

# Community Grants Program Application Form

If you have any questions, please contact the Grants and Contributions team at [nonprofitgrants@halifax.ca](mailto:nonprofitgrants@halifax.ca) or 902.497.0479.

**Application deadline:** March 31, 2025 – please review the program guidebook

## 1. Registered name of applicant organization

## 2. Mailing address

## 3. Project location

## 4. Contact person

Name:

Phone number:

Email address:

## 5. Please provide applicable non-profit or charitable status registration number

Non-profit society registered with the Nova Scotia Registry of Joint Stock Companies

# \_\_\_\_\_

Non-Profit association incorporated under the Co-operatives Associations Act (1989) and registered with the Nova Scotia Registry of Joint Stocks Companies

# \_\_\_\_\_

Non-Profit incorporated registered with Industry Canada

# \_\_\_\_\_

Canadian charity registered with the Canada Revenue Agency

# \_\_\_\_\_

Non-profit organization incorporated under an Act of the Nova Scotia Legislature or an Act of the Parliament of Canada.

# \_\_\_\_\_

**6. Check a funding category (select only one).**

Community arts

Environment and climate change

Community histories

Leisure

Diversity and accessibility

Recreation

Emergency assistance and  
neighbourhood safety

**7. Describe the project your organization wants to do and the people the project aims to serve. Attach additional information if required (*maximum three pages*):**

<b>8. Amount requested from the Community Grants Program.</b> \$:	<b>9. Will receive other funding from the municipality?</b>  Yes No Yes, not confirmed
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**10. Project budget (part one):** Please include all possible sources of funding for your project

Source of funding	Amount (\$)	Confirmed?	
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
<b>Total project cost (\$)</b>	<b>\$</b>		

**11. Project budget (part two):** Please list items and costs of the project

Item description	Amount (\$)
<b>Total cost of project (should equal total funding sources)</b>	<b>\$</b>

**12. Please include the following with your application:**

**Financial statements**  
 Your organizations annual financial statements for last year. Statements must include all revenues, expenses, assets and liabilities. Please 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.

**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.

**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](mailto: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

Failure to comply with the conditions of the grant may result in ineligibility for such a grant in future years in accordance with the *Community Grants Program 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:

Print:

Date:

Signature:

Print:

Date:

# Application Deadline: March 31, 2025

## Submitting your application

Please make sure you have completed all information required including the attachments. Applications may be submitted in full by any of the following methods:

### Mail

Community Grants Program  
HRM Finance – Grants and Contributions  
PO Box 1749  
Halifax, Nova Scotia B3J 3A5

### Courier

Community Grants Program  
HRM Finance – Grants and Contributions  
1st Floor Customer Service Centre  
40 Alderney Drive  
Dartmouth, Nova Scotia B2Y 2N5

### In Person

Applications may also be dropped off at any municipal customer service centre. Locations can be found here: [halifax.ca/home/311#ContactCentres](http://halifax.ca/home/311#ContactCentres)

### By email

Applications can be emailed to [nonprofitgrants@halifax.ca](mailto:nonprofitgrants@halifax.ca). A fillable application is available on the [Community Grants Program website](#) or by request. Please ensure you receive confirmation of receipt.

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## NOTICE

- ensure you have completed all information required in sections 1 through 12
- ensure you receive a confirmation of receipt within two weeks of your submission – if not please contact staff
- if applicable, your non-profit has submitted the required final report from a previously awarded grant