



CAPE BRETON

REGIONAL MUNICIPALITY

MUNICIPAL GRANTS PROGRAM CAPITAL / OPERATING FUNDING GUIDE & APPLICATION FORM

PLEASE NOTE

All applications are subject to availability of funds.

TABLE OF CONTENTS

- A. What is the Municipal Grants Program?
- B. Determining Eligibility for CBRM Municipal Grants Program Funding.
- C. Completing your application.
- D. How to complete your application:
 - 1. Applicant Information
 - 2. Application Checklist
 - 3. Required Documentation
 - 4. Consent to Audit
- E. How to submit your application.
- F. Notification.
- G. Ethical Guidelines.
- H. FAQ

A) What is the Municipal Grants Program?

The Municipal Grants Program is a municipal fund used to invest in local non-profit groups and organizations throughout the region, while ensuring public accountability for the expenditure of public money, and outcomes of benefit to the general public.

B) Determining Eligibility for CBRM Municipal Grants Funding

This guide outlines information and details as they relate to the **Capital/Operating Grants** category. It does not address the application requirements for Festivals and Events.

There are three (3) funding options under the **Capital/Operating Grants** Category:

1. **Capital Grant Applications under \$25,000**
2. **Operating Grant Applications under \$10,000**
3. **Tax Relief for Non-Profit Organizations**

Grants requested over the amounts stipulated above will not be considered for funding.

The General Eligibility Criteria for the Municipal Grants Program are:

- The applicant shall be a registered Canadian Charity or non-profit society registered with the Nova Scotia Registry of Joint Stocks. Registration must be current: **defaulted, expired or revoked status is ineligible for further consideration**
- Funding is **not** awarded to individuals, commerce, business, industry, sole proprietorships, hospitals, clinic based, or medical treatment programs, or school boards.

- The project must be located within geographic boundary of the Cape Breton Regional Municipality.
- All applicants are screened for debt to the municipality. Those applicants in debt (i.e. taxes/water owing, fines, delinquent on final reports for previous grants, etc.) will be deemed ineligible for consideration until delinquencies are settled.
- The applicant shall respect the Canadian Charter of Human Rights and promote equal access and opportunity for all persons.
- The municipality is non-partisan and does **not** provide financial support to religious or political doctrine.
- Grant applicants are not required to match funds; however, they should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service.

Capital Grants – Maximum \$25,000

A capital grant provides one-time support for the purchase of property, the construction of a facility, remodeling, expansion of a facility, or purchase of equipment. The award of a capital grant is reserved for special circumstances and thus, may not be awarded on an annual basis. The Municipality may pay capital grants to groups over two or more fiscal years. Applicants must hold the deed/lease to the property/facility or acceptable alternative (if relevant).

Operating Grants – Maximum \$10,000

Operating grants are considered annually for groups with a mandate to deliver an ongoing service or program that is generally delivered by a municipality, or complements a service being offered by CBRM. Although an organization may be awarded an operating grant several times, the award does not carry the guarantee of renewal over several years.

Operating grants are not intended to support core operating costs such as staff salaries or wages, bursaries, honoraria, insurance, utilities, etc. Exceptions may be made under special circumstances for registered not for profit community museums.

Operating grants are not provided if the assistance being sought falls under the jurisdiction of Provincial or Federal obligations.

Tax Relief for Non-Profit Organizations Program

Operating grants may assist a group with its operations through tax relief. This program offers conversions from commercial to the residential tax rate, to a non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization.

All applications are evaluated by the Municipal Grants Committee.

C) Completing your application

As the goal of the Municipal Grants Fund is to assist local non-profit groups and organizations to achieve self-sufficiency; it is required that all applications include a completed Municipal Grants Fund Application. The purpose of the Application is to provide a document that records the efforts of applicant groups and organizations toward self-sufficiency. The Application will serve as a mechanism of measurement and a point of reference in future application submissions.

D) How to complete your application

It is very important that you complete all required sections and documents for your application. Incomplete applications will not be given consideration.

- 1) Applicant Information: This information should reflect the official registered name of the group applying. It must be accurate as it provides

the points of contact for all correspondence concerning the application. Ensure to include the amount being requested.

2) Application Checklist: the application enables both applicants and application intake officer to confirm the applicant has completed and attached all required supplemental documentation and information.

3) Required Documentation

- Certificate of Incorporation;
- Copy of resolution to apply for funding from the applicant organization's minutes;
- Copy of most recent annual financial statements;
- Copy of organization's current operating budget;
- Two (2) competitive quotes for each item you have listed in the budget (for capital funding requests only); and
- Consent to Audit

4) Consent to Audit

The aim of the Municipal Grants Program is to support local non-profit groups and organizations toward self-sufficiency, while ensuring public accountability for the expenditure of public money, and outcomes of benefit to the general public. CBRM reserves the right to audit or inspect the applicant's accounting records with respect to the expenditure of Municipal Grant proceeds. The applicant must agree to provide the CBRM, upon request, relevant proof of expenditures to satisfy the audit requirements.

