



# *Rural Municipality of Belfast*

## *(RMB)*

Mayor: Garth Gillis; Chief Administrative Officer (CAO): Bob Brooks;  
*Incorporated 1972*

### *Community Grants Program 2025/2026*

### *Application Form*

The Rural Municipality of Belfast is very pleased to once again offer the residents and organizations of the Municipality, an opportunity to apply for funding through the **Community Grants Program**. This annual Program is offered to provide financial assistance to groups and individuals offering services, activities, and programs in the interest of the Rural Municipality of Belfast.

At this time, RMB would like to thank each of those applying for a Community Grant, for supporting the development and well-being of our Municipality - Thank you.

Below, you will find the Application Form for the 2025/2026 Community Grants Program, including:

- The principles upon which the Program is based,
- The Eligibility Criteria for participation in the Program,
- The Deadline for Submissions,
- The Estimated Grant Funding Available,
- The Approval Process for awarding the 2025/2026 Community Grants,
- The Public Presentations Guidelines, and
- The Evaluation Rating Criteria.

Should you have any trouble or need assistance to complete the application, please do not hesitate to contact CAO Bob Brooks or Ashley Feschuk at:  
[ruralmunicipalityofbelfast@gmail.com](mailto:ruralmunicipalityofbelfast@gmail.com) or (902) 962-2086

#### ***The principles governing the Community Grants Program include:***

- a) Council is committed to treating requests for grants in a consistent, fair, and equitable manner, subject to Community Grants Program Policy # 2018-02, established priorities and budget.
- b) Council promotes public awareness of the principles and guidelines by which Council is providing an accessible, open, and transparent application and decision-making process for considering and responding to requests for grants; and
- c) Council establishing a timeline for submissions and processing of such requests, so Council can conduct a meaningful comparison and achieve an equitable distribution of support.

***Eligibility for Submissions:***

- a) Assistance may be awarded to registered not-for-profit, community groups/development corporations and volunteer or individuals, offering services, products or activities in the best interests of the Rural Municipality of Belfast and its residents,
- b) Those eligible for assistance are not required to live within the boundaries of the Rural Municipality of Belfast, however, the proposal must be for the benefit of residents of the Rural Municipality of Belfast, and
- c) All grants will be approved and awarded in accordance with *Sections 142, 143 and 158* of the *Municipal Government Act*.
- d) Past recipients of an RMB Community Grant (from 2024/2025) must have provided RMB with a Summary Report that describes how the funds were utilized; otherwise, those applicants will not be eligible for a 2025/2026 Community Grant.

***Deadline for Submissions:***

All grant applications must be received by the Rural Municipality of Belfast by **12 noon on Friday, March 7, 2025**. Applications can be hand-delivered to the Municipal Office (13056 Shore Road, Wood Islands), any Rural Municipality of Belfast Member of Council, or Municipal Staff; or applications can be emailed to: [ruralmunicipalityofbelfast@gmail.com](mailto:ruralmunicipalityofbelfast@gmail.com)

***Estimated Grant funding available for the 2025/2026 fiscal year:***

- a) Not including funding for the Fire Protection Grant or Government Risk Grant; estimated funding for the 2025/2026 Community Grants Program is approximately \$100,000 total, (depending on approved budget).

***Approval process for Submissions:***

- a) **Deadline for Applications is: *Friday, March 7, 2025 at 12 noon***,
- b) **Community Grants Committee** will review and evaluate all submissions on ***Wednesday March 12, 2025***.
  - a. Public presentations are not necessary at this meeting, as Committee members will have all proposals; however, if any group wishes to make a presentation at the committee meeting, those groups will be afforded five minutes to elaborate on their proposals and allow committee members to ask questions.
  - b. Once all presentations are made (if any), Committee will move In-camera for review and deliberations to produce a public recommendation for Council consideration in a follow-up Council meeting.
- c) **Council** will consider the Community Grants Committee Recommendation and make the final decision as to the grant recipients in a public meeting on ***Wednesday, March 19, 2025***.

## 2025/2026 Application:

a) Name of Organization/Individual: \_\_\_\_\_

b) Contact for Submission:

Name \_\_\_\_\_

Home Ph \_\_\_\_\_ Cell Ph \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

c) If successful, direct payment cheque to:

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

d) Title of Project/Submission: \_\_\_\_\_

e) Project Description: \_\_\_\_\_

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

f) Funds Requested? \_\_\_\_\_

g) Is this a Not-for-profit Organization or Community Group Submission? \_\_\_\_\_ (Yes/No)

h) Time period that funds are required? (which month(s)?) \_\_\_\_\_ month(s)

i) To help understand if the project aligns with the Rural Municipality of Belfast Strategic Plan (found on the Website at: [www.ruralmunicipalityofbelfast.com](http://www.ruralmunicipalityofbelfast.com)); Does your project:

i. Promote Community Engagement? \_\_\_\_\_ (Yes/No)

ii. Promote Community Social Activities? \_\_\_\_\_ (Yes/No)

iii. Promote Area Economic Development? \_\_\_\_\_ (Yes/No)

iv. Promote Environmental Stewardship? \_\_\_\_\_ (Yes/No)

j) Describe how your Project/Submission will have a positive impact on the Municipality?

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

k) Describe how your Project/Submission meets a Municipal need?

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

- l) Have you received a previous Municipality Community Grant? \_\_\_\_\_ (Yes/No)
- m) If Yes, have you submitted your Summary Report for the use of the funds received for that Community Grant? (Grants prior to 2023/24 not required) \_\_\_\_\_ (Yes/No)
- n) Describe your organizational structure and ability to successfully complete your project/submission?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- o) What percentage of funds is being requested from the Municipality in comparison to self, other partner funding and/or sweat equity? \_\_\_\_\_  
 \_\_\_\_\_

***Presentation Guidelines of Grant Submissions:***

For those applicants wishing to make a public presentation to Committee about the benefits of their application; a presentation can be made at the Community Grants Committee Meeting on Wednesday, March 12, 2025 at the Community Grants Committee Meeting at **7:00 PM**. Presenters will have five (5) minutes to present their proposal. It is not necessary to make a public presentation to Committee if you do not wish. Committee will already have all the full applications/submissions in hand.

Following any public presentations, the Community Grants Committee will move ‘in-camera’ for deliberations. Committee will then move out of ‘in-camera’ to make a public **Recommendation to Council** for Council’s consideration on Wednesday, March 19, 2025.

***Evaluation Rating Criteria Tool:***

To help Committee arrive at a Recommendation for Council, Committee has developed some rating criteria to help evaluate each application. Each application will be rated on:

- If it aligns with the most current Rural Municipality of Belfast Strategic Plan,
- If it will have a positive impact on Social, Economic and/or Environmental aspirations of the Municipality,
- If it addresses a recognized need within the Municipality,
- What type of organization history or structure is in place for the application, and
- What percentage of funds is being requested in comparison to self, other partners and/or sweat-equity.

***Thanks Again for your Commitment to the Municipality!***