

**Municipality of the County of Colchester**  
**Application Form - Grants to Non-Profit Organizations**



**Deadline for Submission: January 31, 2025**

Prior to completion of this application, please review the following by clicking on website link to review each document:

[Grants & Funding - Municipality of Colchester](#)

- 1) Policy – Grants to Non-Profit Organizations
- 2) Guidelines - Grants to Non-Profit Organizations
- 3) Financial Reporting - Grants to Non-Profit Organizations

<b>1. Name of Registered Non-Profit Organization</b>	
<b>2. Mailing Address</b>	
<b>3. Civic Address (if different from mailing address)</b>	
<b>4. Organization Website or Facebook Page:</b>	
<b>5. Contact Person (Primary)</b>	
Name:	
Phone Number (Primary Daytime):	Phone Number (Secondary Daytime):
Email Address:	
<b>6. Contact Person (Secondary)</b>	
Name:	
Phone Number (Primary Daytime):	Phone Number (Secondary Daytime):
Email Address:	
<b>7. What geographic area is serviced by your organization?</b>	

<b>8. Non-Profit or Charitable Status Registration Information</b> <i>Provide information on the status that is applicable to your organization</i>			
<b>Non-Profit Registered with the Nova Scotia Registry of Joint Stock Companies</b> <i>(Example 7-digit number: 0000000)</i>			
Provide Registration Number:			
<b>Registered Charity with the Canada Revenue Agency</b> <i>(Example: 0000000000 RR 0001)</i>			
Provide CRA Number:			
<b>Affiliated with a Religious Organization</b> <i>(Click on the box that pertains to your organization)</i> <i>As per policy item 4.b. Funding applications from religious organizations or for assets owned by religious organizations are <b>not</b> eligible.</i>			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>9. Funding</b>			
a) Amount of funding requested <b>(\$5000.00 maximum):</b>			
b) Does your organization own the facility you are upgrading and/or repairing?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
c) If yes, specify the owner(s) <u>and</u> provide a copy of the lease or deed with your application:			
d) How will the requested grant funds be used?			
<ul style="list-style-type: none"> <li>• <i>Capital Projects - build upon, maintain or improve the property, building, or equipment</i></li> <li>• <i>Program/Service - cost of expenses to carry out program/service</i></li> </ul>			
Capital Projects	<input type="checkbox"/>	Program/Service	<input type="checkbox"/>
e) Do you have written quotes for the requested capital project(s)? If yes, provide copies of quotes with your application.			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
f) How will your community benefit from this grant if approved?			

g) Describe the project (how the grant funds will be used and why):

h) Click on the box next to the grant(s) that you have received from the Municipality of the County of Colchester in the last **5 years**:

Grant	Yes	Grant	Yes
Annual Grant	<input type="checkbox"/>	Community Trail Funding Program	<input type="checkbox"/>
Community Events Grant Program	<input type="checkbox"/>	Not-for-Profit Insurance Program	<input type="checkbox"/>
Community Park Funding Program	<input type="checkbox"/>	Grants to Non-Profit Organizations	<input type="checkbox"/>

i) If your organization received funds last year through the **Grants to Non-Profit Organizations Program**, did you submit a **Post Grant Report Form**?  
If no, form must be completed prior to submitting this application.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**8. Financials - include the following with your application:**

Financials Required as per the policy:

- a) Current financial statement
- b) Balance sheet
- c) Income statement that indicates revenue sources for the organization
- d) Budget for the upcoming fiscal year and or/project budget

If your organization **does not** have the above financials prepared, refer to the following options that can be submitted with your application form:

- a) Click on the link below to our website where you can find templates for Financial Reporting: [Grants & Funding - Municipality of Colchester](#)

**OR**

- b) A copy of the most recent financials that were submitted to one of the below:
  - a. Nova Scotia Registry of Joint Stock Companies  
(Example: *Financial Report and Balance Sheet/Statement of Income and Expenditures*, website link: [financial-reports-en.pdf](#))
  - b. Canada Revenue Agency (Registered Charity)

**9. Acknowledgement**

I, the undersigned hereby state that, to the best of my knowledge, all information contained in this application form and any attachments are a true representation of our organizations proposed project.

Name of Representative	Signature of Representative
Position	Date

**Please submit this completed application form by January 31, 2025 by mail, in person, email or fax to:**

**Recreation Services (3rd Floor)  
Municipality of the County of Colchester  
1 Church Street  
Truro, Nova Scotia, B2N 3Z5**

**Email: [recreation@colchester.ca](mailto:recreation@colchester.ca) Fax: (902) 843-4065**

**If you have any questions, contact Craig Burgess at:  
Phone: (902) 897-3181  
Email: [cburgess@colchester.ca](mailto:cburgess@colchester.ca)**

<b>Application Checklist</b>	
<input type="checkbox"/>	<p>Did you provide us with your Registration Numbers for:</p> <p>a) Nova Scotia Registry of Joint Stock Companies</p> <p style="padding-left: 20px;">i. Example 7-digit number: 0000000</p> <p style="padding-left: 20px;">ii. <a href="#">RJSC Connect</a> (website - click on the link to search your organization)</p> <p><b>AND/OR</b></p> <p>b) Canada Revenue Agency Charity Number</p> <p style="padding-left: 20px;">i. (Example: 0000000000 RR 0001)</p> <p><b>Only non-profit organizations that are incorporated or registered charities in good standing with the Registry of Joint Stock Companies and/or Corporations Canada are eligible to apply for a grant of \$5,000 or less as per Grants to Non-Profit Organizations Policy.</b></p>
<input type="checkbox"/>	<p>Did you provide us with the following financial statements as per the policy:</p> <p>a) Current financial statement</p> <p>b) Balance sheet</p> <p>c) Income statement that indicates revenue sources for the organization</p> <p>d) Budget for the upcoming fiscal year and or/project budget</p> <p><b>OR</b></p> <p>e) Click on the link below to our website where you have can find templates for Financial Reporting: <a href="#">Grants &amp; Funding - Municipality of Colchester</a></p> <p><b>OR</b></p> <p>f) A copy of the most recent financials that were submitted to one of the below:</p> <p style="padding-left: 20px;">i. Nova Scotia Registry of Joint Stock Companies (<i>Example: Financial Report and Balance Sheet/Statement of Income and Expenditures, website link: <a href="#">financial-reports-en.pdf</a></i>)</p> <p style="padding-left: 20px;">ii. Canada Revenue Agency (Registered Charity)</p>
<input type="checkbox"/>	<p>Did you provide us with the following property information?</p> <p>a) Copy of property lease or deed</p> <p>b) Specified the owner(s)</p>
<input type="checkbox"/>	<p>Did you provide written quotes for requested “capital projects”?</p>
<input type="checkbox"/>	<p>If your organization received funds last year through the <b>Grants to Non-Profit Organizations Program</b>, did you submit a Post Grant Report Form?</p> <p>a) If the form was <b>not</b> submitted, it must be received by Recreation Services prior to submitting this application as per the policy.</p> <p>b) Website link to Post Grant Report Form: <a href="#">Grants &amp; Funding - Municipality of Colchester</a></p>

Website link below for more information on our Grants and Funding Programs available

[Grants & Funding - Municipality of Colchester](#)