E) How to submit your application

All Applications must be submitted in person to:

Cape Breton Regional Municipality Citizen Service Centre

320 Esplanade, 1st Floor

Sydney, NS B1P 7B9

Monday to Friday 9:00 am to 4:00 pm

F) Notification

Notification will be received within 6 weeks of the application deadline. It is mandatory to complete the application in full. Be sure to check application against the checklist on page one (1) of the Municipal Grant Application. Declined applicants may request feedback from the Municipal Grants Committee or submit and appeal to the Chief Administrative Officer.

G) Ethical Guidelines

The CBRM Staff and Council adhere to a strict code of ethics as defined in the CBRM Ethical Conduct Policy. The policy can be located at: www.cbrm.ns.ca/policies.html

H) FAQ

1. **When will I know about the outcome of my application?**

Six (6) weeks from submission of application

2. **How will I be notified?**

Successful or unsuccessful notifications are sent to applicants in letter form. Successful applicants are issued a cheque. Declined applicants may request feedback from the committee.

3. **We received a grant last year. Do we automatically receive what we were granted last year?**

No, applications are evaluated on a yearly basis. The Municipal Grants Committee tries to balance on-going needs with considerations to new applications. The aim is to share resources throughout the municipality. In keeping with the mission of the fund, we seek to support self-efficiency and evaluate each application based on its merits and financial need.

5. What is the Municipal Grants Committee?

Applications are evaluated by the Municipal Grants Committee. The committee is comprised of members of CBRM's leadership team who have expertise with respect to finance, recreation, event management and community projects.

6. Can I appeal a committee decision?

Yes, groups can appeal any decision of the committee by submitting their appeal to the office of the Chief Administrative Officer within 30 days of the date of issue of the committee's notification letter.



CAPITAL/OPERATING FUNDING APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

SECTION A		APPLICANT INFORMATION	
Organization name		Amount Requested	\$
Type of Assistance:	<input type="checkbox"/> Capital <input type="checkbox"/> Operating <input type="checkbox"/> Taxes		
Contact Person		Joint Stock Number	
Phone Number		Fax Number	
E-mail		HST Registration #	
Mailing address		CBRM Tax Account	
		CBRM Water Acct.	
HST Rebate Amount	0% 50% 100%		

SECTION B	APPLICATION CHECKLIST
<input type="checkbox"/> Certificate of Incorporation attached	
<input type="checkbox"/> Copy of resolution to apply for funding from your minutes attached	
<input type="checkbox"/> Copy of most recent annual financial statement	
<input type="checkbox"/> Copy of current operating budget	
<input type="checkbox"/> Two (2) Competitive quotes for project (Capital)	
<input type="checkbox"/> Consent of Audit has been signed by two (2) of your organization signatories	



CAPITAL/OPERATING FUNDING APPLICATION

AINCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

SECTION C

PROJECT DETAILS



CAPITAL/OPERATING FUNDING APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

SECTION D		BUDGET SHEET	
ESTIMATED FUNDING /REVENUE SOURCES			
Project Income	Dollar Amount		
Municipal Grant Requested			
Provincial Assistance (Attach support letter)			
Federal Assistance (Attach support letter)			
Applicant Contribution			
Corporate Sponsorship			
Fundraising Activities			
Other			
Other			
TOTAL ESTIMATED FUNDING/REVENUE SOURCES		\$	
ESTIMATED EXPENDITURE			
Expense	Dollar Amount		
Contractor/Supplier:			
Contractor/Supplier:			
Contractor/Supplier			
Other			
Other			
Other			
Other			
Other			
Other			
Other			
Other			
Other			
Other			
Other			
Other			
TOTAL ESTIMATED EXPENDITURES		\$	
EXCESS OF REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES)		\$	



CAPITAL/OPERATING FUNDING APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

SECTION E

CONSENT TO AUDIT

This section is a legal requirement and must be completed.

We confirm that any funds received as a result of this application will be used only for the purpose and quotes for which they were approved and that we will send copies of all invoices and bank statements proving they have been paid. We will return any money we do not spend to the Cape Breton Regional Municipality.

We agree to use the funds by March 31st of year receiving them unless written approval to exceed the time limit is received from the CBRM Sustainability Committee.

We acknowledge that The Cape Breton Regional Municipality may audit or inspect our organization's books, accounts and data systems. We agree to provide The Cape Breton Regional Municipality with relevant proof of expenditures to satisfy the audit requirements.

We agree that in the event of any audit irregularity, breach of condition or sponsorship/financial arrangement with CBRM being discovered, we will immediately return part or all of the grant as required by CBRM at its absolute discretion (at our expense).

We declare that the information provided in this application is true and correct to the best of our knowledge and that we have the authority to make this application on behalf of our organization.

By submitting this application, you authorize CBRM Recreation to make inquiries into the banking and business/trade references that you have supplied.

SECTION F

SIGNATURES

Signature		Signature	
Name and Title		Name and Title	
Date		Date	

ALL APPLICATIONS MUST BE SUBMITTED IN PERSON TO:
CAPE BRETON REGIONAL MUNICIPALITY CITIZEN SERVICE CENTRE
320 ESPLANADE, 1ST FLOOR
SYDNEY, NS B1P 7B9
MONDAY TO FRIDAY 9:00 AM TO 4:00 PM

Submission Date: _____ Submitted by: _____

Received On: _____ Received by: _____