



## **GRANTS TO ORGANIZATIONS APPLICATION GUIDELINES**

Municipality of the District of St. Mary's Box 296, 8296 Highway 7, Sherbrooke, NS B0J 3C0  
Phone: (902) 522-2049 Fax: (902) 522-2309 Email: [council@saint-marys.ca](mailto:council@saint-marys.ca)

---

### **Overview**

The Municipality of the District of St. Mary's provides grants to organizations annually through an application process to Council with focus on capital projects. Organizations must be active with Registry of Joint Stocks and must be located within the Municipality or serve/benefit residents within the Municipality.

### **Grant Timing**

Grant applications are accepted until February 15<sup>th</sup>.

### **Grant Eligibility**

- Organization must be within the Municipality or serve/benefit residents within the Municipality.
- Organizations must be active with registry of joint stocks - or – provide evidence of incorporation under the Societies Act of Nova Scotia and identify how long the applying organization has existed, or if co-sponsored similar proof from the co-sponsoring organization.
- Organizations are only eligible if they have not received the grant within the last two years.

### **Grant Criteria**

- Grants to Organizations focus on capital projects, program costs are eligible if they are not ordinary operating costs of an organization.
- A demonstrated need must be shown to exist and shall be the deciding factor for approval. Need shall be defined as a situation where applicant does not have sufficient resources to carry out a particular activity, task, or service to the community.
- Organizations may be requested to make a presentation on their request Council.
- Grants are meant to be of a specific nature and shall not be construed as being a regular or annual occurrence.
- Any group or project cannot exceed funding of more than 50% of the total funds allocated in the Grants to Organizations category.
- Funds are not to be used for any personal gain or for any commercial or private enterprise.
- There is a minimum total project of \$2000 for the applicant with the potential to receive up to 50% funding from the Municipality.

### **Documents to Include with the Application**

- Most recent Annual Financial Statement (Income Statement and Balance Sheet) – along with a copy of the Motion where the statements were approved by your organization.
- Current Year to Date Income Statement.

### **Notification & Grant Distribution**

- If the organization receives more than \$1000, 80% of the funds will be distributed in August. The remaining 20% will be released after reporting all expenses of the project and completing the Grants to Organization Funding Evaluation which is due by February 15<sup>th</sup>, 2025.

### **Reporting**

If the Organization receives \$1000 or more the Grants to Organization Funding Evaluation Form must be completed by February 15<sup>th</sup> of the current fiscal year.



# GRANTS TO ORGANIZATIONS APPLICATION FORM

Municipality of the District of St. Mary's Box 296, 8296 Highway 7, Sherbrooke, NS B0J 3C0  
Phone: (902) 522-2049 Fax: (902) 522-2309 Email: [council@saint-marys.ca](mailto:council@saint-marys.ca)

Organization:	
Registry of Joint Stocks #:	
Contact Person:	Contact Phone #:
Address:	
Email:	
Total Project Cost:	Total Funding Request:
Has the organization secured 50% of the total project costs? <input type="checkbox"/> Yes <input type="checkbox"/> No	

*Should more space be required, please use a separate piece of paper, and ensure it is attached to the application.*

Description of the Organization and Major Activities:

---

---

---

---

---

---

---

---

---

---

Outline event/activity/project that the organization is requesting funding for:

---

---

---

---

---

---

---

---

---

---

List any other sources of outside funding known to date for the above event/activity/project:

---

---

---

*Please check that the following documents are attached to the application:*

- Most recent **Annual Financial Statement** (Income Statement and Balance Sheet) – along with a copy of the Motion where the statements were approved by your organization.
- Current **Year to Date Income Statement.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date