


Title: 2025 - 2026 Grants Policy

Approved by Council	Date: March 25, 2025
Policy Review Notification	Date: March 11, 2025
Policy Review	Date: February 3, 2025

I certify this to be a true copy of the **2025-2026 Grants Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held on March 25, 2025.



Shelley David,
Municipal Clerk

1. Purpose

This policy outlines how community groups can apply for municipal grants, how applications are reviewed, and how funding is awarded.

2. Policy Overview

The Municipality of the County of Richmond values the contributions of volunteer organizations and community groups. This policy ensures that municipal grants support initiatives that align with our strategic plans (e.g., Strategic Plan Refresh, Active Living Strategy and Recreation Plan, Trails Strategy, and others).

3. Types of Grants

3.1. The municipality offers three funding tiers:

- a) Community Grant - Tier 1: For smaller financial requests with local impact.
- b) Community Grant - Tier 2: For larger financial requests that benefit the broader community.
- c) Waterfront Development Projects Grant - Tier 3: For waterfront development projects that must be [Canada Community-Building Fund](#) (CCBF) eligible.

(See Appendix A for specific funding limits.)

4. Eligibility

4.1. To apply for a grant, organizations must:

- a) Be in good standing with the Nova Scotia Registry of Joint Stocks, a registered charity under the Income Tax Act, or provide other proof of organizational status. For groups unable to provide proof of organizational status, see Section 4.2.
- b) Own or have legal permission to improve any infrastructure funded by the grant.
- c) Describe how the project benefits the community.
- d) Apply before starting the project (expenses incurred before approval will not be funded).

4.2 Groups that do not meet the criteria outlined in Section 4.1(a) may apply through an eligible host organization, which will receive the funding on their behalf. These funds will not count toward the eligible host's limits, as per Section 5.2.

5. Application Process

5.1 Grant applications will typically be reviewed at the Committee of the Whole from September to June.

5.2 Eligible organizations can apply multiple times, up to the maximum amount available in Community Grant Funding Tiers 1 and 2. Therefore, eligible organizations cannot receive more than \$8,500 in total from Tier 1 and 2 Community Grant Funds per fiscal year.

5.3 Tier 1 applications must include:

- a) A completed application form (Appendix B).
- b) A project budget and project description.

5.4 Tier 2 and Tier 3 applications must include:

- a) A completed application form (Appendix C or D).
- b) A project budget and project description.

- c) Proof of financial standing (balance sheet and income statement). Two quotes for purchases or contract work, or a written explanation of why more than one quote was not provided.
- d) Identification of other government funding sources.

5.5 Council reserves the right to determine whether applications will receive funding.

6. Funding Process

6.1 Grant funds are released in full when the project is complete, and the organization has provided:

- a) Copies of invoices and proof of payment.
- b) A final project financial statement.

6.2 In exceptional circumstances, Staff may release grant funds in two payments with invoices and proof of payment provided.

6.3 The municipality reserves the right to inspect projects before releasing final funds.

7. Acknowledgement of Municipal Contributions

7.1 Organizations that received grants should acknowledge the Municipality's contribution in all public publications (e.g., photo opportunities, social media recognition, etc.).

8. Budget and Fund Allocation

8.1 Each year, Council sets aside a budget for grant funding.

8.2 Unused funds do not carry over to the next fiscal year.

8.3 Approved grants must be used within the fiscal year unless an extension is requested in writing to staff before March 31. Extensions beyond one year require Council approval.

9. Grant Allocation Reporting

9.1 Municipal staff will provide a grant allocation report to Council before each Committee of the Whole as required.

10. Policy Review and Amendments

10.1 This policy is reviewed annually and updated as required.

10.2 This policy replaces the Grants Policy adopted on February 26, 2024.

Appendix A: Grant Categories and Limits

Appendix B: Community Grant - Tier 1 Application Form

Appendix C: Community Grant - Tier 2 Application Form

Appendix D: Waterfront Development Projects Grant - Tier 3 Application Form

Policy Review/Amendment

Date of Review	Approved/Amended by Council
March 11, 2025	March 25, 2025 2025-2026 Grants Policy approved and replaces the February 26, 2024, Grants Policy
February 3, February 11, March 3, 2025	
January 15, 2024	February 26, 2024 Grants Policy amended/approved
	November 22, 2021 Grants Policy approved

Appendix A: Grant Categories and Limits

Community Grant - Tier 1

The Community Grants - Tier 1 funding can be used to support smaller projects up to \$1,000.

- Eligible organizations can apply multiple times, up to the maximum amount available. For example, an organization can apply for more than one project as long as the total amount of all submissions per organization does not exceed the \$1,000 limit.
- Funds granted to an eligible host organization on behalf of another group will not count toward the host organization's grant limits.

Community Grant - Tier 2

The Community Grants - Tier 2 funding can be used to support larger projects up to \$7,500.00.

- Eligible organizations can apply multiple times, up to the maximum amount available. For example, an organization can apply for more than one project, as long as the total amount of all submissions, per organization, does not exceed the \$7,500 limit.
- Funds granted to an eligible host organization on behalf of another group will not count toward the host organization's grant limits.

Waterfront Development Projects Grant - Tier 3

The Waterfront Development Projects Grant - Tier 3 funding can be used to support waterfront development projects up to a maximum of 50% of the project.

