



CAPE BRETON REGIONAL MUNICIPALITY  
SUSTAINABILITY APPLICATION GUIDE



## CAPE BRETON REGIONAL MUNICIPALITY SUSTAINABILITY APPLICATION GUIDE

### 1. Introduction

The information in this guide focuses on The Cape Breton Regional Municipality's Community Facilities Grants and Contributions Program. This program provides project-specific cash grants to non-profit community groups and organizations throughout the region.

#### **Type of Grant**

The Community Facilities and Grants Contributions is a centralized program that provides funding to non-profit organizations. Project grants are intended to help develop new programs, sustain and enhance existing programs. Grants are available for capital, operating, special events and festivals, and as property tax relief.

- Capital grants are intended for buildings, land, and large equipment.
- Operating grants can assist your organization in becoming sustainable.
- Special event and Festival grants can help you bring great events to our communities.
- Grant in lieu of property tax can assist non-profit and charities in offsetting taxes.

Matching funding is not required but applicants are encouraged and expected to cost-share or seek assistance from other sources, for example, fundraising, other levels of government, foundations, corporate sponsors, etc.

#### **Application Information**

The Sustainability Application is the funding application that is directly connected to The CBRM's Community Facilities Grants and Contributions policy. The Sustainability Application can be found on the municipality's website [www.cbrm.ns.ca](http://www.cbrm.ns.ca)

#### **Assistance**

Groups who have never applied to the program before are encouraged to call CBRM Recreation staff at 902-563-5510 to discuss their proposal and receive assistance in completing the application form. Staff will also provide guidance in completion of the CBRM Festival and Events application form.

There are no restrictions on organizations receiving funding in successive years.

## 2. Eligibility Criteria

An applicant must meet each of the types of eligibility criteria to advance to the decision-making stage of the review process. First the applicant must meet (1) the basic general eligibility criteria, then (2) the financial criteria, and (3) the sector funding criteria.

### 1. General Eligibility Criteria

- The applicant shall be a registered Canadian charity or a non-profit society registered with the Nova Scotia Registry of Joint Stocks. Registration must be current: defaulted, expired or revoked status is ineligible for further consideration.

*Grants are not awarded to individuals, commerce, business, industry or sole proprietorships under this policy.*

- The applicant organization is located within the geographic boundary of The Cape Breton Regional Municipality.

*The intent is to invest local resources in local initiatives and build residents' organizational capacity.*

- The applicant shall respect the Canadian Charter of Human Rights and promote equal access and opportunity for all persons.

*The municipality is non-partisan and does not provide financial support to a religious or political doctrine.*

- Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project, or service.

### 2. Financial Eligibility Criteria

The following criteria supports the principles of self-sufficiency, public accountability for the expenditure of public money, and outcomes of benefits to the general public.



## SUSTAINABILITY COMMITTEE

Sustainability applications get submitted to the Recreation Manager, who reports to the Sustainability Committee. The CBRM Sustainability Committee was designed with Council and is comprised of four (4) staff members, the Chief Financial Officer, the Finance Manager, the Community Economic Development Officer, and the Recreation Manager.

Application requests over fifty-thousand dollars (\$50,000) are forwarded to Council for decision.



# THE CAPE BRETON REGIONAL MUNICIPALITY

For general inquiries and assistance organizations can contact the Recreation Department at 902.563.5510

***Note: All grants need to be for future purposes. No retrospective applications will be accepted, except in circumstances where the application has been submitted in advance of any work being completed.***

- The applicant shall submit a financial statement for the prior year in addition to a budget for the project for which they are seeking a grant. The statement should contain a complete list of all sources of revenue and expenses as well as assets and liabilities if applicable.

### **3. Eligibility of Special Events Applicants**

- All organizations seeking festival or special events funding will require financial statements.
- All applications for assistance in excess of \$5000 would also require a statement setting out the estimated economic impact associated with the event.

*Special event applicants include hosting venues for regional, national, or international events, open competition or events for non-members, festivals and community events over \$1000.00*

### **3. Completing a Sustainability Grant Application Form**

**Name of Applicant Organization:** The official registered name of the group applying for the grant.

**Contact Person:** Who can municipal staff call about your application? The person should be familiar with the grant application and able to answer review questions. The contact should be someone available during the day (8:30am-4:30pm)

**Mailing Address:** The municipality will send all letters and payment (if applicable) to this address.

**Nova Scotia Registry of Joint Socks Number or Federal Charitable Status Number:** Staff check to be sure the registration is current.

**Amount of Grant:** Be sure to note the amount requested from CBRM and the total amount of the project.

**List other sources of funding you have applied to for this project:** Provincial, Federal, foundations, sponsors, business, members, donors, participants.

## Completing a Sustainability Grant Application Form

**Describe the Project:** Why are you doing this project? Who is the intended audience? What is the public benefit of this program or service?

