

**DEPARTMENT OF COMMUNITY DEVELOPMENT
COMMUNITY RECREATION ASSISTANCE PROGRAM**

Name of organization / Individual: _____

Contact person: _____

Mailing Address: _____
 _____ Postal code _____

Phone number : (H) _____ (W) _____

1. a) How many members are active in your organization? _____

b) Are all members from the Municipality of Clare? Yes _____ No _____

c) If not, how many are from outside the region? _____

2. What age groups does your organization serve? _____

3. Location and dates of activity: _____

4. Please describe the proposed activity and provide any information that may support your grant application (attach separate sheet if needed): _____

PROJECTED BUDGET

A.) Contribution by applicant :	\$ _____
ESTIMATED REVENUE	
Fund raising (specify) :	
_____	\$ _____
_____	\$ _____
_____	\$ _____
Sponsors & Donations :	
_____	\$ _____
_____	\$ _____
_____	\$ _____
Others (please specify) :	
_____	\$ _____
_____	\$ _____
B.) Total Estimated Revenue	\$ _____

ESTIMATED EXPENDITURES	
Receipt / invoice required for any reimbursement	
Registration Fees:	
_____	\$ _____
Travel:	
_____	\$ _____
Accomodations:	
_____	\$ _____
Rentals:	
_____	\$ _____
Meals:	
_____	\$ _____
Others (please specify):	
_____	\$ _____
_____	\$ _____
_____	\$ _____
C.) Total Estimated Expenses	\$ _____

PROGRAM BUDGET	
Total Estimated Expenses (C)	\$ _____
Total Estimated Revenues (A+B)	\$ _____
Total (C – [A + B])	\$ _____
Grant requested from Community Dev. Department	\$ _____

Note: Properly completed applications will show that the Total Estimated Revenue, plus Grant Requested, will equal the Total Estimated Expenses. Unbalanced requests will be returned to the applicant to be re-submitted.

I certify that the information supplied in this application is, to the best of my knowledge, exact and complete.
 If signing on the behalf of your organisation - I certify that the project has received approval of the organization I represent & that I am a designated signing officer.

Signature: _____ Date: _____
 (If applicant is under 18 years of age, parent or guardian must sign)



COMMUNITY RECREATION ASSISTANCE PROGRAM



PROGRAM OBJECTIVES

- To help offset the cost related to participating in recreation programs for the benefit of residents of the Municipality of Clare.

FUNDING

- Any **individual** residing in the Municipality of Clare and participating in a special approved recreation program in or outside the municipality, as a participant, can apply for up to \$200.00 per event to assist them with their expenses.
- Any **team or group** from the Municipality of Clare participating in a special approved recreation program in or outside the municipality can apply for up to \$500.00 per event to assist with their expenses.
- Individuals, teams or groups selected, invited or who have won their way to go to a recognized sanctioned event at the Provincial, National or International level can apply for up to \$1,500.00 per event to assist them with their expenses.

ELIGIBILITY

- Groups or teams must include a list of directors and a financial or bank statement in their application.
- Annual assistance should not be anticipated.

- Financial assistance through the Community Recreation Assistance Program will not be granted as operational funding.
- Any individual, team or group is only eligible for the Community Recreation Assistance Program once every fiscal year (April 1 to March 31).
- If your organization received funding from municipal council grants in the current fiscal year (April 1 to March 31) then you are ineligible to receive funding from this Community Recreation Assistance Program for the same program costs.
- The municipality reserves the right to refuse to grant funding to those owing monies to the Municipality of Clare.

APPLICATION PROCEDURES

- Applications must be received by the

Application Deadline	Programs occurring in:
March 15	April May June
June 15	July August September
September 15	October November December
December 15	January February March

following quarterly deadlines:

- Applications received after the quarterly deadline may be considered if special arrangements have been done with the Recreation Manager.
- ALL** applicants are required to use the standard grant application form available through the Clare Municipal Department of Community Development.
- To be considered for funding, applications must be received **PRIOR** to the activity.
- Applicants are asked to contact the Recreation Manager prior to submitting their application to confirm eligibility. (Eligibility does not guarantee approval)
- The application review process may take up to 3 weeks after the quarterly deadline.
- Evaluation criteria will include:
 - Application history
 - Fundraising efforts
 - Amount requested
 - Expense review
 - Completeness of application
- ALL** applicants shall be informed in writing of the decision regarding their application.
- The municipality reserves the right to publish the names of successful applicants.

Send your completed application to:
 Recreation Manager
 Municipality of Clare
 1185 Hwy 1, Little Brook (N.S.) B0W 1Z0
 Tel: (902) 769-2031
 Fax: (902) 769-3713
 Email: recreation@munclare.ca