

COMMUNITY GRANTS PROGRAM APPLICATION FORM

Questions? Contact the team at **nonprofitgrants@halifax.ca** or **902.497.0479**.

Application deadline: March 31, 2026 **please review the Guidebook before applying.*

1. Registered name of the applicant organization:

2. Organization's mailing address:

3. Project location:

4. Point of contact for your organization

Name:

Phone:

Email:

5. Non-profit/charitable status registration number *(if applicable)*:

- ☐ Society registered with the Nova Scotia Registry of Joint Stock Companies
#
- ☐ Co-operative registered with the Nova Scotia Registry of Joint Stocks
Companies
#
- ☐ Non-profit incorporated under the NFP Act with Corporations Canada
#
- ☐ Canadian charity registered with the Canada Revenue Agency
#
- ☐ Non-profit incorporated under an act of the Nova Scotia Societies Act
#

6. Funding Category *(select one)*:

- | | |
|--|---|
| <input type="checkbox"/> Community Arts | <input type="checkbox"/> Environment and climate change |
| <input type="checkbox"/> Community histories | <input type="checkbox"/> Leisure |
| <input type="checkbox"/> Diversity and accessibility | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Emergency assistance and neighbourhood safety | |

7. Describe the project your organization wants to do and the people the project aims to serve. Attach additional info/documents (max. three pages):

8. Amount requested from the Community Grants Program

\$:

9. Will receive other funding from the municipality:

- ☐ **Yes**
☐ **No**
☐ **Yes but not yet confirmed**

10. Project budget (part one) *Include all possible sources of funding for your project.*

Source of funding	Amount (\$)	Confirmed? Check one:	
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
Total project costs (\$)			

11. Project budget (part two) <i>Please list items and costs of the project.</i>	
Item description	Amount (\$)
Total cost of project <i>(should equal total funding sources)</i>	\$
12. Please include the following with your application	
<input type="checkbox"/> Financial statements Your organization's annual financial statements for last year. Statements must include all revenues, expenses, assets and liabilities. Do not submit statement and income and expenditure forms used to renew organization's renewal of registration with the Nova Scotia Registry of Joint Stocks for your annual non-profit registration.	
<input type="checkbox"/> Quotes for capital projects Capital projects must include quotes from at least two providers. If only one quote is provided, please explain why an additional quote was not included.	

***Applicants, please be advised that extracts from a submitted grant application may be cited in a public report.**

Collection & use statement

In accordance with Section 485 of the Municipal Government Act (MGA), any personal information collected on this application form will only be used by municipal staff and, if necessary, individuals and/or organizations under service contract with the Halifax Regional Municipality for purposes relating to the administration of the Community Grants Program.

If you have any questions about the collection and use of your personal information, please call 311 or email contactus@311.halifax.ca.

Conditions of approval

If a Community Grant is approved by Council, the grant is subject to conditions that will be set out in the written notification to the recipient at the time of approval, including the following:

1. A grant awarded under this program shall only be used for the project as set out in the application and approved.
2. The expenditures shall be made in the same fiscal year (April 1 – March 31) in which the grant was approved unless an extension has been approved in accordance with the Community Grants Program Administrative Order.

3. No portion of a grant awarded under this program may be used for ineligible expenditures as set out in the Community Grants Program Administrative Order.
4. The grant recipient shall submit a final report by the reporting deadline set out by the municipality, which shall include proof acceptable to the municipality of expenditures funded using the grant.
5. Any surplus funds of \$50 or more remaining at the time of the final report shall be returned to the municipality when the final report is submitted.

Note: Failure to comply with the conditions of the grant may result in ineligibility for such a grant in future years in accordance with the program's applicable administrative order.

Waiver

We submit this application for approval of a community grant with the full knowledge and authorization of the applicant organization and hereby certify that we are the authorized signing officer(s) of the applying organization (at least one of which is a member of the Board of Directors) and that this application is true and accurate to the best of our knowledge. We have read and understood this form and agree to the conditions of approval.

Signature:

Date:

Printed name:

Signature:

Date:

Printed name: