



# APPLICATION FORM FOR FINANCIAL ASSISTANCE

**Deadline** for receipt of request: [Friday, March 15, 2024](#)

## **IMPORTANT**

All sections of this application must be completed prior to consideration by the Clare Municipal Council.

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): \_\_\_\_\_

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.

In these situations, Council will reserve the right to place some restrictions upon the amount of funds being granted, as well as the proceeds on disposal of any equipment and/or facilities.

Request for grants received after the announced closing date may not be considered for funding during the current budget year.

Please return this completed form and any additional information to:

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

Name of Organization or Group:

\_\_\_\_\_

Address:

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

E-mail:

\_\_\_\_\_

Is your organization registered with the Registry of Joint Stocks?

Yes  No

Principals, Directors or Agents

Names:

Position:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Description and mandate of applicant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project description (use an additional page if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Age Group Targeted: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Name of Financial Institution (Bank):

Address:

\_\_\_\_\_

\_\_\_\_\_

### Project Budget

Project Revenue	Confirmed	Potential
<b>Federal and/or provincial grants (specify ministry and program)</b>		
<b>Other federal and/or provincial funding (specify)</b>		
<b>Community grants</b>		
Municipality of Clare – cash (specify each component and timeline)		
Other local governments (specify municipality and each component)		
<b>Non-government</b>		
Earned income		
User fees		
Fundraising		
Foundations (specify)		
Private donations		
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		

Explain how this project will benefit the target group and enhance the activities of the Municipality.

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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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Name and title of contact person if more information is required (please print):

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

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



**GRANTS TO INDIVIDUALS AND ORGANIZATIONS**

The Municipality of Clare recognizes the important and valuable contribution of individuals, groups and organizations to the recreational, cultural and tourism climate of our community and, as a matter of policy, will, upon request, consider providing financial and other assistance to enable them to promote their objectives.

Council will, as a matter of policy, restrict grants to individuals, groups and organizations who are providing a service to the residents of the Municipality of Clare. Grants will not be provided to competing groups or to duplicate a particular service. Council will consider grants to provincial and national organizations and fundraising activities of those groups/organizations only after grants to local groups have been considered.

Council will not consider a grant to any individual, group or organization unless and until all the information requested and required in the grant application attached has been received and, where necessary, verified.

Council may reduce its grant to any organization that has an operating or accumulated surplus of funds.

In cases where financial assistance is being provided to an individual, such assistance will be based entirely upon the financial need of the individual and in most circumstances will not exceed 25% of the anticipated cost of the venture and/or project.

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

Note: In accordance with the Municipal Government Act, the total of all grants approved shall not exceed one percent (1%) of the taxes collected by a municipality in the fiscal year.