



## **TOWN OF PORT HAWKESBURY ASSISTANCE POLICY**

### **GENERAL STATEMENT OF POLICY**

The Town of Port Hawkesbury Assistance Program is designed to provide investment to nonprofit organizations in the Town of Port Hawkesbury that provide recreational and cultural programs, activities, and services to the residents of the Town of Port Hawkesbury.

Interested applicants must meet the following eligibility criteria:

### **GROUPS/TEAMS/ORGANIZATIONS**

#### **Purpose**

To assist eligible organizations and community based groups whose existence depends primarily on volunteer resources, and fundraising. (i.e. groups that receive yearly operational assistance from provincial and/or federal sources may not be eligible)

#### **Criteria**

- Must be a nonprofit organization with an executive, a purpose and a membership.
- Must be an organization which is well established and recognized by the Town of Port Hawkesbury.
- Must be based in Port Hawkesbury and have the majority of its membership from the Town of Port Hawkesbury.
- Activities must benefit residents of the Town of Port Hawkesbury.
- Organizations are urged to become incorporated under the Societies Act of Nova Scotia
- Must meet the criteria for the support for which it is applying
- Only one application per project will be allowed.
- Maximum support: \$250.00

## **CAPITAL PROGRAM**

### **Purpose**

To assist in the development, construction and renovation of recreational facilities or grounds within the Town of Port Hawkesbury.

### **Criteria**

- To assist with the cost of purchasing a major piece of sport, playground or recreational equipment.
- To assist with general repairs and/or renovation to an existing facility.
- To assist groups building new recreational facilities to ensure that it is wheelchair accessible.
- Maximum funding under this program is \$1000.00

## **TRAVEL ASSISTANCE**

### **Purpose**

To assist organizations to travel to sporting or cultural competitions, or tournaments outside of the Town of Port Hawkesbury.

### **Criteria**

- The event must be at the provincial, eastern Canadian or national level.
- The tournament/competition site must be 100 kilometres or more from the team's home base in Port Hawkesbury.
- Only one application per organization will be allowed.
- Maximum funding under this program is \$200.00

## **ELITE TEAM PARTICIPANTS**

### **Purpose**

To assist elite teams with skill development.

### **Criteria**

- Any Provincial, Regional, Canada Games or Olympic Team.
- Any team recognized as National or International caliber who will be participating at a National or International competition.
- Only one application per organization will be allowed
- Maximum funding under this program is \$500.00

## **HOSTING TOURNAMENTS/COMPETITIONS/MEETINGS**

### **Purpose**

To assist organizations in hosting a tournament, cultural event, meeting or competition within the Town of Port Hawkesbury.

### **Criteria**

- Activity must expose local residents to a sporting, meeting or cultural opportunity.
- Activity must be at the Provincial, National or International level.
- Only one application per organization will be allowed
- Maximum funding under this program is \$200.00

## **COMMUNITY GROUPS AND ORGANIZATIONS**

### **Purpose**

To support recreation programs and activities at the community level by providing operational assistance for existing programs or for initiating new programs or training within the Town of Port Hawkesbury.

### **Criteria**

- Only one application per organization will be allowed.
- Maximum funding under the program is \$200.00

## **SPECIAL CIRCUMSTANCES**

### **Purpose**


To provide partnership opportunities where the application timing falls outside of the regular review framework and categories.

## APPLICATION PROCESS

The following procedures must be adhered to when applying for financial assistance:

- The group or organization requests an application form from the Town of Port Hawkesbury.
- The completed application form must be addressed to the CAO, and mailed to 606 Reeves Street, Port Hawkesbury, NS, B9A 2R7 or delivered to the Town Hall.
- Funding approved by the Town of Port Hawkesbury will be allocated twice a year
- Application deadlines are February 15 and October 15
- All applications must be accompanied by a financial statement of the organization and/or a budget for the activities.
- All applications received prior to the established deadline will be forwarded to the CAO for review in the current fiscal year.
- All applications received will be reviewed by the CAO and assigned management staff, at which time the decision will be based on investment policies, the benefits of the program or activity in the community, and the availability of funds.
- The CAO will contact the organization that applies, and report on the decision reached.
- This does not apply to special situations where teams are given opportunities to compete at a provincial or national level.
- Any requests above the threshold levels will be brought to Council for consideration.

For further information please contact the Town of Port Hawkesbury at 625-2591.

<b>Policy Number:</b>	<u>December 4, 2012</u>
<b>Council Approval:</b>	<u>Regular Public Meeting</u>
<b>Date:</b>	<u>December 4, 2012</u>
	
<b>Administration:</b>	<u>Maris Freimanis, P.Eng. Chief Administrative Officer</u>



**TOWN OF PORT HAWKESBURY  
ASSISTANCE POLICY**

**APPLICATION**

Name of Applicant: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Program to which application is being made:

- Groups/Teams/Organizations
- Capital Program
- Travel Assistance
- Elite Team Participants
- Hosting Tournaments/Competitions/Meetings
- Community Groups and Organizations
- Special Circumstances

