

Village of Chester Grant Policy

Updated September 14, 2022

Background

Under the Municipal Government Act, Villages in Nova Scotia have the authority to advertise the opportunities of the village for business, industrial and tourism purposes and encourage tourist traffic, with power to make a grant to a non-profit society for this purpose. This is the only grant giving authority held by the Village.

Policy Objective

The objective of the grant policy is to:

- Support activities that advertise opportunities for the Village of Chester and its residents to grow, flourish, and prosper
- To encourage tourism growth in a way that also
 - engages citizens of the Village in the celebration of our heritage, culture, and natural environment
 - promotes inclusion and engagement of citizens from a wide variety of backgrounds, experiences, and socio-economic perspectives
 - supports civic leaders to be innovative and creative in benefiting local community
 - creates a range of experiences and interactions for visitors that encourage ongoing and repeat interactions with the Village and its residents, businesses, and organizations

Principles

The grant policy is based on the following:

- activities (e.g. festivals, art retreats, concerts, markets, etc.) should be celebratory in nature
- activities should help to grow the local tourism sector in a way that enhances the visitor experience and makes our community a more appealing destination
- the development of partnerships is important, and priority will be given to projects that encourage participation and funding by a variety of sources
- funding is dependent on both the assessment of the project's fit with the interests of the Village, and also the availability of funds within the annual budget
- funding priority will be for costs associated with implementation of an event or item
- Funds are approved only for the project submitted. Requests for changes to project plans, timelines, or new projects must be made in writing in advance of any spending.
- Unused project funds must be returned to the Village Office for redistribution.

Eligibility

- Organizations are only eligible for one grant from the Village each fiscal year
- The maximum amount available to any one organization is \$5000 annually
- If the request is for a contribution to a larger project, there must be a feasible overarching project plan and budget
- Only nonprofit organizations are eligible for funding. Applicants may partner with others in the undertaking of the activity, or apply for funding to support their participation in an activity run by another party
- The project, activity or event must be designed to enhance the visitor experience or increase the appeal of the Village of Chester as a destination
- The project should respect the available village infrastructure (gathering space, parking, water, etc.)
- Applicants need to have a plan to attract visitors and participants to the event, while encouraging participation by Village residents
- Events which limit participation to members of an organization are not eligible for funding. Exceptions may be made where programs or initiatives are open to the public
- Churches /faith-based organizations are not eligible for funding.

Application Procedure

- Interested organizations must complete the Application for Grant and submit it to the Village Office
- Organizations who wish to make a presentation to a Commission meeting in addition to their application, may schedule up to 10 minutes for a presentation at a regular Commission meeting by contacting the Village Office
- Grant applications received by March 31 of each year will be reviewed during the month of April and considered for approval at the May meeting of the Village commission. Applications received after this deadline will be reviewed on an ad hoc basis based on the availability of designated funding

Evaluation

Applications will be reviewed using the following evaluation criteria:

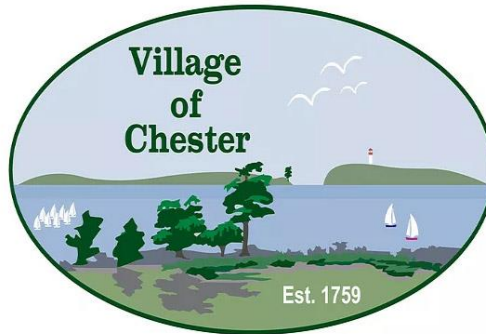
- Demonstrated impact to attract tourism
- Benefit to the community at large
- The organization has a demonstrated financial need for grant funding
- For large projects, evidence of project funding sources and partnerships other than the Village Commission
- The Village Commission reserves the right to approve or deny any project based on conditions and interests at the time of the application

Reporting

After project completion, organizations are required to submit a Report Form and financial information that explains how the funds were spent and what outcomes were achieved. Future funding will not be provided to organizations unless report forms are submitted

Approved: September 14, 2022

Motion # 22-109



**Village of Chester
Grant Application Request**

ORGANIZATION EVENT	
Name of Organization:	
Contact Person (print): Title:	
Mailing Address:	
Phone:	
Email:	
Registry of Joint Stocks #	
EVENT INFORMATION	
1. Brief summary of the purpose or objective(s) of your organization (i.e. mission statement):	
2. Please provide an outline of the project, its tourism perspective, and its benefits to residents.	

3. Contribution requested from the Village of Chester	
4. Please attach a project budget showing projected revenue and expenses broken out by categories (wages, supplies, food, etc.)	
5. Please note fundraising efforts and other partners approached for contributions	
6. If approved, how do you plan to spend funds received from the Village of Chester?	
7. Is your grant request time sensitive (for example, an event on a specific date)?	

8. Please attach additional information that may support your grant application, including recent financial statements or reports. Organizations may attached letters of support, reports from previous events, etc.

As an authorized representative of this organization, I apply for funding from the Village of Chester, and certify that to the best of my knowledge, the information contained in this application is true.

Signature: _____ Title: _____

Date: _____

If organizations have questions about the application form or would like to receive assistance in completing the form, please contact the Village Office at 902-275-4482

Completion Report

Following your event or upon the completion of your project it is requested that you provide a very brief report regarding the project and how the Grant money was spent. If a follow-up report is not received future requests may be affected.

Please forward applications and reports to the following:

Clerk/Treasurer
Village of Chester
PO Box 620
27 Pleasant Street
Chester NS
B0J 1J0

office@villageofchesterns.ca