



2021-2022
DIVERSITY AND INCLUSION SMALL GRANT PROGRAM
APPLICATION PACKAGE



DIVERSITY AND INCLUSION

2021-2022 SMALL GRANT PROGRAM GUIDELINES

Background

In 2020, Region of Queens Municipality adopted its first Diversity and Inclusion Framework which included a provision for a small grants program.

Purpose

The program is meant to support and encourage not-for-profit groups with funding to develop and offer programs or services, create infrastructure, host events, or offer educational training that has a diversity and inclusion focus. The focus can be targeted at specific individuals and groups or be focused on opportunities in general.

Specific Program Criteria

Funding from eligible not-for-profit organizations will be considered under the following criteria:

1. Applicants must be Queens County based and projects must take place within Queens County.
2. Funding will be provided in increments of \$250, up to an including a maximum amount of \$1,000 per application. Applications can contain more than one project idea if the ideas are complementary and targeted at the same people or groups.
3. Not-for-profit groups can apply for more than one project per fiscal year, but second and subsequent applications will not be considered until all other applications have been decided upon, and if there is program funding still available.
4. Projects that require funding more than the annual maximum limit and can be spread over more than one fiscal year, will be considered for multi-year funding

at the time of application, but future years funding cannot be formally committed until the future annual budget is approved.

5. Funding from this program does not disqualify applicants from obtaining funding from other sources and “stacking” their funding as long as the funding from other sources is not for the same thing.
6. Applicants must provide expected levels of funding from other sources at the time of application, noting those approved or pending.

Eligibility

Any not-for-profit organization registered with Nova Scotia Registry of Joint Stocks or an Act of the Nova Scotia legislature is eligible for funding subject to meeting the application funding criteria, submitting a completed application, and availability of funds. Projects must be started after April 1, 2021 and completed prior to March 31, 2022, unless prior permission is granted from the Diversity and Inclusion Action Team.

Eligible Projects and Costs include:

- a. educational training and workshops to increase awareness and understanding of LGBTQ2S+, BIPOC, and Persons with a Disability communities;
- b. festivals and events that increase awareness of, and celebrate diversity and inclusion;
- c. programs aimed at promoting and benefitting marginalized communities;
- d. infrastructure changes to support and encourage more use of facilities;
- e. projects that will eliminate barriers to participation for all;
- e. promotion and marketing costs for the above; and
- f. material and equipment rental costs to offer the above programs and services.

Ineligible Projects and Costs include:

- a. projects undertaken by for-profit businesses, individuals, unincorporated groups, and provincial or federal governments

- b. paving / decorative landscaping
- c. design fees
- e. administration or accounting fees
- f. purchase of equipment for projects other than nominal costs
- g. in-kind work
- h. cost overruns

Application Process

All applications must be submitted to the Diversity and Inclusion Coordinator on the approved application form, the link to which is below. Applications can be submitted by

- mail
 - Diversity and Inclusion Coordinator
PO Box 1264
249 White Point Road
Liverpool NS
B0T 1K0
- Electronically
 - elvy@regionofqueens.com
 - Please include "Diversity and Inclusion Grant Application" in the subject line
- in person
 - At the Region of Queens Municipality Administrative Building, 249 White Point Road, Liverpool NS

Applicants that wish to submit a video application in lieu of a paper application are encouraged to do so.

Application Deadlines

Application deadlines are:

- June 21, 2021
- October 18, 2021
- January 24, 2022
- April 18, 2022

Applications must be received by 11:59pm on the deadline date to be eligible for consideration.

Costs incurred prior to the deadline are ineligible.

Approval Process

Applications will be reviewed at the Diversity and Inclusion Action Team meeting following the application deadline. All Applicants should expect a response within thirty (30) days of receipt of a fully completed application. Once an offer of funding is approved by the Team, a letter of offer will be made to the Applicant who will then have fourteen (14) days to accept or decline. Full payment will be made shortly after approval.

Promotion of Approved Projects

All promotion and advertising of approved projects by an Applicant must acknowledge the financial contribution of the Diversity and Inclusion Action Team in an appropriate and ongoing way.

Required Claim Documentation

All approved applications seeking reimbursement for funding must submit proof of costs incurred along with a corresponding reconciliation with the requisite matching part of the approved application. Once the project is completed, the applicant must submit a report outlining the activities carried out, people impacted, and goals achieved.



DIVERSITY AND INCLUSION
2021-2022 SMALL GRANT PROGRAM APPLICATION FORM

Applicants Name:

Mailing Address:

Civic Address:

Phone:

Cell:

E-mail address:

Applicants are encouraged to note if they identify with, work on the behalf of, or advocate for any of the following diverse groups:

Indigenous

African Nova Scotian

2SLGBTQ+

Youth

Person with a Disability

Religious Affiliation

Racially Visible Person

Other (Please specify) _____

If this application is unsuccessful at this time, would you like it considered with applications in future deadlines?

Yes

No

Please explain your project and project details?



What are your planned start and end dates, along with important dates during the project?

What are your expected diversity and inclusion goals and impacts and how will you measure your success?

What groups or individuals will you involve with your project to ensure the widest possible opportunity to include or impact marginalized groups? _



Please provide the following information below or as an attachment:

- Amount of funding requested
- Duration of funding request
- A budget with a breakdown of how the funding will be used and other funding sources
- How you will acknowledge the Diversity and Inclusion Action Team support for your initiative.

I confirm that this application is true to the best of my knowledge and is being submitted in accordance with the application criteria and no information that may lead to my application being deemed ineligible or inappropriate has been withheld.

I also confirm that I have read and understand the outlined criteria and not adhering to these criteria may hinder any future grant applications.

Signature:

Date:

OFFICE USE ONLY

Date Application Received: _____ Initials: _____

Approved: YES ☐ NO ☐

Conditions / Reasons (if any): _____

Planned Start Date: _____ Approved Amount: _____