



Leadership Training Grant

Grant Purpose

- 1 a) To help with training costs for individuals or community organizations that will continue to expand the programs, services and activities provided by community organizations.

Funding Use

- 2 a) To be used to pay for training of individuals or community groups that develops leadership skills in the areas of physical activity, sport, recreation, volunteerism, safety and leadership.
 - b) Eligible training may include courses, workshops or seminars that will develop skills and knowledge for coaches, instructors, leaders and volunteers.
 - c) The applicant must be willing to use the skills learned with the citizens of the Municipality.
 - d) Hotel, travel costs, fire ground operations and/or medical first response training are not eligible for this grant.

Eligible Applicants

- 3 a) **Individual**
 - (i) Must be a resident of the Municipality.
- b) **Community Organization**
 - (i) Registered charity or not-for-profit organization, with active registration, serving residents of the Municipality.
 - (ii) Registered charity or not-for-profit organization in other Municipal units, located in Lunenburg County providing regional facilities or services to residents to the Municipality.
 - (iii) 50% of the participants on the application must be residents of the Municipality.

Ineligible Applicants

- 4 a) **Individual**
 - (i) Non-Municipal Resident.
 - (ii) Firefighters or Associate Fire Department Members.
- b) **Community Organization**
 - (i) For-profit organizations.
 - (ii) Churches / Church Halls, regardless of not-for-profit status.

- (iii) Fire Departments / Fire Halls, regardless of not-for-profit status.
- (iv) Schools / Private schools, regardless of not-for-profit status.

Application Deadline

- 5 a) Complete applications will be received throughout the year but should be received at least 1-2 months before the anticipated start date for processing.

Completion Requirements & Grant Extensions

- 6 a) Training commenced or completed prior to application will not be considered.

Funding Frequency

- 7 a) Only one application can be submitted by an individual/community organization, for the same training, per fiscal year.
- b) Applicants who have received funding in previous years should not assume funding each year.

Endorsement Special Conditions

- 8 a) Hotel, travel costs, fire ground operations and/or medical first response training are not eligible for this grant.

Funding Amount Limit

- 9 a) Funding will not exceed 50% of the total cost of the training, to a maximum of \$500.

Approval Process and Procedures

- 10 a) Applications will be reviewed and approved/denied by the responsible staff person, with notification to Municipal Council.
- b) If approved, the applicant will receive a communication confirming the amount awarded.
- c) Applicants are responsible to pay for the initial training costs and are required to submit a copy of receipts and certifications for funding to be released. This information should be provided to the Municipality no later than March 15th of the year following approval. If this information is not received by this date, applicants may be ineligible to be considered for the Leadership Training Grant in the following fiscal year.
- d) Upon receipt of the required information, a reimbursement cheque will be issued for the approved amount of funding.

Documents Required for Application to be considered complete:

- 11 a) Completed and signed application form
- b) Financial information
 - (i) Proposed Income & Expense Budget (including income from all sources)
 - (i) The need for financial assistance must be demonstrated.

Leadership Training Grant Application Form



Deadline for application: 1-2 months prior to training date.

Name of Individual or Organization	
Registered Number (organization)	
Applicant's Mailing Address:	
Organization's Operational Address (if applicable):	
Municipal Location of Operational Address:	<input type="checkbox"/> District of Lunenburg <input type="checkbox"/> District of Chester <input type="checkbox"/> Town of Bridgewater <input type="checkbox"/> Town of Lunenburg <input type="checkbox"/> Town of Mahone Bay <input type="checkbox"/> Other (please specify) _____
Contact Person	
Contact's Position	
Contact's Phone Number(s)	
Contact's Email:	
1. Organizational Profile (if applicable)	
a. Please describe your organization.	
b. Does your organization charge a membership fee (if applicable) ?	
<input type="checkbox"/> Yes* If yes, how much is annual membership? \$ _____ <input type="checkbox"/> No	

c. Is your organization either Youth or Senior focused (if applicable) ?
<input type="checkbox"/> Yes, Youth <input type="checkbox"/> Yes, Seniors <input type="checkbox"/> No
2. Training Information
a. What training opportunity is being applied for?
b. What is the date and location of the training?
c. Describe what skills will be learned and how this will benefit your community/organization?
d. What is the total cost of the training?
e. In what way does this application meet MODL's Mandate (Vision, Mission and Values)?
f. May the Recreation Department keep your name and contact information on file, and provide this information to any local organizations that may be looking for someone with your qualifications to assist their organization?
<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Financial Information:
<ul style="list-style-type: none"> • Please supply a proposed Income & Expense Budget for the project (including income from all sources). • Note: Please ensure you include the amount requested from this grant in your anticipated revenue.
a. If you are an organization applying, does your budget include funding from other partners?
<input type="checkbox"/> Yes* <input type="checkbox"/> No

*If yes, please provide detailed information, including source and amounts

b. If your organization is based outside of MODL, please advise what financial support is being requested / anticipated from your own host municipality*?

