

# Community Grant Program

Village Of Grand Manan

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Guideline, General Information and Application

Closing Date for Application
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October 31

All correspondence should be addressed to:

Office of the Clerk  
Village Of Grand Manan  
**1 - 130 Route 776**  
Grand Manan NB  
E5G1A3

Further information and application forms may be  
obtained by phoning Village Office at 506-662-7059.

# Community Grant Program

## Village Of Grand Manan

### Section 1 – Non-Profit Organizations

#### 1. General

- i. Village Of Grand Manan grants are gifts to individuals, non-profit groups or organizations whose majority of members are residents in the Village, for a particular purpose and may be either budgeted or unbudgeted in nature and provide direct benefit to the island residents.

#### 2. Definitions

- i. Unbudgeted – Is a discretionary unforecasted financial gift to a maximum of two hundred dollars, granted upon the recommendation of a Committee or Council, to an individual, organization or group which provides a service of benefit to the Village and can demonstrate a need for financial aid.
- ii. Budgeted – Is a discretionary gift, either financial or of service in kind as allocated by Council annually within the Village's budget, and granted to a group or organization which meet at least two of the following:
  - a) provides direct assistance to or complements a Village program or provides a service that, if not provided by the group or organization, would have to be provided by the Village;
  - b) provides a service of benefit to the community;
  - c) demonstrates a need for financial aid.

#### 3. Procedure

- i. Public Notices – Prior to the budgeting process, the Village Clerk advertises locally that application for a new/increased grant are available from the Village Office.
- ii. Renewal of a Current Grant – For current grant recipients the Village Treasurer sends a letter requesting a copy of their operating budget for the upcoming year and a current annual

report, and informing them that the completion of the grant application form is not necessary, unless an increase in funding is being sought where upon a full application shall be required.

iii. New/Increased Funding Request – Applications for new/increased funding on the prescribed form are considered only during the budgeting process each year and must be received by the advertised deadline for Council's consideration.

iv. Supporting Documents – Applications must be accompanied by:

- a) a copy of the current operating budget;
- b) a copy of the operating budget for the upcoming year;
- c) a report of the previous year's activities (Annual Report will be accepted);
- d) a report on the programs/activities proposed for the upcoming year;
- e) disclosure of the other funding sources being pursued.

v. Eligible Expenses – The grant must be applied to a specific program or service, or used as capital funding for the construction of facilities or the purchase of equipment, which will be a benefit to the community at large.

#### 4. Notification of Funding

- i. Following adoption of the Village's Annual Operating Budget, applicants are notified in writing by the Treasurer as to whether they have been awarded a grant.

# Community Grant Program Application

## Applicants Details

Please select one

New Application

Increased Funding Application

Organization's Legal Name

Address

Contact Person

Position

Home Phone #

Work #

Fax #

E-Mail Address

Total Grant Request

Non-Profit Reg #

Brief Description of the Project

Brief Description of the Project Cont.

Please identify other contributions applied for

	Program	Amount
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>

Is the organization local, or is it a branch of provincial, regional or national organization

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## Declarations:

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above named organization.

Signature

Position

Date

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above named organization.

Signature

Position

Date

# Application Checklist

Please supply the following additional information

- A copy of the current operating budget
- A copy of the operating budget for the upcoming year
- A report of the previous years activities (Annual Report will be accepted)
- A report on the programs/activities proposed for the upcoming year.

## Submitting the Application

1. The completed application must be received by the Village Clerk no later than the last day of October.
2. Late or faxed applications **may not** be accepted.
3. Applications must be clear and legible.
4. Please do not submit your application bound, in display folders or plastic sleeves.
5. Please ensure all questions are answered on the application form. An application, which is incomplete, **may not** be considered.

## Completed Applications should be sent to:

Office of the Clerk  
Village Of Grand Manan  
23 Ingalls Head Road  
Grand Manan NB  
E5G 3G3

## For further information please contact:

506-662-7059 (Telephone)  
506-662-7060 (Fax)

**Failure to comply with any of the above may only delay the processing of your application. Please be specific where asked.**