

Community Grants Program Application Form

If you have any questions, please contact the Grants and Contributions team at 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 information:

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.

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6. Select one funding category:

- Community arts
- Community histories
- Diversity and accessibility
- Emergency assistance and neighbourhood safety
- Environment and climate change
- Leisure
- Recreation

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

Empty space for describing the project and its beneficiaries.

8. Amount requested from the Community Grants Program.

\$:

9. Will receive other funding from the municipality:

- Yes
- No
- Yes, not confirmed

10. Project budget (part one): Please include all possible sources for your project.		
Source of funding	Amount (\$)	Confirmed?
		Yes No
		Yes No
		Yes No
		Yes No
		Yes No
		Yes No
Total project costs (\$)	\$	
11. Project budget (part two): Please list items and costs of the project.		
Item description	Amount (\$)	
Total cost of project (should equal total funding sources)	\$	

12. Please include the following with your application

Your organization's 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 processing of the Community Grants Program survey results. If you have any questions about the collection and use of your personal information, please call 311 or email contactus@311.halifax.ca.

Applicants are advised that extracts from an application may be cited in a public report.

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:

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

By email:

Applications can be emailed to nonprofitgrants@halifax.ca. A fillable application is available on the [Community Grants Program website](#) or by request.

Notice:

- ensure you have completed all information required in Sections 1 through 12
- ensure you receive confirmation of receipt within two weeks. If not, please contact staff
- if applicable, your non-profit has submitted a required final report from a previous grant