



# 2025-26 GRANTS TO ORGANIZATIONS APPLICATION FORM

**Deadline to apply: [Friday, March 21, 2025](#)**

## **INTRODUCTION**

The Municipality of Clare recognizes the importance and value of the contribution of non-profit community groups and organizations in our community. To help these groups achieve their goals, the Municipality of Clare offers the opportunity to apply to its Grants to Organizations program. This program offers financial support to eligible applicants to assist them in their development and growth.

Council will, as a matter of policy, restrict grants to groups and organizations who are providing a service to the residents of the Municipality of Clare. Council will consider grants to provincial and national organizations only after grants to local groups have been considered.

All sections of this application must be completed prior to consideration by the municipal staff and Council.

All recreational grant requests will be considered separately under the Municipality's Recreation Services (Community Recreation Assistance Program).

Financial assistance will be classed as either:

- a) "Special Events", which is intended to cover those expenses associated with setting up new programs or special events; or
- b) "Capital", which is intended to enable the group or association to acquire capital equipment and/or facilities.

Council reserves the right to place restrictions on the amount of funds being granted.

Requests in excess of \$5,000 must demonstrate appropriate leveraging. In these instances, municipal contributions will be limited to 50% of eligible project costs, up to a maximum of \$10,000. Confirmation of the balance of project funding will be required prior to the disbursement of funds.

Request for grants received after the announced deadline (Friday, March 21, 2025) may not be considered for funding during the current budget year.



## **APPLICANT INFORMATION**

Name of Organization or Group:

\_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-mail:

\_\_\_\_\_

Each application **must** include:

- ☐ A Financial Statement with Balance Sheet and Income Statement (last fiscal year)
- ☐ Supplier quotes
- ☐ Copies of relevant permits (if applicable)
- ☐ Other relevant documents (specify): \_\_\_\_\_

**Requests in excess of \$5,000 must demonstrate appropriate leveraging. In these instances, municipal contributions will be limited to 50% of eligible project costs, up to a maximum of \$10,000. Confirmation of the balance of project funding will be required prior to the disbursement of funds.**

Is your organization registered with the Registry of Joint Stocks?

☐ Yes ☐ No

### **Principals, Directors or Agents**

Names:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position:

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Description and mandate of applicant:

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## **PROJECT DESCRIPTION**

Project description (use an additional page if necessary):

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Explain how this project will benefit and/or enhance activities in the Municipality.

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Target age group: \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_

Name of financial institution (bank):

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Address:

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Explain how the operations will be financed or funded in subsequent years (if applicable). Please provide details regarding your fundraising efforts.

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### **PROJECT BUDGET**

<b>Project Revenue</b>	<b>Confirmed</b>	<b>Potential</b>
<b>Federal and/or provincial contribution (specify department / program)</b>		
<b>Community grants</b>		
Municipality of Clare		
Other local governments (specify municipality and each component)		
<b>Non-government</b>		
Earned income		
User fees		
Fundraising		
Foundations (specify)		
Other (specify)		
<b>Applicant organization's contributions to the project/program</b>		
Cash		
In-kind (other)		
<b>Total Revenue</b>		



Project Expenses	Confirmed	Potential
Total Expenses		

## **CONTACT INFORMATION**

Name and title of contact person (please print):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cellular: \_\_\_\_\_

Please return this completed form and any additional information to:

Municipality of Clare  
**Attn: Ashley Hanks**  
 1185 Highway 1  
 Little Brook, NS B0W 1M0  
 Or by e-mail at [ea@munclare.ca](mailto:ea@munclare.ca)

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