Amount requested/approved: \$ _____

- Confirmed
- Pending
- Denied

*Use the space below to provide any additional comments if necessary.

c. Will MODL's funding help your organization leverage funding from other partners?

- Yes*
- No

*If yes, please provide detailed information.

Municipal Funding Requested: \$ _____

I certify that, to the best of my knowledge, the information provided in this grant application is accurate and complete and that the grant request is endorsed by the organization which I represent (if applicable).

Name _____ Signature _____

Date _____

The application must include:

- Completed Signed Application
- Proposed Income & Expense Budget for training (including income from all sources, with MODL grant request amount clearly included in income).

Please return completed form and associated documents to:

Municipality of Lunenburg
Attention Recreation Department
10 Allée Champlain Drive
Cookville, NS B4V 9E4

Alternatively, you can
Fax to: 902-543-7123
or
Email to: recreation@modl.ca



Community Grants Program/Sponsorship Request Policy MODL043 Highlights

Purpose

The purpose of Policy MODL043 is to set guidelines for the distribution of funds to not-for-profit and charitable organizations in the community.

The Municipality recognizes and supports the efforts of community organizations to provide cultural, social, heritage, economic and/or recreation programs, facilities and events to the benefit of Municipal residents.

The Municipality offers grants for training of volunteers to further the benefits of their volunteerism, supporting local athletes competing in national or international events and to persons travelling to provincial, national or international competitions in sports, recreational or cultural events.

General Information

- Municipal Council sets funding limits and annual budget allotments for each grant category.
- Applicants will complete the proper Municipal application form and provide the requested information.
- For grant applications, organizations should ensure that any outstanding grant approvals from the previous fiscal year should be completed, unless an extension to the funding has been approved by MODL.
- Application deadlines and expiry periods may apply.
- Funding frequency is limited within each grant category.
- Applicants should show community support, fundraising efforts and efficient use of resources, sound business practices and development of volunteers.
- A financial statement and pertinent document must be filed with the Municipality following completion of the project.
- The Municipality reserves the right to deny any application believed not within its mandate.
- All proposed work must follow Municipal, Provincial and Federal regulations.
- Applicants must agree to recognize the Municipality for its contribution (e.g., banner, public announcement, sign, brochures, programs, advertisements).
- The municipality will publish to the public a list of recipients of grants and the amounts given as stated in Section 65C of the Municipal Government Act.
- Submitted application does not guarantee funding.

Evaluation Criteria

The evaluation may include but is not limited to the following criteria

- a) Project/program fits within the mandate (vision/mission) of the Municipality.
- b) Organization is a not-for-profit group.
- c) Program, event, facility is for public community use.
- d) A financial need is proved.
- e) The organization is sourcing other funding partners.
- f) The grant proposal is practical.
- g) The funding provided by the Municipality will enable the organization to use dollars from other funding partners.
- h) The application has shown that they will recognize the Municipality's contribution.
- i) The organization shows long-term sustainability.
- j) The applicant has proved its own commitment to the project (i.e. financial, in-kind donations).
- k) The percentage of users from MODL.
- l) The breakdown of staff (volunteer, paid, externally funded).
- m) Funding **must** be requested from the host Municipality if organization is located outside MODL (proof of request **is** required).

MODL's Vision, Values & Mission Statement

Vision

The breathtaking, natural beauty of the Municipality of the District of Lunenburg is home to thriving communities with unique cultural identities. Growth centres support our diversified economies, driven by our residents' passion for the place they call home. With our strong economy, we can live, work and raise families here. We are a destination for visitors, attracted to our vibrant parks, beaches, and hiking trails. As leaders in sustainability, we passionately protect our natural environment.

Values

- **Thriving Communities:** We encourage meaningful connections.
- **Act with Integrity:** We are accountable and strive to provide exceptional leadership within our municipality.
- **Respect and Kindness:** We value the uniqueness and diversity of our communities, welcoming everyone with respect and kindness.
- **Equity and Inclusion:** We take action to change and grow to be a truly diverse, equitable, and inclusive municipality.
- **Ready for Action!:** We are innovators, economic leaders, and collaborative partners.

Mission

We are:

- Responsible financial managers
- Strategic planners
- Sustainable community builders
- Collaborative engagers

