

2022 Town of Sackville Small Capital Funding Program

The Town of Sackville Small Capital Funding Program was designed to provide monetary support to local associations that are pursuing a one-time capital or equipment purchase and is limited to ½ of the total costs of the proposed project, to a maximum amount of \$5000.

Prior to submitting a Capital Funding Program Application groups are required to contact the Department of Recreation Programs and Events to arrange a meeting to discuss their project in detail. Please call 1-506-364-4946 or e-mail m.pryde@sackville.com.

Applicants must meet the following eligibility requirements:

- a. For infrastructure funding:
 - i. Groups must be a non-profit organization
 - ii. Groups must have title or at least a 7-year lease to the property to which they wish to apply funds, be able to demonstrate precedent in using the property in question and demonstrate no threat exists to that arrangement. (The Town bears no responsibility for the legitimacy of deeds or leases submitted for the purpose of this application).
 - iii. Groups operating community halls and church halls are eligible to apply as long as they are used to provide recreational or cultural activities to the general public.
 - iv. Groups must submit 3 letters of support for the project.
 - v. Groups applying for playground apparatus must demonstrate that all equipment under consideration meets all CSA standards, including ground preparation.
 - vi. Groups purchasing recreational or sporting equipment must clearly demonstrate the intended use of the equipment and how it fits into the overall long-term plan of the organization.

The deadline to apply is **October 15, 2021**. Submit to Grants@sackville.com or by dropping off to Town Hall (31C Main Street)

Groups who received funding in spring, 2021 are required to file a report (template will be emailed to you) before **December 15, 2021** or new applications may not be considered.

Section 1: Applicant Information

Name of Organization:	Make cheque out to:
Organization's NB Corporate Registry or HST number: (REQUIRED)	Does the organization have a constitution or by-laws? (New applicants please attach)
Organization's Mailing Address:	Postal Code:
Applicants Name:	
Applicant's Position in the Organization:	
Telephone Number:	Alternative Telephone Number:
E-mail:	
Number of volunteers in the organization:	
Number of paid staff in the organization:	
Average number of people served by the organization annually:	
Organization's Mandate:	
Have you provided proof of ownership? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2: Project Details

Project Name:
Please describe the project that funding is being requested for:
Please explain why the project is necessary and what the benefits will be to the community:
Under what project category is the organization applying: <input type="checkbox"/> Community Hall <input type="checkbox"/> Trails <input type="checkbox"/> Playground <input type="checkbox"/> Equipment <input type="checkbox"/> Needs Assessment
Please provide a timeline for the completion of your project:
Please explain how the project goals will be measured:
Please explain how this project will be continued once funding has ended:

Section 3: Budget

Please note: The following responses should be supported by the descriptions and explanations		
Total project costs to the organization (before funding):		
Total revenue sources and amounts:		
Total amount of request to the Capital Funding Program <i>(Should not exceed 50% of project's cost or 50% of the Town's available funds)</i> :		
Please describe any in-kind services that you require or will be requesting from the Town:		
I hereby certify that the information contained in this application is accurate:		
_____	_____	_____
Full Name	Signature	Date
I hereby certify that this application has the approval of the above-named organization		
_____	_____	_____
Full Name	Signature	Date

Please see checklist on next page

Grant Application Checklist

Did you remember the following?

All applications submitted after October 15, 2021 may not be considered.

Small Capital Funding Program:

- Contact Manager of Recreation Programs and Events at 364-4946 or m.pryde@sackville.com before applying.
- Completed the application in its entirety
- Included Organization's NB Corporate Registry or HST number
- Detailed project budget
- Meeting minutes or a letter from the Board with 2 signatures approving the grant application
- Infrastructure:
 - Proof of title or 7-year lease of property
 - 3 letters of support
 - When applying for playground equipment, proof that it meets CSA Standards

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