



Background

Under the Municipal Government Act, Section 423(1)(k), 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 for the Village under the Municipal Government Act.

Objective

The Village of Baddeck seeks, through the grant policy, to provide financial support to applicants that provide programs, services or activities that enhance the quality of life for residents of the Village of Baddeck and encourage economic growth. Support may be given in the form of a financial contribution or as 'in-kind services' such as staff support. This support is provided in recognition of the value these groups and organizations provide to the growth and well-being of the community. The Village aims to:

- Encourage economic growth while engaging the residents of the Village in the celebration of our heritage, culture and natural environment
- promote inclusion and engagement of residents and visitors from diverse backgrounds
- create a range of experiences and interactions for residents that encourages ongoing and repeat interactions with each other, local organizations, businesses and visitors

Principles

The grant policy is based on the following:

- activities should grow the local economic market in a way that enhances both resident and visitor experiences and makes our community an 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 the availability of funds within the annual budget
- 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 grant fund for distribution (amongst approved applicants) in one fiscal year is 4% of the projected annual tax revenue. Unsubscribed funds at year end will not carry over from year to year.
- If the request is for a contribution to a large project, there must be a feasible overarching project plan and budget. A project is considered large when the project estimate is \$10,000 or greater.
- Applicants may partner with others in the undertaking of the activity, but each activity/undertaking will only receive one funding allotment.
- The project, activity or event must be designed to enhance the appeal of the Village of Baddeck as a destination for visitors, residents and business.
- 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 a society are not eligible for funding.

Application Procedure

- Interested groups/organizations must complete the Application for Grant (Appendix A) and submit it to the Village Office.
- Groups/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.

Evaluation

Applications will be reviewed using the following evaluation criteria:

- demonstrated impact to attract tourism, business, or support well-being of residents
- benefit to the community at large
- society 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. Funding is dependent on both the assessment of the project's fit with the interests of the Village and on the availability of funds within the annual budget. Partial funding of application may occur.

Funding applications will be accepted for the following categories:

A. Program & Event Grants

- Fund events, programs, projects or activities that enhance, support, promote, educate/inform, celebrate, preserve or provide access to:
 - o Arts/Culture/Community Heritage
 - o Community Beautification/Environmental Sustainability
 - o Community Health and Wellness
 - o Youth/Seniors Support
 - o Tourism/Economic Development

B. Operating Grants

- Considered annually for groups with a mandate to deliver an ongoing service or program through a financial contribution or through the provision of staff support.
- Operating grants are not intended to support salaries or wages.
- Although operating grants may be granted annually, awarding of a grant for a single year does not guarantee continued funding

C. In-Kind Grants

- Supports the provision of village services at no cost or a reduced cost (i.e. staff support or hours, wharfage fees)



D. Capital Grants

- Monetary support for construction, remodelling or expansion of a facility or space or purchase of equipment.
- For larger projects, may be issued over two or more fiscal years

Reporting

After project completion, recipients 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 past recipients unless report forms are submitted.

Disbursement of Grant Fund Monies

Grant fund monies shall be disbursed to the successful applicants in such manner and upon such conditions as the Village determines and set out in writing to the applicants from time to time. If the allocated grant fund has remaining funds available after assignment annually at the regular monthly meeting in May, funds may be distributed after that, upon application, on a first come, first served basis.



Appendix A – Application for Grant

Applicant Information

Applicant/Organization Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Website (if applicable): _____

Registered Non-Profit Society Number (if applicable): _____

Grant Category

Please select one category:

☐ Program & Event Grant

☐ Operating Grant

☐ In-Kind Grant

☐ Capital Grant

Project Information

Project/Event/Program Name: _____

Project Start Date: _____

Project Completion Date: _____

Location of Project/Event: _____



Project Description

Provide a brief description of the proposed project, event, activity, program, or service.

Community and Economic Impact

Describe how the project will:

A. Enhance the Village of Baddeck as a destination for visitors, residents, and/or businesses

B. Benefit the community at large

C. Encourage participation by Village residents

D. Attract visitors and/or support tourism and economic development



Partnerships and Other Funding

List any project partners/organizations and their role in the project.

Funding Sources

Source & Amount Requested/Confirmed

Village of Baddeck \$ _____

Applicant Contribution \$ _____

Other Grants \$ _____

Sponsorships/Donations \$ _____

Other (describe) \$ _____

Grant Request

Amount Requested from the Village of Baddeck

\$ _____

Nature of Assistance Requested

☐ Financial Contribution

☐ Staff Support

☐ Equipment/Facility Support

☐ Fee Waiver (please specify): _____

☐ Other: _____



Large Projects (Projects Estimated at \$10,000 or More)

If the total project cost is \$10,000 or greater, please attach:

- ☐ Detailed Project Plan
- ☐ Detailed Budget
- ☐ Confirmation of Other Funding Sources
- ☐ Partnership Agreements or Letters of Support (if applicable)

Project Budget

Revenue

Revenue Source & Amount

Village Grant Request \$ _____ Other Grants \$ _____

Sponsorships \$ _____ Fundraising \$ _____

Applicant Contribution \$ _____

Other (describe) \$ _____

Total Revenue \$ _____

Expenses

Expense Item Description & Amount

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Expenses \$ _____



Previous Funding

Has your organization received funding from the Village of Baddeck within the last fiscal year?

☐ No

☐ Yes

If yes, please provide details:

Declaration

I certify that the information provided in this application is true and complete to the best of my knowledge.

I understand that:

- Grant funds must be used only for the approved project or purpose.
- Any significant changes to the project must be approved by the Village in writing before funds are spent.
- Unused grant funds must be returned to the Village.
- A final report and financial information must be submitted upon completion of the project.
- Failure to submit required reporting may affect future funding eligibility.

Authorized Representative Name: _____

Position: _____

Signature: _____

Date: _____



For Office Use Only

Date Received: _____

Application Complete: ☐ Yes ☐ No

Category: _____

Amount Requested: \$ _____

Amount Approved: \$ _____

Commission Decision Date: _____

Comments:

Approved By: _____

Date: _____