

# Community District/Regional Development Grant, & Recreation Facility Grant *Guidelines*



## **Overview**

The Municipality of the County of Inverness offers a Regional and District Capital Development Grant, and a Recreation Facility Grant to assist communities and not-for-profit groups with the development of projects or initiatives that help foster integrated community growth, collaboration and are designed to spur the development of innovative ideas and projects that will enhance the experiences, health and prosperity of Inverness County residents and visitors.

## **Freedom of Information and Protection of Privacy Act**

The Community District/Regional Development Grant, or Recreation Facility Grant Applicant acknowledges that the Municipality of the County of Inverness is subject to the laws of the Province of Nova Scotia including the Freedom of Information and Protection of Privacy Act (the "Act") and that the obligations of the Municipality under the Act supersede any provisions of this agreement.

- i) The Community District/Regional Development Grants, or Recreation Facility Grant Applicant acknowledges it may declare confidentiality of the submission and information however the Municipality is required to adhere to the requirements of the Freedom of Information and Protection of Privacy Act, as amended.
- ii) The Community District/Regional Development Grants, or Recreation Facility Grant Applicant acknowledges and permits the Municipality to include the name of the Applicant, the Project Description, photos, and materials referencing the work in its public information and communications.

## **Eligible Project Type(s):**

- Capital Investment Projects
- Planning and Feasibility Projects
- Research Projects
- Maintenance Projects
- Emergency Preparedness/Risk Mitigation Projects
- Programming & Leisure Projects
- Program and Policy Development and Implementation
- Leadership Education and Capacity Development

## **Eligible Organizations:**

To be eligible for funding the applicant organization may be any of the following:

- Charitable organizations registered under the Canada Customs and Revenue Act
- Community associations and registered non-profit Societies in good standing including clubs and associations.
- Schools and Centres for Education

## **Ineligible Organizations/Projects:**

- Private sector businesses
- Education Facilities (excluding child care facilities), unless approved by Municipal Council
- Religious organizations/diocesan owned properties, unless approved by Municipal Council
- Volunteer Fire Departments, unless approved by Municipal Council
- Unregistered organizations
- Individuals
- Completed projects, unless approved by Municipal Council as emergency works

## **Eligible Project Categories:**

- Social – improving the quality of life of residents.
- Educational – improving knowledge base of residents.
- Community – strengthening and promoting healthier populations.
- Research – Enhancing initiative efficiency and gaining knowledge.
- Sustainability – Enhancing the security and sustainability of communities.

## **Eligible Project Themes:**

- Education

- Outdoor Enjoyment
- Energy Conservation and Climate
- Environmental Sustainability
- Health
- Historical Preservation
- Recreation
- Sustainability
- and any other project for the general benefit of the Community as may be approved by Municipal Council.

### **Application Process:**

1. The eligible applicant must provide a written proposal that will outline the project, including proposed start and completion date and information on the overall benefit to the community, and should illustrate the amount of community involvement.
2. Proposal should include the following:
  - i. Names and addresses of their board of directors, of officers and principal contacts.
  - ii. Registry of Joint Stock number.
  - iii. A letter of authority/proof of ownership, deed/lease to the property or acceptable alternative.
  - iv. Proof of insurance, ie: certificate of insurance.
  - v. A budget/financial breakdown for the project, including materials, labour and other expenses with copies of quotes or estimates to support the budget.
  - vi. The contact information of persons responsible for monitoring the project should be identified.
  - vii. Identify all sources of revenue.
4. A financial statement for the group's last fiscal year must be included with the application.
5. Funding will not exceed 50% of the cost of a project or proposal unless special approval is given from Municipal Council.
6. Applicants must agree to present any reports or information as requested by Council. Failure to disclose the financial information for the completed project, within the fiscal year following approval, will result in forfeiture of the funding approved by Council.
7. Applicants must agree to acknowledge the contribution by the Municipality of the County of Inverness when commenting publicly on the funding of their project.
8. Applications will be reviewed first by Municipal staff for completeness.
9. Applications will be reviewed first by Municipal Council during a Committee of the Whole Meeting for recommendation.
10. The recommendation will then go to a Municipal Council meeting for resolution.
11. Upon approval via motion of Council a contract/agreement will be circulated to the applicant for review and execution.
12. The Final Report Form will be delivered as part of the approval package and must be completed within sixty (60) days of project completion.

### **General Conditions:**

- Applicants should be able to demonstrate active fundraising efforts and/or additional funding sources to support the continuation of a program, project, or service.

- If approved, the contribution from the Municipality may be issued in full or paid in installments, determination made by Municipal staff. The letter of award will state if a holdback applies to the funding.
- In rare circumstances, an applicant's eligibility may be suspended for a specified time period for misappropriation of funds, failure to report, or misrepresentation.
- At the end of a project or by the end of the Municipality's fiscal year, whichever comes first, funding recipients must submit a report and/or financial statement to the municipality.
- Upon satisfactory completion of a Final Project Report Form and the documentation required for verification of expenditures, the project grant file will be closed. The Final Project Report is to be completed and submitted within sixty (60) days of project completion. Failure to satisfactorily complete and submit a Final Project Report Form or failure to comply with the funding obligations to the satisfaction of the Municipality of the County of Inverness is grounds to restrict access to future funding and withhold current project commitments. When possible, please provide before and after photos of project accomplishments, as well as copies of media appearances related to the project (news articles, press releases, etc.).

**Contribution Guidelines:** The contribution from the Municipality of the County of Inverness will not normally exceed 50% of project costs. The applicant is responsible for 10% of the total project cost in funds. These funds can be other sources such as other grants, in kind support, cash on hand, fund raising. Initiatives may be eligible to apply each year. Collaboration with other groups is encouraged.

**Confidentiality:** Whereas the Municipality of the County of Inverness will endeavor to keep specific details of each submission confidential where possible. The confidentiality agreement will not be enforced where it is contrary to any legislative requirements for disclosure. The Municipality cannot guarantee the confidentiality of information contained in the application for financial assistance.

**Indemnification:** An organization that receives funding will be required to agree to the following respecting liability and indemnity:

The organization will agree that it shall, indemnify and save harmless the Municipality and each of its elected officials, officers and employees from and against all claims, demands, losses, costs, damages, action, suits or other proceedings made, sustained, brought or made upon the Municipality in respect to any costs, expenses, loss, damage or injury, including death and reasonable legal fees and arbitration costs, to the extent caused by negligent acts or omissions of the organization or any of its officers, directors, employees, subcontractors or anyone for whom the organization is liable in law, in connection with the services performed, purportedly performed or required to be performed by the organization as part of the project's scope.

**Unused funds or funds used for purposes other than what may be approved by Municipal Council must be returned to the Municipality of the County of Inverness.**

**If project is approved, Final Report Forms must be submitted with thirty (30) days following the completion of your project.**