

Community Festivals and Special Events Grant - 2025/26 Application Form

The Municipality of the County of Kings believes in supporting the work of community organizations through grants to registered non-profit organizations. Council has adopted a **Community Grants Policy** which can be found at www.countyofkings.ca/grants. Please review the policy for more details about the review and evaluation of applications as well as the grant awarding process.

To build pride and celebrate communities by showcasing achievements, culture and heritage, or to commemorate milestone anniversaries, the Community Festivals and Special Events Grant assists community organizations with the costs of festivals, fairs, or special events marking civic or national holidays, and other noteworthy events.

To be eligible, the event must be open to, and designed to serve the residents of the County, and recognize the unique character of communities across the County. Preference will be given to events within the Municipality of the County of Kings boundary, and those with no admission fee.

Maximum Assistance Available

The amount of assistance available is determined by the expected attendance and the consecutive number of days of the in-person event.

Festivals, fairs, or special events	Up to 25% of estimated costs to a maximum of \$1,000 per day and \$2,000 for the entire event
Major Event	Up to \$2,000 per day to a maximum of \$10,000 for the entire event.
* To qualify for Major Event the must be an expected attendance of 5,000 or more for the duration of an event that happens over multiple consecutive days.	
*Eligible days must have at least 4 hours of programming provided or endorsed by the host organization.	

Please be sure to review the Community Grants Policy for more detailed information and eligibility.

Application Deadline

Applications must be received no later than 4:30pm **April 1***

**On April 1 all applications received will be reviewed and considered for funding; should any funds remain after this date, applications will continue to be accepted until the program end date of March 31, 2026 or until such time as the budget has been fully expended. We encourage you to apply early and seek assistance as required.*

Applications must be submitted on this form with all required information by the deadline. It is the sole responsibility of applicants to submit a complete application. Failure to submit a complete application by the deadline will exclude the application from consideration. Please note that submission of a request does not guarantee any funding.

Submission

Please deliver your complete application and any accompanying documents by mail or e-mail to:	
Mailing Address:	Municipality of the County of Kings Attn: Community Grants 181 Coldbrook Village Park Dr. Coldbrook, NS B4R 1B9
Email Address:	grants@countyofkings.ca

Evaluation

All grant applications are assessed independently by municipal staff after the grant deadlines.

Applications are evaluated based on three main criteria:

Criteria	Considerations
Budget Considerations	<ul style="list-style-type: none">• Accuracy,• Level of detail (for planned expenses and income),• Efforts toward fundraising and securing other funding,• Reasonability, and• Financial viability of the project and applicant organization.
Community Impact	<ul style="list-style-type: none">• Project reach and capacity,• Extent the project it addresses a community need,• Availability of public access,• Added value to residents,• Degree of cooperation and collaboration between community groups, and• Contribution of volunteers.
Organizational & Project Effectiveness	<ul style="list-style-type: none">• Sustainability and viability of the organization and project,• Efficient use of resources,• Legacy of the project and applicant organization.

Estimated Timeline for the 2025/26 Community Festivals and Special Events Grant

April: Applications will be reviewed for completeness and eligibility by Municipality of the County of Kings Grants Administrator.

May: Evaluation of all applications to the program by Municipality of the County of Kings staff.

May/June: Final grant allocations approved by Municipality of the County of Kings Chief Administrative Officer; communication to all applicants, including distribution of cheques for successful grants.

Project Reporting/Accountability

Grant recipients are required to submit a report on the use of municipal funds.

The Policy establishes that accountability requirements are based on the amount awarded (see Section 3.37 of the Policy for more details):

- Awards of \$7,500 or less are required to submit a summary of how the funds were used.
- Awards of more than \$7,500 and less than \$30,000 will require proof of actual expenses and payment

Failure to submit accountability reports by the required deadline will result in remaining funds being withheld and render the organization ineligible for future program applications until such time that the necessary reports are received. Grants will be revoked should there be a misappropriation of funds or misrepresentation by the receiving organization.