- The project must meet the eligibility criteria of the [Canada Community-Building Fund \(CCBF\)](#); funding requests will be submitted to the Province by staff for confirmation.



Appendix B - Community Grant Tier 1 Application Form
Maximum Request: \$1,000

Name of the Organization:			
Applicant Name and Title of Representative			
Civic Address:			
Contact Number:		Email:	
Form of Organization:	<input type="checkbox"/> Not-for-Profit Organization		
	<input type="checkbox"/> Charitable Organization		
Registry of Joint Stocks file number or Charitable Organization number:			
<i>If you are neither a not-for-profit nor a charitable organization and are being sponsored by an eligible host organization, please provide the host organization's information and contact details below. <u>Please note that the Municipality will pay the approved grant funds to the host organization.</u></i>			
Host Contact Information			
Host Organization:			
Applicant Name and Title of Representative:			
Civic Address:			
Contact Number:		Email:	
Host Form of Organization:	<input type="checkbox"/> Not-for-Profit Organization		
	<input type="checkbox"/> Charitable Organization		
Host's Registry of Joint Stocks file number or Charitable Organization number:			
Sum Requested: \$			
Purpose of Funding Request: (Use additional pages if required.)			
Required Attachments	<input type="checkbox"/> Registry of Joint Stocks file number (include a list of directors), Charitable Organization number or proof of organizational status		

Please forward your applications to grants@richmondcounty.ca



Appendix C – Community Grant Tier 2 Application Form

Maximum Request: \$7,500.00

Name of the Organization:			
Applicant Name and Title of Representative			
Civic Address:			
Contact Number:		Email:	
Form of Organization:	<input type="checkbox"/> Not-for-Profit Organization		
	<input type="checkbox"/> Charitable Organization		
Registry of Joint Stocks file number or Charitable Organization number:			
<p><i>If you are neither a not-for-profit nor a charitable organization and are being sponsored by an eligible host organization, please provide the host organization's information and contact details below. <u>Please note that the Municipality will pay the approved grant funds to the host organization.</u></i></p>			
Host Contact Information			
Host Organization:			
Applicant Name and Title of Representative:			
Civic Address:			
Contact Number:		Email:	
Host Form of Organization:	<input type="checkbox"/> Not-for-Profit Organization		
	<input type="checkbox"/> Charitable Organization		
Host's Registry of Joint Stocks file number or Charitable Organization number:			
Sum Requested:			
Purpose of Funding Request: (Use additional pages if required.)			



Appendix C – Community Grant Tier 2 Application Form
Maximum Request: \$7,500.00

Project Budget			
Cost of the Project		Financing the Project	
Capital Cost		Stakeholder Equity:	
Land:		Stakeholder Loan:	
Land Improvements:		Funding Agency	
Materials:		Provincial:	
Labour Costs:		Federal:	
Other Capital Costs:		MOCR (County):	
Other - Specify:		Other – Specify:	
Other – Specify:		Other – Specify:	
Total:		Total:	
Required Attachments			
<input type="checkbox"/> Registry of Joint Stocks file number (include list of directors), Charitable Organization number or proof of organizational status			
<input type="checkbox"/> Proof of ownership/lease/authorization to facility			
<input type="checkbox"/> Balance Sheet (sample attached)			
<input type="checkbox"/> Income Statement for the previous fiscal year (sample attached)			

Applicants must provide source of Funds for Stakeholder Equity and Stakeholder Loan.

Please forward your applications to grants@richmondcounty.ca

Appendix D – Waterfront Development Grant, Tier 3 Application Form
Maximum Request: up to max of 50% of Project

Name of the Organization:			
Applicant Name:			
Title of Representative:			
Civic Address:			
Contact Number:		Email:	
Form of Organization:	<input type="checkbox"/> Not-for-Profit Organization		
	<input type="checkbox"/> Charitable Organization		
Registry of Joint Stocks file number or Charitable Organization number:			
Sum Requested:			
Applicable Canadian Community-Building Fund category/categories. List all that apply.			
Purpose of Funding Request: (Use additional pages if required.)			

Appendix D – Waterfront Development Grant, Tier 3 Application Form
Maximum Request: up to max of 50% of Project

Project Budget			
Cost of the Project		Financing the Project	
Capital Cost		Stakeholder Equity:	
Land:		Stakeholder Loan:	
Land Improvements:		Funding Agency	
Materials;		Provincial:	
Labour Costs;		Federal:	
Other Capital Costs:		MOCR (County):	
Other - Specify:		Other – Specify:	
Other - Specify:		Other – Specify:	
Total:		Total:	
Required Attachments			
<input type="checkbox"/> Registry of Joint Stocks file number (include list of directors), Charitable Organization number or proof of organizational status			
<input type="checkbox"/> Proof of ownership/lease/authorization to facility			
<input type="checkbox"/> Balance Sheet (sample attached)			
<input type="checkbox"/> Income Statement for the previous fiscal year (sample attached)			

All Tier 3 Grant Applications must be CCBF eligible and are subject to prescreening by the Province upon application.

Applicants must provide source of Funds for Stakeholder Equity and Stakeholder Loan.

Please forward your applications to grants@richmondcounty.ca