

Application Deadline: January 31, 2024 - Please review the Program Guidebook before applying

Name of Applicant Organization:		Registration Number(s):					
<input type="checkbox"/> non-profit society under the <i>Societies Act</i> <input type="checkbox"/> non-profit association incorporated under the <i>Co-Operative Associations Act</i> <input type="checkbox"/> not-for-profit corporation under the <i>Canada Not-for-profit Corporations Act</i> <input type="checkbox"/> charity incorporated <i>under the Canada Revenue Agency (Canada)</i> . If incorporated under an Act of the Nova Scotia Legislature provide the name of the Act (including year or section as applicable):							
Official Name of Museum:		Civic Address of Museum:					
<input type="checkbox"/> Seasonal (operates minimum of 3 months) <input type="checkbox"/> Year-round							
Applicant Contact: Name, mailing address, telephone number and email address.							
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;">Operating Grant Category: Tier 1</td> <td style="width: 25%;">Tier 2</td> <td style="width: 25%;">Tier 3</td> <td style="width: 25%; text-align: right;">Select only one</td> </tr> </table>				Operating Grant Category: Tier 1	Tier 2	Tier 3	Select only one
Operating Grant Category: Tier 1	Tier 2	Tier 3	Select only one				
Tier I: available to a community museum with annual core operating expenditures averaging \$25,000 per year or above over the three years immediately preceding application to the program, or an application for continuation of funding, up to a maximum of \$25,000 per fiscal year. Tier II: available to a community museum with annual core operating expenditures averaging more than \$10,000 per year over the three (3) years immediately preceding application to the program, or an application for continuation of funding, up to a maximum of \$15,000 per fiscal year; and Tier III: a developmental award available to a community museum with annual core operating expenditures averaging \$10,000 or less over the three (3) years immediately preceding application to the program, or an application for continuation of funding, up to a maximum of \$5,000 per fiscal year.							

Amount of Grant Requested:

Mandatory Submission Information: Upon *initial application* to the program an applicant must include the following documentation:

- Itemized financial statements for the preceding three (3) years including all revenues, expenses, assets and liabilities. Clearly identify expenditures directly associated with museum operations from any other function of the organization. See: Guidelines for Presentation of Financial Information in program guidebook.
- List any indirect or in-kind assistance not identified in the organization’s financial statement(s).
- Proof of property ownership (e.g. deed) or a copy of the lease or license agreement in effect as of the date of application.
- Affix a copy of organizations Articles of Incorporation and a list of current members of the Board of Directors.
- Projected Museum Revenues and Expenses. See Guidebook.

Applicants are encouraged to include a brief cover letter describing the organization’s mandate and operations, the intended use of municipal funds or priority expenditures, visitation, or program data as applicable, or any particular challenge that you wish to bring to the attention of the review team. The brief should be no more than 8 pages. If the review team require additional information or confirmation an applicant will be contacted.

Declaration of Collection Ownership and Authorization:

I hereby certify that all statements, both written and verbal, made on behalf of the organization’s Board of Directors in relation to and affixed to this application to the Halifax Regional Municipality, including ownership of the collections permanently housed at the location identified as the community museum operated by the organization, are true and accurate and it is understood that any misrepresentation of material facts may lead to the disqualification of this application or repayment of all or a portion of any funds issued pursuant to this grant application.

Name (please print)

Signature

Date

In accordance with the *Municipal Government Act*, any personal information collected in this application will only be used and disclosed by municipal staff for internal purposes relating to the Community Museums Grant Program. If the application is to be disclosed to an external party the personal information (address, telephone, or email) will be redacted. Inquiries re: the collection and use of information may be directed to the Access & Privacy Office at accessandprivacy@halifax.ca.

Date Received:

Staff Initial:

Delivery of Applications:

Applications can be mailed to:

Grants and Contributions

HRM Finance & Asset Management

PO Box 1749, Halifax, Nova Scotia B3J 3A5

Applications delivered by courier should be directed to:

Grants and Contributions

HRM Customer Service Centre - 1st Floor

40 Alderney Drive, Dartmouth, Nova Scotia

Applications can be dropped off at any HRM Customer Service Centre.

For the address of a centre near you see: <https://www.halifax.ca/home/311#ContactCentres>

Applications can be e-mailed to nonprofitgrants@halifax.ca