



Region of Queens Municipality COMMUNITY INVESTMENT FUND APPLICATION



1. ORGANIZATION'S INFORMATION

NAME: _____
MAILING ADDRESS: _____

CIVIC ADDRESS: _____
E-MAIL: _____
NS REGISTRY OF JOINT STOCK ID #: _____

2. KEY CONTACT INFORMATION

NAME: _____
ROLE IN ORGANIZATION: _____
MAILING ADDRESS: _____

PHONE: _____
E-MAIL: _____

3. PLEASE SELECT THE INVESTMENT FUND YOU WISH TO APPLY FOR: (one per application)

- CAPITAL - NEW (complete Section 4 & 11)
- CAPITAL - UPGRADE (complete Section 5 & 11)
- OPERATING (complete Section 6 & 11)
- EVENTS (complete Section 7 & 11)
- TRAINING (complete Section 8 & 11)
- TRAVEL ASSISTANCE (complete Section 9 & 11)
- TOURNAMENT ASSISTANCE (complete Section 10 & 11)

4. CAPITAL INVESTMENT - NEW INFRASTRUCTURE

STRUCTURE TO BE CONSTRUCTED: _____
CIVIC ADDRESS OF CONSTRUCTION: _____

DATE WORK WILL BEGIN: _____
DATE WORK WILL BE COMPLETE: _____
PRE-CONSTRUCTION PHOTOS INCLUDED? YES
TWO COMPARABLE QUOTES INCLUDED? YES
TOTAL PROJECT COST: _____
FUNDING REQUEST: _____

SUPPORTING DOCUMENTS TO INCLUDE WITH CAPITAL REQUEST

- Description of Capital - New Infrastructure project
- Brief description of project benefits, potential impacts, and what will be improved, if approved to receive Municipal funding
- Copy of last completed year of financial statements, showing all accounts
- Copy of current year's budget, showing all accounts
- Current bank account balance for all accounts at the date of application
- List of other funding sources with approval letters (if available)
- Proof of property ownership or long-term lease
- Pre-construction photos
- Two complete, comparative quotes for all projects included in the application. Quotes must show costs before and after tax, be dated within 90 days of application date and on company letterhead with company name, address, phone, etc.
- In-kind contribution form with estimated in-kind support

NEXT: COMPLETE SECTION 11



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5. CAPITAL INVESTMENT - UPGRADE TO CURRENT INFRASTRUCTURE

PROPERTY TO BE ENHANCED: _____	DATE WORK WILL BEGIN: _____
	DATE WORK WILL BE COMPLETE: _____
CIVIC ADDRESS OF PROPERTY: _____	PRE-CONSTRUCTION PHOTOS INCLUDED? <input type="checkbox"/> YES
	TWO COMPARABLE QUOTES INCLUDED? <input type="checkbox"/> YES
	TOTAL PROJECT COST: _____
	FUNDING REQUEST: _____

SUPPORTING DOCUMENTS TO INCLUDE WITH CAPITAL REQUEST

- Description of Capital Upgrade - Current Infrastructure project
- Brief description of project benefits, potential impacts, and what will be improved, if approved to receive Municipal funding
- Copy of last completed year of financial statements, showing all accounts
- Copy of current year's budget, showing all accounts
- Current bank account balance for all accounts at the date of application
- List of other funding sources with approval letters (if available)
- Proof of property ownership or long-term lease
- Pre-construction photos
- Two complete, comparative quotes for all projects included in the application. Quotes must show costs before and after tax, be dated within 90 days of application date and on company letterhead with company name, address, phone, etc.
- In-kind contribution form with estimated in-kind support

NEXT: COMPLETE SECTION 11

6. OPERATING INVESTMENT - ANNUAL DEADLINE: FEBRUARY 28

PROGRAM OR SERVICE DELIVERED BY ORGANIZATION: _____	TOTAL ANNUAL BUDGET: _____
	TOTAL BANK BALANCE OF ALL ACCOUNTS: _____
# OF PARTICIPANTS WHO BENEFIT: (annually) _____	FUNDING REQUEST: _____
DOES THE WORK SUPPORT THE GENERAL PUBLIC?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	

SUPPORTING DOCUMENTS TO INCLUDE WITH OPERATING REQUEST

- Description of Operational Programming
- Brief description of program benefits, potential impacts, and what will be improved, if approved to receive Municipal funding

See next page for additional required documents



SUPPORTING DOCUMENTS TO INCLUDE WITH OPERATING REQUEST CONTINUED...

- Copy of last completed year of financial statements, showing all accounts
- Copy of current year's budget, showing all accounts
- Current bank account balance for all accounts at the date of application
- List of other funding sources with approval letters (if available)

NEXT: COMPLETE SECTION 11

7. EVENT INVESTMENT

EVENT TO BE SUPPORTED: _____

IS THE EVENT FOR THE GENERAL PUBLIC?:

- YES NO

EVENT LOCATION: _____

TOTAL EVENT COST: _____

DATE OF EVENT: _____

CURRENT BANK BALANCE FROM ALL ACCOUNTS: _____

EXPECTED # OF ATTENDEES: _____

FUNDING REQUEST: _____

SUPPORTING DOCUMENTS TO INCLUDE WITH EVENT REQUEST

- Brief description of event, the impact to the community, and why Municipal funding is important for this event to take place
- Copy of last completed year of financial statements, showing all accounts
- Copy of the current event budget
- Current bank account balance for all accounts at the date of application
- List of other funding sources with approval letters (if available)

NEXT: COMPLETE SECTION 11

8. TRAINING INVESTMENT

TRAINING TO BE SUPPORTED: _____

LOCATION OF TRAINING: _____

IDENTIFIED NEED FOR TRAINING: _____

DATE(S) OF TRAINING: _____

TRAINING NOT AVAILABLE/OR EXPECTED TO BE

TOTAL TRAINING COST: _____

TRAINING BENEFICIAL TO CURRENT PROGRAM

FUNDING REQUEST: _____

SUPPORTING DOCUMENTS FOR INDIVIDUAL TRAINING REQUESTS

- Description of training program, future benefits of this training, and how Municipal funding would impact the community

See next page for additional required documents



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SUPPORTING DOCUMENTS FOR **INDIVIDUAL** TRAINING REQUESTS CONTINUED...

- Proof of Registration Fees
- Acceptance Letter for Training Program

SUPPORTING DOCUMENTS FOR **ORGANIZATIONAL** TRAINING REQUESTS

- Description of training program, future benefits of this training, and how Municipal funding would impact the community
- Copy of last completed year of financial statements, showing all accounts
- Copy of the current event budget
- Current bank account balance for all accounts at the date of application
- List of other funding sources with approval letters (if available)
- Proof of Program Fees for all participants
- Supporting letter from organization providing the training, that includes the list of participants and their addresses

NEXT: COMPLETE SECTION 11

9. TRAVEL ASSISTANCE INVESTMENT

PURPOSE OF TRAVEL: _____

LOCATION OF TRAVEL: _____

DATE(S) OF TRAVEL: _____

TRAVELER NAME(S) OR TEAM MEMBER NAMES IF TRAVELING AS A TEAM: _____

SANCTIONING BODY: _____

TOTAL TRAVEL COST: _____

FUNDING REQUEST: _____

SUPPORTING DOCUMENTS FOR TRAVEL ASSISTANCE REQUESTS

- Description of Travel Assistance request
- Letter of invitation from sanctioning provincial or national governing body to demonstrate earned participation at event
- Breakdown of travel expenses to be incurred, and any other sources of funding

NEXT: COMPLETE SECTION 11

10. TOURNAMENT INVESTMENT

TOURNAMENT: _____

LOCATION: _____

EXPECTED # OF ATTENDEES: _____

TOURNAMENT DATE(S): _____

TOTAL TOURNAMENT COST: _____

FUNDING REQUEST: _____

See next page for required documents



SUPPORTING DOCUMENTS FOR THIS TOURNAMENT INVESTMENT REQUEST

- Brief description of event, the impact to the community, and why Municipal funding is important for this tournament
- Letter from sanctioning provincial or national governing body, including any allocation of funding provided
- Complete Tournament budget, including all revenues and expenses

NEXT: COMPLETE SECTION 11

11. ACKNOWLEDGEMENTS

The Community Investment Fund is available to all community organizations and societies currently registered with the Nova Scotia Registry of Joint Stock Companies who are located within Queens County or running programs for Queens County residents, that meet the Operational Policy 11 requirements. The maximum funding available is contained within the policy, subject to required cost-sharing and annual budget allocation. This Fund DOES NOT COVER HST.

This application is not a building permit or development permit. For Capital and Event Investment requests, the Applicant is responsible for and acknowledges that these approvals must also be obtained prior to carrying out work or hosting events within the Region of Queens Municipality.

Acknowledged: YES NO

Region of Queens Municipality Community Investment Fund applications will be accepted ongoing until all available funds have been exhausted, with the exception of Operating Fund Investments, which have an established deadline. All approved applications must complete their proposed infrastructure work, events, training, or travel, and submit their final report and claim for payment before March 31st of the approved fiscal year. Claims submitted after this time frame will not be accepted nor will they be eligible for funding. Approved Operating Investments must submit their final report and claim for payment prior to January 31st of the approved fiscal year.

Acknowledged: YES NO

ACKNOWLEDGEMENT

I confirm that I have carefully reviewed the **Operational Policy 11 – Community Investment Fund** and this application is true to the best of my knowledge. The application and documentation submitted falls in accordance with the Policy criteria and no information that may lead to my application being deemed ineligible has been withheld. If approved, I agree to complete the request as proposed and will provide recognition of the Municipality's financial contribution during the construction phase, event, or other appropriate times. Further, I agree that the Municipality may provide the details of this project publicly for marketing and promotional purposes without additional payment.

Applicant Name: _____ **Signature:** _____ **Date:** _____

OFFICE USE ONLY: _____ **Date Received**

