations in the community.

The Municipality recognizes and supports the efforts of community organizations to provide cultural, social, heritage, economic and/or recreation programs, facilities and events to the benefit of Municipal residents.

The Municipality offers grants for training of volunteers to further the benefits of their volunteerism, supporting local athletes competing in national or international events and to persons travelling to provincial, national or international competitions in sports, recreational or cultural events.

General Information

- Municipal Council sets funding limits and annual budget allotments for each grant category.
- Applicants will complete the proper Municipal application form and provide the requested information.
- For grant applications, organizations should ensure that any outstanding grant approvals from the previous fiscal year should be completed, unless an extension to the funding has been approved by MODL.
- Application deadlines and expiry periods may apply.
- Funding frequency is limited within each grant category.
- Applicants should show community support, fundraising efforts and efficient use of resources, sound business practices and development of volunteers.
- A financial statement and pertinent document must be filed with the Municipality following completion of the project.
- The Municipality reserves the right to deny any application believed not within its mandate.
- All proposed work must follow Municipal, Provincial and Federal regulations.
- Applicants must agree to recognize the Municipality for its contribution (e.g., banner, public announcement, sign, brochures, programs, advertisements).
- The municipality will publish to the public a list of recipients of grants and the amounts given as stated in Section 65C of the Municipal Government Act.
- Submitted application does not guarantee funding.

Evaluation Criteria

The evaluation may include but is not limited to the following criteria

- a) Project/program fits within the mandate (vision/mission) of the Municipality.
- b) Organization is a not-for-profit group.
- c) Program, event, facility is for public community use.
- d) A financial need is proved.
- e) The organization is sourcing other funding partners.
- f) The grant proposal is practical.
- g) The funding provided by the Municipality will enable the organization to use dollars from other funding partners.
- h) The application has shown that they will recognize the Municipality's contribution.
- i) The organization shows long-term sustainability.
- j) The applicant has proved its own commitment to the project (i.e. financial, in-kind donations).
- k) The percentage of users from MODL.
- l) The breakdown of staff (volunteer, paid, externally funded).
- m) Funding **must** be requested from the host Municipality if organization is located outside MODL (proof of request **is** required).

MODL's Vision, Values & Mission Statement

Vision

The breathtaking, natural beauty of the Municipality of the District of Lunenburg is home to thriving communities with unique cultural identities. Growth centres support our diversified economies, driven by our residents' passion for the place they call home. With our strong economy, we can live, work and raise families here. We are a destination for visitors, attracted to our vibrant parks, beaches, and hiking trails. As leaders in sustainability, we passionately protect our natural environment.

Values

- **Thriving Communities:** We encourage meaningful connections.
- **Act with Integrity:** We are accountable and strive to provide exceptional leadership within our municipality.
- **Respect and Kindness:** We value the uniqueness and diversity of our communities, welcoming everyone with respect and kindness.
- **Equity and Inclusion:** We take action to change and grow to be a truly diverse, equitable, and inclusive municipality.
- **Ready for Action!:** We are innovators, economic leaders, and collaborative partners.

Mission

We are:

- Responsible financial managers
- Strategic planners
- Sustainable community builders
- Collaborative engagers