**Describe the Target Group:** Who are you serving with this project? Describe the characteristics of the group (age, sex, location, special needs, skills). Who will benefit? How will you measure success?

**Outcomes:** What will your project do? Is there a product?

**List any Municipal Assistance:** Tax subsidy, other municipal grants or donations, materials, etc.

### How to complete a project budget in the Application Form

Every grant application has two (2) financial parts: the first is a financial statement for the organization(s) applying for funding, the second is a budget for the particular project for which you are requesting a grant.

The budget part of the application form looks like the sample below:

PROJECT BUDGET			
Estimated Project Funding		Estimated Project Costs	
Type of Project Income	\$Amount	Type of Project Expense	\$ Amount
Municipal Grant Requested	\$		\$
Other Municipal Assistance	\$		\$
Provincial Assistance (attach support letter)	\$		\$
Federal Assistance (attach support letter)	\$		\$
Amount of Project Budget from grant applicant	\$		\$
Project Income (fees, rental income, admission, etc.)	\$		\$

Other	\$		\$
Other	\$		\$
Other	\$		\$
Total Estimated Income for the Project	\$		\$
Note: If \$ are not confirmed mark with an *		Difference between income and expenses \$	

**Completing a Sustainability Grant Application Form**

Estimated Project Funding

- List the money you are contributing as an organization as well as any other sources of funding you have applied for in support of this project.
- List any projected revenue this project will create (admission charges, registration fees, product sales).
- List any 'Other' forms of financial assistance (private donation, corporate donations, foundation grant, donations of materials or equipment).
- Applicants are encouraged and expected to contribute a share of the cost and to seek other forms of support.
- An unconfirmed grant or donation should be marked \*.

Estimated Project Costs

- List the direct costs of the project, including costs which are ineligible for funding to show the total cost of the project.
- Expenses for the purchase of goods and services should be supported with competing quotes (attach copies). For example, two (2) or more quotes.
- If you have chosen a higher quote note the reason for your selection (e.g. warranty, guarantee, commercial grade, professional standards, etc.)
- Assess the budget's accuracy and check quotes.

**4. Funding Criteria: Community Grants up to \$1000**

*To support non-profit community groups with community events including festivals, sports programs and events, arts and culture programs and events, seniors' and youth programs and events, multicultural programs and events, etc.*



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For more information on  
Community Grants or to  
submit Community Grant  
Applications, submit to  
CBRM Recreation

Ph: 902.563.5510

Fax: 902.563.2611

[recreation@cbrm.ns.ca](mailto:recreation@cbrm.ns.ca)

320 Esplanade  
Sydney, NS B1P 7B9

***Note: The organization  
applying for funding  
should be a contributor to  
the project.***

***All applications are subject  
to availability of funds.***

***The CBRM Sustainability is  
not obligated to fund a  
current or future  
applications and has  
discretion on allocation of  
funds.***

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**Funding Criteria: Community Grants up to \$1000**

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**Purpose:** Grants to community groups whose programs and services broaden recreational opportunities in CBRM.

**Grants:** Up to \$1000  
Multi-year funding (must reapply)

**Ineligible:** Travel, uniforms or individual registrations for sports teams, private businesses, individual applicants, fundraising campaigns

**Eligible Activities include:**

- Community event support for supplies
- Assistance for promotions or marketing of your event

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**Funding Criteria: Sustainability Application Grants over \$1000 Capital**

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**Purpose:** To provide non-profit groups assistance with capital project

**Grants:** Over \$1000

**Ineligible:** Travel, applications for events occurring outside of CBRM, private property tax grants,

**Eligible Activities Include:** Renovations, upgrades, capital improvements

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**Funding Criteria: Sustainability Application Grants over \$1000 Operating**

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**Purpose:** To provide non-profit groups assistance with operating costs

**Grants:** Over \$1000

**Ineligible:** Travel, applications for events occurring outside of CBRM, private property tax grants

**Eligible Activities Include:** Ongoing operating costs, support costs for events or programs

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**Funding Criteria: Sustainability Application Grants over \$1000 Special Events and Festivals**

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Purpose: To provide non-profit groups assistance with special event and festival supports

Grants: Over \$1000

Ineligible: Travel, applications for events occurring outside of CBRM, private property tax grants

Eligible Activities Include: Festivals over three (3) days, events under three (3) days with significant social and economic benefits

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**Funding Criteria: Taxes**

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This program offers conversions from commercial to the residential tax rate, or a reduction in property taxes, to registered non-profit organizations and charities who provide certain types of services to the community.

Under certain circumstances, a grant in lieu of taxes can be approved for non-profit or charity organizations.

