



MUNICIPALITY OF THE DISTRICT OF CHESTER
Recreation Grant Application

Name of Organization Applying		
Contact Person		
Position with Organization		
Organization Mailing Address		
Incorporation Number with Registry of Joint Stocks (if applicable)		
Phone:		Fax:
Email:		Date:

Endorsement of representative and their position with Organization:

Name (printed)

Position

Endorsement (check box)

I declare I am a member of the organization, and have authority to submit this application.

ORGANIZATION AND PROJECT INFORMATION:

1. Purpose or objective(s) of organization (i.e. mission statement). Maximum 1250 characters.

2. Please provide a description of your project. Maximum 800 characters.

3. What are the goals of your project and benefits to residents? Maximum 800 characters

4. How do you plan to spend grant funding? Maximum 800 characters.

5. How much funding are you requesting?

6. Budget:
 - Please attach a project budget showing all revenues and expenses.
 - Show fundraising efforts and include a list of financial contributions from all sources.
 - Include a copy of your most recent financial statement.

7. Is there additional information that may support your grant application? (You may also attach additional information, pages, or documents to this application). Maximum 800 characters.

APPLICATION CHECKLIST - DID YOU INCLUDE WITH YOUR APPLICATION:

Incorporation number
Information on how funds will be used Project
Budget
Financial Statement
Application endorsed by an authorized representative

Who should the grant cheque be made payable to if different than the organization named above?

If you require assistance, the Recreation & Parks Services staff will gladly help you.

Recreation & Parks Services
"Recreation Grant"
Municipality of the District of Chester
186 Central St. PO Box 369
Chester NS B0J 1J0

Email: recreation@chester.ca
Fax: 902-275-3630
Phone: 902-275-3490

REPORT TO COUNCIL - How were your grant funds spent?

Following the completion of your project it is requested that you provide a very brief report regarding the project and how the Grant money was spent. If a follow-up report is not received future requests may be affected.

How to submit this funding request:

A. If your .pdf viewer supports buttons, you can use the automatic 'Submit Electronic Form' button below. Your email program should automatically open and create an email to recreation@chester.ca. At that time, you will be able to attach supporting documents (i.e. budgets, financial statements, additional documents, etc.) and compose a message if you choose to. Once complete, be sure to press 'send'. This form works best with Adobe Acrobat on desktop and mobile devices.

B. If your .pdf viewer does NOT support buttons, complete the form, save it, then manually attach it to an email to recreation@chester.ca. Don't forget to attach supporting documents before pressing 'send'.

C. You can print the form, fill it out, and mail or deliver it to the address above.