



Community Grant Program Application

Town of Quispamsis
12 Landing Court
Quispamsis, NB E2E 4R2
Phone 506-849-5778
Fax 506-849-5799
Email: quispamsis@quispamsis.ca
Website: www.quispamsis.ca

The Town of Quispamsis offers a Community Grant Program to support groups and organizations in Quispamsis and the Greater Saint John region who contribute to the quality of life of our residents. Each year, as part of its budget process, Town Council will review and consider applications for funding. Quispamsis Council appreciates the work of the various groups and organizations within our community and recognizes the importance of the programs, services and activities they provide.

Organizations or groups are not guaranteed funding. In order to be considered for a grant *an application must be submitted to the Town Treasurer, on or before the SECOND FRIDAY IN SEPTEMBER*, for inclusion in the Town's annual budget deliberations.

Eligibility will only be considered for registered non-profit or volunteer organizations that provide services to residents of Quispamsis by operating programs, activities or events that contribute to the cultural, heritage, social, mental or physical well-being of the community, or address a community need.

Part A

ELIGIBILITY

Community Grants may be allocated to a group or organization which:

- is registered as a non-profit organization;
- provides direct assistance to or complements a Town of Quispamsis program or provides a service that, if not provided by the group or organization, would have to be provided by the Town;
- provides a service of benefit to the community;
- does not fall under the legislative authority of any other level of government for funding, and
- demonstrates a need for financial aid.

The following are considered **ineligible** for the Community Grant Program:

- corporations seeking funding
- lobbying of federal, provincial and municipal governments
- individuals
- for-profit businesses, or other commercial enterprises
- groups of a religious or political nature
- discriminatory activities or events that would incite hatred toward any group
- organizations seeking assistance for funding deficits
- private events such as a wedding, birthday or anniversary party
- provincial organizations not based in Quispamsis



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GUIDELINES

1. The Town requires all submissions to include the required documentation and complete the attached application form, Part B. No applicant is guaranteed funding.
2. The Town reserves the right to reject any application that does not qualify for funding under the guidelines set out in this program.
3. Applications for small community sporting events will be referred to the Sport Hosting Fund Application, which is designed to encourage sport tourism in our community.
4. Applications must be completed and signed by an authorized representative of the organization.
5. Applications must be received by Friday September 8th for adequate time for review and consideration by Council for the upcoming year's budget. All requested documents must be included or the application will not be considered.
6. Prior to the budgeting process each year, the Town will advertise on its website that grant applications are being accepted.
7. There is no automatic renewal of grants. Groups or organizations wishing to receive a grant in subsequent years must reapply annually.

Deadline: *On or Before the SECOND FRIDAY IN SEPTEMBER*

Upon the finalization of the budget process (and not before), applicants will be notified if they will be receiving a Community Grant from the Town of Quispamsis.



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Part B – Form **Deadline:** On or Before the SECOND FRIDAY IN SEPTEMBER

Applicant Organization: _____

Non Profit Registration #: _____

Charitable Registration #: *(if applicable)* _____

Mailing Address: _____

Postal Code: _____ **Email:** _____

Phone: _____

Contact Name: _____

Phone: *(if different from above)* _____

Email: *(if different from above)* _____

Provide a brief description of your organization.

Describe the benefit of your organization to the citizens of the Town of Quispamsis:

The personal information gathered on this form is voluntarily provided by individuals. If provided, the information will be used or disclosed only for the purposes for which it was collected in accordance with the *New Brunswick Right to Information and Protection of Privacy Act*. If you have any questions regarding the collection and use of this information, please contact the Town Clerk at (506) 849-5738.



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Briefly explain the financial request for assistance:

List all sources of funding currently secured or being pursued and the amounts (*municipal, provincial, federal or other*).

If you are successful in receiving this grant how will you recognize the Town's contribution?

Grant Amount Requested: \$_____ (maximum grant amount \$10,000)

Have you previously received a grant from the Town of Quispamsis: yes no

If yes, what year? _____

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I am the person authorized to execute documents on behalf of _____
applicant organization

The applicant organization does hereby agree to indemnify and save harmless the Town of Quispamsis in respect to any and all claims, demands, suits and costs arising out of any act or omission of the applicant organization or of any servant, agent or officer of the applicant organization .

Authorized By: *(type name):* _____ **Date:** _____

Required Documentation

Attach all required and supplemental documentation (correspondence, PowerPoint, reports etc.). Decision will be based on all information provided in the application package.

Note: All required documents must be included or the application will not be considered.

1. Copy of the current operating budget.
2. Report of the previous year's activities (Annual Report will be accepted).

Direct inquiries to: Town Treasurer Email: quispamsis@quispamsis.ca Ph. (506) 849-5778