



## Recreation and Active Living Micro-Grant Fund Application Form

Deadline to submit: February 28, 2024.

Date: \_\_\_\_\_

Project Name / Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

If approved, when will the project start & end? Start \_\_\_\_\_ Finish \_\_\_\_\_

Total Funding Requested: \$ \_\_\_\_\_ *Maximum Request: \$2,000*

Signature: \_\_\_\_\_ Registry of Joint Stocks # \_\_\_\_\_

Please answer the following questions in paragraph or point form:

Please provide a brief overview of your community project and explain how your project will help your participants develop new habits that will support ongoing regular movement as part of their daily lives.


Who is your target group (age ranges, families, abilities, etc.)?


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How will you reach your target group and include them in your project planning and/or leadership?


Will any other community organizations or individuals be involved? If yes, what will their role be (funding, logistics, venue, promotion, etc.)?


How will you measure the project success and report back (participation rates, feedback surveys, etc.)?


What is your organization's plan to sustain this initiative in the longer term (i.e., ongoing funds needed to run the program year after year)?


**Before you apply, it is suggested to contact the Municipality of the County of Richmond to discuss your proposed initiative and the application requirements.**

**Contact:** Danielle Martell, Community Development & Special Projects Officer  
[cdspofficer@richmondcounty.ca](mailto:cdspofficer@richmondcounty.ca); (902) 226-3982

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Please reference the Recreation and Active Living micro-grant guidelines for eligibility details

Total Initiative Budget		
Item Requiring Funding ( Examples: Training / Capacity Building , Equipment, Facility / Room/ Field Rent )	Expenditure Description	Amount
<b>TOTAL Expenditures:</b>		
<b>INELIGIBLE COSTS: The following expenditure items are ineligible and WILL NOT be funded.</b> <ul style="list-style-type: none"> <li>Promotion/Advertising</li> <li>Travel</li> <li>Hospitality items such as snacks and beverages</li> <li>Salary for staffing</li> </ul>		

Declaration	
<p>I certify that the information supplied in this application is, to the best of my knowledge, exact and complete, and that the project has received approval of the organization I represent.</p> <p>I certify that all parties involved have been consulted and have given written confirmation of any promised investment (labour, financial, promotion, etc.).</p> <p>I agree to report back to the MOCR, Department of Community Development and Recreation with a written report of the results regarding the activity of which financial assistance was approved. The final report will be sent to the Recreation Department within 60 days of the completion of the initiative.</p>	
<b>Applicant Signature:</b>	<b>Date:</b>

**Please note that final reports are due within 60 days of the initiative's completion or before September 30, 2024, by 2:00 pm.**

Email your completed application to [cdspofficer@richmondcounty.ca](mailto:cdspofficer@richmondcounty.ca) or mail to:  
**Municipality of the County of Richmond**  
**Department of Community Development & Recreation**  
**Attn: Danielle Martell**  
**2357 Highway 206, PO Box 120**  
**Arichat, Nova Scotia, B0E 1A0**