If you have any questions staff are available to assist you. Please contact the Grants Administrator at,

E-mail. grants@countyofkings.ca

Phone. 902-690-6191

Section 1 - Applicant Information

Applicant Organization Name	
Primary Contact at Organization	
Organization's Mailing Address	
Organization's Physical Address (if different from mailing)	
Daytime Phone Number	
Email Address	

Section 2 – Total Request

Total estimated event cost	
Total amount requested	

Section 3 – About the Organization

What is the status of your non-profit organization?		Registered with the NS Registry of Joint Stocks as a non-profit club, association, society, or organization. Registry number: _____
		Registered Canadian Charity ID number: _____
		Municipal Government (Town or Village)
		First Nations' Government
		A school within the County of Kings affiliated with the AVRCE or CSAP
PLEASE NOTE: Awarded funding will be issued to the registered organization named in the Registry of Joint Stocks/Charity information		

<p>Tell us about the Organization. What is the mandate and what are the goals? What type of things does this organization do?</p>

Section 4 – About the Event

Event Name			
Event Date(s)			
# of Eligible days			
*Eligible days must have at least four (4) hours of programming provided or endorsed by the host organization.			
Event Location(s)			
Check one:	<input type="checkbox"/>	Festival, Fair, or Special Event	<input type="checkbox"/>
			Major Event
Estimated Attendance for the entire event			
Is your event accessible and open to the general public?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			No
Please provide a program, brochure, or other advertising material to outline the event			

<p>1. Provide a summary of the event and outline what are the grant funds needed for specifically?</p> <div style="background-color: #e6f2ff; height: 150px; width: 100%;"></div>
<p>2. Is this a new event for the organization? Does this event build community pride by celebrating or showcasing a unique aspect of the area?</p> <div style="background-color: #e6f2ff; height: 150px; width: 100%;"></div>
<p>3. Describe the total funding for this event including any collaboration and fundraising. Using this funding model, can this event be expected to continue annually?</p> <div style="background-color: #e6f2ff; height: 150px; width: 100%;"></div>

4. Describe the total funding for this event including any collaboration and fundraising. Using this funding model, can this event be expected to continue annually?	
5. What does success look like for this event?	
6. How is this event advertised? Please provide brochure or flyer if possible.	

Section 5 – Budget & Funding of the Initiative

The Municipality requires financial information from applicants	
Check boxes to confirm this information has been included with your application	
Requests \$7,500 or less must provide:	
	1. A report of the organization’s financials (showing all revenues and expenses)
	2. A proposed budget/income statement
Requests more than \$7,500 must provide:	
	1. A current balance sheet
	2. A proposed budget/income statement

An **itemized budget** is **required** to accompany this application and must clearly identify:

1. The events total costs by pertinent category of expenditures;
2. All sources of funding including a comment to advise if pending, requested, or confirmed (including funding from Federal or Provincial governments);
3. All in-kind contributions/donations.

**** If you have estimated any of your costs, please explain the assumptions.**

Section 6 – Declaration

We are submitting this application for the purpose of obtaining financial assistance from the Municipality of the County of Kings. The statements contained in this application are, to the best of our knowledge, true and correct. We submit that all aspects of this proposed project will comply with existing municipal, provincial, and federal codes, guidelines, orders and laws. We acknowledge that any misrepresentation or misappropriation of funds will result in the grant being revoked.

We understand it is our responsibility, as the applicant, to ensure adherence to any Health Protection Act Orders or other provincial guidelines related to safety and/or gatherings.

We agree to allow representatives of the Municipality of the County of Kings to inspect the site of the project described in this application, to audit the books and records of the applicant, to make inquiries, and to obtain all pertinent information necessary to evaluate this application.

We understand that all or part of this application may be made available to the public in accordance with the federal Access to Information and Protection of Privacy Act and the provincial Freedom of Information and Protection of Privacy Act.

Organization President Name (Printed):	
Organization President Signature:	
Date:	
Organization Secretary/Treasurer/Authorized Member Name (Printed):	
Organization Secretary/Treasurer/Authorized Member Signature:	
Date:	

To ensure a complete application, please use the check boxes below:

<input type="checkbox"/>	All previous years grants have been closed (as applicable)
<input type="checkbox"/>	Application form is complete and signed
<input type="checkbox"/>	Organization’s Financial Information is attached
<input type="checkbox"/>	Budget for the project/program/initiative is attached
<input type="checkbox"/>	Additional Supporting material attached as applicable