



# Community Events Grant Program Guidelines 2025-2026

Municipality of the County of Colchester

The Municipality of the County of Colchester values the services provided by local non-profit organizations and the positive impact they have on our community. **Please refer to the Community Events Grant Program Policy for more information.**

## **OBJECTIVES:**

The Community Events Grants Policy enables a program of contribution grants to organizations for the establishment and sustainability of events and festivals that create community and/or economic benefits for the Municipality of the County of Colchester. The intent of these grants is to assist with the one-time or early years' costs of these festivals rather than provide long-term funding.

## **ELIGIBILITY:**

1. 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
2. Your organization must provide us with your Registration Numbers for:
  - a) Nova Scotia Registry of Joint Stock Companies
    - i. Example 7-digit number: 0000000
    - ii. [RJSC Connect](#) (website - click on the link to search your organization)

## **AND/OR**

- b) Canada Revenue Agency Charity Number
    - i. (Example: 0000000000 RR 0001)
3. Organizations must demonstrate that their activities will benefit citizens of the Municipality.
4. Recipients are eligible for a **maximum of three grants over the life of the event** or festival.
5. Applications from religious or political organizations or for assets owned by religious organizations are **not** eligible.
6. Organizations must provide the financials required as per the policy:
  - a) Income and expenses budget for the upcoming event.

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

- a) Click on the link to our website where you can find the ELECTRONIC *Financial Reporting - Community Events Grant* template.
- b) Click on the link to our website where you can find the PRINTABLE *Financial Reporting - Community Events Grant* template.

## **FINANCIAL ASSISTANCE:**

There is no individual grant level set under the Community Event Grants Program, but applicants should be aware that the program is intended to assist multiple organizations with modest contributions.

## **APPLICATION PROCESS:**

- a) Complete and submit the application form with all required supporting documentation, compliant with Community Events Grant Policy.
- b) Refer to the Application Checklist located on the last page of the application to ensure you have all required documentation completed.
- c) Although applications will be received throughout the year, organizations are encouraged to submit their request in January to align with Municipal budgetary planning.

### **All applications must include the following:**

- 1) Name of the organization hosting the event
- 2) Event date
- 3) Amount of grant funds requested
- 4) What the grant funds will be used for
- 5) Estimated attendance at the event
- 6) Indication of whether the applicant organization has received grant funds from the Municipality of Colchester for the event in past years, noting funding amount of grant(s), year(s), and name of event(s)
- 7) Information on anticipated economic benefit for Colchester County, and indications of other funding sources for the event
- 8) Organizations may be required to present their grant request in person before Council.

## **APPROVAL PROCESS:**

Upon submission, applications are reviewed by Recreation Services staff for completeness and eligibility for event activities.

- a) Recreation Services staff have the authority to deny applications that do not meet stated criteria.
- b) Given this competitive process with limited funds available, only the grant applications that meet stated criteria will be considered for approval by Council.
- c) Applications identified as complete will be presented to Council for review and final approval.
- d) If a presentation to Council is required, applicants will be provided a date for their presentation by Recreation Services staff.

## **POST GRANT REPORTING:**

- a) Post Grant Report Forms must be completed for the year the funds were received, prior to eligibility for a subsequent grant. Information requested:
  - i. Progress report.
  - ii. Financial report.
  - iii. Proof of payment, invoices, receipts, cancelled cheques, etc.
  - iv. Photos and stories about the grant-supported project/activity.
- b) Recipients of funding that do not complete a Post Grant Report Form will not be considered for future funding.

## **CONFIDENTIALITY**

Applicants consent to the release of their name and the amount of support received under the Colchester Community Grant Program.

**You can find all information and forms on our website:**

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

**Please submit the completed application form by  
electronic submission via our online form  
OR 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:  
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