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**5. Festival and Special Event Guidelines**

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1. Please be sure to complete all sections of the application. You are encouraged to choose an alternative location and/or date in the event that your first choice is not available. All proposed activities and events located on municipal property are subject to the approval of The Cape Breton Regional Municipality.
2. The Cape Breton Regional Municipality approves the use of appropriate public spaces. The Cape Breton Regional Municipality will not consider your submission without a completed application.
3. The Cape Breton Regional Municipality reserves the right to request additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities, or the event itself. Failure to submit requested information or documentation in a timely manner may result in denial of special event support.



4. Valid certificate of insurance, showing a **minimum liability amount of \$5,000,000.00 including The Cape Breton Regional Municipality as additional insured** for the date(s) of the event. High risk events. E.g. pyrotechnics, extreme sports, etc. may be required to hold a higher rate of liability insurance and will include The Cape Breton Regional Municipality as an additional insured. The Cape Breton Regional Municipality does not sell insurance. However, this type of insurance policy can be acquired from most types of insurance carriers. Your application will not be processed until The Cape Breton Regional Municipality receives your insurance certificate.

If you require support or assistance with your insurance application, please contact Recreation at (902) 563-5510.

5. Once all of The Cape Breton Regional Municipality requirements have been fulfilled, including receipt of all documents, a Special Event application is considered complete. You will receive notification of approved items by your choice of correspondence; email or mail.
6. **PLEASE NOTE:** Costs incurred promoting and marketing events prior to the issuance of a successful Special Event application and/or Sustainability Application from The Cape Breton Regional Municipality and changes/modifications relative to the event is at the sole expense and risk of the event sponsor.
7. Failure to comply with the conditions of an approved application could result in the approval being withdrawn or future applications being denied.

#### Applicable Bylaws and Policies

*All events and applicant's guest, vendors, and exhibitors are subject to and must abide by all codes, policies, regulations, statutes and bylaws of The Cape Breton Regional Municipality, the Province of Nova Scotia, and the Government of Canada.*

Event organizers are responsible to be aware of municipal bylaws that may affect their events. Events that might be in contravention of a bylaw may gain 'special' approval by the CBRM to proceed with the event (e.g. The CBRM can allow special event organizers to proceed with an outdoor concert that may be breaching the Noise Bylaw).

The following is a list of bylaws and policies that may affect your event. Policies and bylaws are available on The Cape Breton Regional Municipality website at [www.cbrm.ns.ca](http://www.cbrm.ns.ca)

### **Policies**

- ✓ Community Grants and Contributions
- ✓ Ball fields
- ✓ Music on Sydney Boardwalk
- ✓ Smoke Free Outdoor Space
- ✓ Respectful Workplace
- ✓ Photocopier Services

### **Bylaws**

- ✓ N-100 Noise
- ✓ P-300 Public Property
- ✓ S-100 Sidewalk Bylaw
- ✓ S-200 Smoking Bylaw
- ✓ V-200 Vendors and Traders of Goods

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## **6. Grant Notification**

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The annual deadline for capital, operating and tax grants is April 30. For Special Events and Festivals, please contact Recreation at (902) 563-5510.

You will receive notification within six weeks of CBRM's receipt of your completed application form. It is important to complete the application in full. Be sure to check your application against the application checklist on page one (1) of the Sustainability Application.

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## **7. Consent to Audit**

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The consent to audit must be signed by two (2) of your organization's authorized signatories. The two (2) signatures must be the main contact and secondary contact person. This is a legal requirement of your application and must be completed.

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## **8. Approval Process**

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### **Annual Application Deadline is April 30<sup>th</sup>**

Every year, the Sustainability Committee receives more requests than it can fund. The Sustainability Committee tries to balance on-going needs with consideration to new applicants. The aim is to share resources throughout the municipality.

Review Process:

- Application forms received, are date-stamped and a letter sent to confirm receipt to the organization.

- Applications are sent to municipal staff to evaluate. Applications over fifty-thousand (\$50,000) are forwarded to council for review.
- The Sustainability Committee meets regularly to review applications, and to make recommendations.
- The Sustainability Committee sends a report to Council listing the recommended and approved grants.
- Successful or unsuccessful notifications are sent to applicants.
- Successful applicants are issued a cheque.
- Declined applicants may request feedback.

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## 9. Ethical Guidelines

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The CBRM Staff and Council adhere to a strict code of ethics as defined in the CBRM Ethical Conduct Policy. This policy can be located at [www.cbrm.ns.ca](http://www.cbrm.ns.ca)

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### Other Assistance: Community and Recreation Resources

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Canadian Tire Jumpstart and Sport Nova Scotia Kidsport are both joint efforts with the CBRM Recreation Department designed to provide assistance to those requiring financial need and who would otherwise be unable to participate in sport and recreation.

Please contact CBRM Recreation 902.563.5510 for more details and program guidelines for Jumpstart and Kidsport.



Sustainability Committee  
c/o CBRM Recreation Department  
320 Esplanade, Suite 204  
Sydney, NS B1P 7B9  
(902)563-5510