



## Municipality of the County of Colchester

### Not for Profit Insurance Funding Program

#### Guidelines

##### **Purpose**

To support not-for-profit groups and associations benefiting Colchester County who require financial assistance to acquire General Liability Insurance and Directors and Officers insurance coverage.

##### **Definition**

Not for Profit: Not-for-profit groups/associations are created to benefit the community. Activities of a not-for-profit organization must be primarily of a charitable nature without monetary gain. Directors, officers and/or members of a not-for-profit corporation must not own the corporation or its assets.

Association: A community group registered under the Nova Scotia Societies Act.

##### **Eligibility**

Must be a Not for Profit community organization or group.

##### **Evaluation Criteria**

Applications will be assessed on the basis of the following criteria:

- Groups must demonstrate that they are a not-for-profit group/association who exist to serve the communities of Colchester County

Priority will be given to recreation associations who have limited revenue and/or limited ability to raise funds.

Private membership organizations, service clubs and social service agencies are not eligible for funding. Churches and Day Care/Preschools will not be accepted.

Sport/Recreation organizations whose policy fall under their provincial or National Sport Organization and/or if individuals pay per participation will not qualify for funding.

Groups such as recreation, leisure, arts and culture, and community associations are eligible.

Tourism initiatives and festivals are eligible.

##### **Funding**

Applications must be submitted by the Association to Recreation Services by the final Friday of October of each year (one intake date per year).

Applications to be submitted to the Manager of Recreation Services for review. Any questions or request for assistance will be directed to the Manager of Recreation Services. Upon completion of review, a recommendation will be made to the Director of Community Development for approval.

Cheques will be issued to successful applicants by November 30th of each year.

Applicants must secure the remaining 50% funding at time of application.

Groups must apply for funding based on their current policy or quote.

Groups are encouraged to submit more than one quote for a new policy, including their current policy at time of their first application to the program. When a company will not provide to a group, the group should request confirmation of same and submit the confirmation of no quote to Recreation Services. Groups will be asked to submit new quotes for insurance every three years.

## **Documentation Required**

Applications must include the following:

- completed application form;
- more than one quote for a new policy or current policy with additional detailed quotes; (if possible)
- detailed annual budget for the association;
- list of the group's current board of directors;
- overview of the group's annual activities.

Once General Liability Insurance and/or Directors and Officers is secured, groups must submit a copy of their active policy to Recreation Services.

## **Application Review**

Applications must be submitted to Recreation Services by 4:30 p.m. on **October 22, 2021**  
Questions or requests for assistance should be directed to Recreation Services at 902-897-3181  
or [cburgess@colchester.ca](mailto:cburgess@colchester.ca).