



2023-2024
Diversity and Inclusion Small Grant Program

Application Package



DIVERSITY AND INCLUSION SMALL GRANT PROGRAM GUIDELINES

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 public awareness or educational training that has a diversity and inclusion focus. The focus can be targeted at specific individuals, groups or opportunities in general.

Specific Program Criteria

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

- Applicants must be Queens County based and projects must take place within Queens County or support Queens County residents.
- Applicants outside of Queens County with projects taking place in Queens County that promote diversity and inclusion in Queens County may be considered.
- Grants will be awarded up to 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.
- 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 specific expense. Note that if RQM supports the organisation through other funding streams, this application may not be approved.
- Applicants must provide expected levels of funding from other sources at the time of application, noting those approved or pending.
- Grant expenditure needs to occur within the fiscal year, i.e. before end of March.

Eligibility

The following can apply for a Diversity and Inclusion Small Grant:

- Any not-for-profit organization registered with the Nova Scotia Registry of Joint Stocks or an act of Nova Scotia Legislature;
- Any group or individual *partnered with* a registered organization, that is starting or running diversity and inclusion programming. Their work must be substantiated with an online presence or recognized by a member of the Diversity and Inclusion Action Team or Region of Queens staff or Council to act as a guarantor for the existence of the programming;
- School groups with the support and signature of a school administrator (Principal, Vice-Principal, Guidance Counselor).

Cheques can not be made out to individuals. Incomplete applications will not be considered. All funding is subject to availability of funds.

Projects must start between April 1, 2023 and March 31, 2024, unless prior permission is granted from the Diversity and Inclusion Action Team.

Eligible Projects and Costs include:

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

Ineligible Projects and Costs include:

- projects undertaken by for-profit businesses and provincial or federal governments
- paving / decorative landscaping
- design fees
- administration or accounting fees
- purchase of equipment for projects, other than nominal costs
- in-kind work
- 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
 - diversity@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 who wish to submit an audio or video application in lieu of a paper application are encouraged to do so.

Approval Process

Applications are considered on a first come, first served, ongoing basis by the DIAT members.

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, an applicant will be notified in writing. 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 of Region of Queens Municipality 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
2023-2024 SMALL GRANT PROGRAM APPLICATION FORM

Project Title:

Applicants Name:

Payable to:

Mailing Address:

Phone:

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	Person with a Disability
African Nova Scotian	Religious Affiliation
LGBTQ2S+	Racially Visible Person
Youth	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? Please detail what groups or individuals you will involve with your project to ensure the widest possible opportunity to include or impact marginalized groups.

How will you engage with diverse groups and promote participation in the project?

How will you communicate the support of the Diversity and Inclusion Action Team of Region of Queens Municipality?

Please provide an itemized budget for this project including any other funding streams available to you.

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.

Signature of Applicant:

Date:

Signature of Guarantor/Administrator:

Contact Information of Guarantor/Administrator:

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Date:

OFFICE USE ONLY

Date Application Received:

Initials:

Approved: YES ☐ NO ☐

Conditions / Reasons (if any):

Planned Start Date:

Approved Amount: