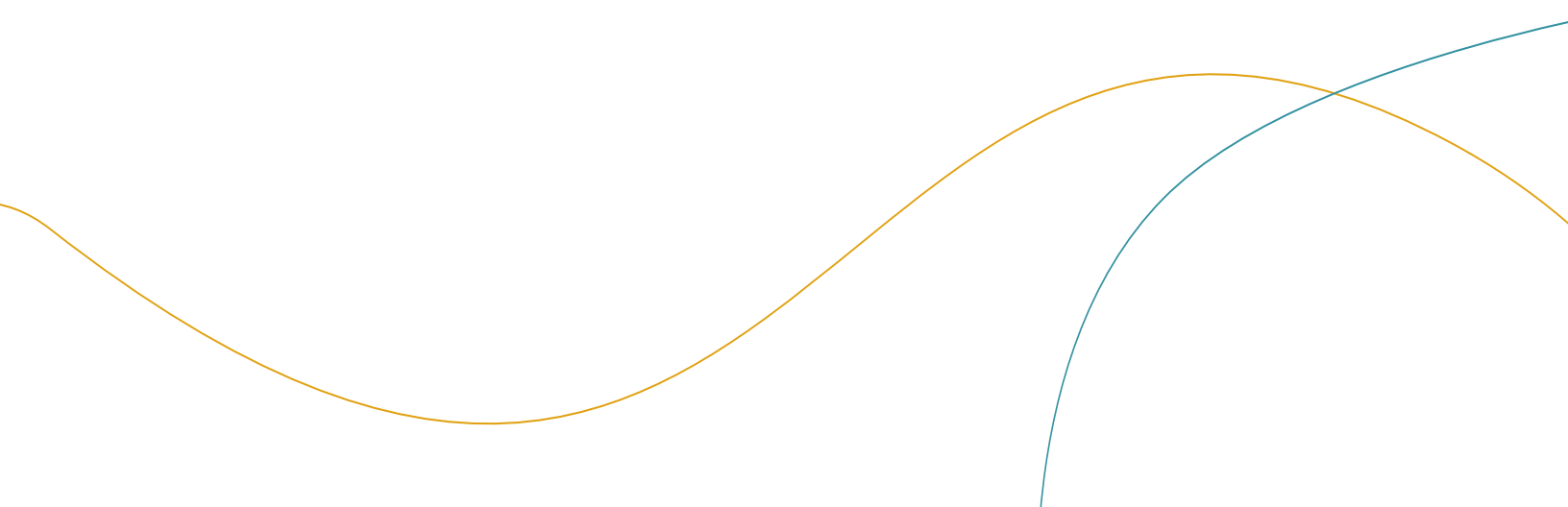


2026-2027
DIVERSITY AND INCLUSION SMALL GRANT PROGRAM
APPLICATION PACKAGE



Background

In 2020, the Region of Queens Municipality adopted its first Diversity and Inclusion Framework, which included a provision for a small grants program to support community-based initiatives.

This work was originally supported through the Diversity and Inclusion Action Team (DIAT), and in 2025 transitioned to the Inclusion Queens (IQ) Advisory Committee.

The Diversity and Inclusion Small Grant Program continues to reflect the Municipality's commitment to supporting projects that foster inclusion and belonging across Queens County.

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

Applications 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 and 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, 2026 and completed prior to March 31, 2027, unless prior permission is granted from the Inclusion Queens Advisory Committee.

Eligible Projects and Costs include:

- a. educational training and workshops to increase awareness and understanding of 2SLGBTQIA+ and BIPOC communities;
- b. festivals and events that increase awareness of, and celebrate diversity and inclusion;
- c. programs aimed at promoting and benefitting marginalized communities;
- 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 Accessibility and Inclusion Coordinator on the approved application form, the link to which is below. Applications can be submitted by

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

Application Deadlines

Deadline	Funding Period
May 4, 2026	June 2026
June 1, 2026	July 2026
June 25, 2026	August 2026
July 30, 2026	September 2026
August 27, 2026	October 2026

Deadline

September 24, 2026
October 29, 2026
November 26, 2026
January 4, 2027
January 28, 2027
February 25, 2027

Funding Period

November 2026
December 2026
January 2027
February 2027
March 2027
April 2027

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 by the Inclusion Queens Advisory Committee following the application deadline. Those that meet the established criteria and are recommended will then be forwarded to Council for approval. Once an offer of funding is approved by Council, 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 Inclusion Queens Advisory Committee 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, applicants must complete a short survey about their activities.

Please identify why you are proposing this project and if you have any data, reports, or other information to explain why this project is important to the community at this time?

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: _____ Date: _____

<p><u>OFFICE USE ONLY</u></p> <p>Date Application Received: _____ Initials: _____</p> <p>Approved: YES <input type="radio"/> NO <input type="radio"/></p> <p>Conditions / Reasons (if any): _____</p> <p>_____</p> <p>_____</p> <p>Planned Start Date: _____ Approved Amount: _____</p>
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