



Eastern Kings Community Council

Small Grants Program

Guidelines and Application Form

Eastern Kings Community Council
85 Munns Rd, Bothwell, PEI, COA 2B0
easternkingspe@gmail.com
Phone: 902-357-2894 Fax: 902-357-2607

Eastern Kings Community Council Small Grants Program Guidelines & Application Form

The Eastern Kings Community Council knows small is beautiful; small things can have a big impact. The Eastern Kings Community Council Small Grants Program is designed to help build this community, and strengthen connections between its local neighbourhoods, connecting districts, and the people. This program supports those who have small but powerful ideas and programs to bring people together and make the Eastern Kings Community vibrant. Grants range from \$50 to \$3,000, and are designed to help make these projects become reality.

The goals of the EKCCSG Program are:

1. Benefit the community of Eastern Kings
2. Connect and engage neighbourhood residents
3. Build local capacity to carry out EKCCSG projects
4. Share residents' skills and knowledge
5. Build sense of ownership and pride
6. Respect and celebrate diversity
7. Create lasting impact

*** Application deadline is January 31st of the grant year.**

Funding requests received after the January 31 deadline will only be considered if they meet the following conditions:

- The application meets the EKCCSG criteria as outline in EKCCSG application form;
- The requirement for funding was not reasonably foreseeable at the date of the deadline for EKCSG for the current period;
- A community grant application form is completed; and
- The applicant has not already received a community grant for the current year.

**Please read the following information before you complete your application details.
[Incomplete applications or those with missing information cannot be considered]**

Terms & Conditions of Eastern Kings Community Council Small Grants Program

Who can apply?

- Applicant must be a resident of Kings County, Prince Edward Island, Canada
- Two applicants are required per project application over \$1,000 and both are equally responsible for managing the grant money.
- Businesses are not eligible to apply.
- Main applicants can only apply for one EKCCSG project per year.
- Projects should begin after the grant decision is made.
- All projects must be complete within the grant year, and a final report submitted on use of funds/success of project, within two months of the project's completion.

What to consider when estimating your costs:

- Most grant requests for projects are expected to be under \$1,000, however those applications that demonstrate unique and creative ways of meeting the EKCCSG goals, and require additional budget, may qualify for up to \$5,000 in grant funds.
- Applicants may not profit financially from the project.
- Grant money may be used for honorariums with a maximum allowable amount of \$50 per person, with total honorarium(s) not exceeding \$100 or 50% of the project budget (whichever is less).
- When creating a project budget, applicants should determine the actual cost of items to be used, and think resourcefully in how to obtain materials through borrowing or donations.
- Applicants are responsible for keeping expense receipts to account for project costs and final report.

If you plan to use public space then please understand:

- Projects taking place on public spaces/parks are required to comply with municipal by-laws, as such:
 - EKCCSG applicants are required to know relevant information about permits they may require, liability insurance and account for the time needed to process these requests at the applicable municipal office;
 - Applicants should obtain appropriate permits and liability insurance prior to project start date.

What to consider when carrying out your project:

- Projects are expected to address one or more of the EKCCSG program goals with a primary focus on increasing connections and engagements between community members.
- Projects should take place within Eastern Kings Community.
- Eligible community special events or festivals are expected to be focused on a specific neighbourhood or community. The project will need to demonstrate an activity within the event that connects residents to develop or strengthen relationships.
- Projects may not charge entrance fees, request donations, or fundraise for other projects/organizations without permission from Eastern Kings Community Council Small project committee.
- Projects are expected to be completed within the granted year.
- To help future applicants, it is strongly encouraged to document your project with photos, videos or by writing a summary of your event, and share with your EKCCSG Committee Coordinator and submit to the program: Website: www.easternkings.co / Fax: 902-357-2607/ email: easternkingspe@gmail.com
- Project leaders are expected to attend the EKCCSG AGM (held in the spring), and may be asked to share your project story with other attendees.
- If you would like your project to be considered for promotions and program documentation and reporting, please have project participants sign a photo release form to use their photos. This form is available on the program website or through your EKCCSG Committee Coordinator.
- All recipients of grants from Eastern Kings Community Council Small Grants are required to publicly acknowledge such donations from the Eastern Kings Community Council. This acknowledgment is to be shown by displaying/including appropriate logos on event posters or other project promotional materials, such as in newspaper articles, the media and on websites.
- After your project is complete, a grant report/evaluation should be submitted to your EKCCSG Committee Coordinator.
- Please return any unused grant money to your EKCCSG Coordinator.

Yes, I have read the above terms and conditions before I apply for the Eastern Kings Community Council Grants Program.

Applicants Signature 1) _____

Applicants Signature 2) _____

SECTION A.

Main Applicant Information

1. Main Applicant Prefix*

First Name* _____ Last Name* _____

Phone Number(s)* _____

Email* _____

2. Legal name for cheque issue purposes, if different from above: Prefix*

First Name _____

Last Name _____

3. Main Applicant Address Street Address*

Street* _____

City* _____

Province* _____ Postal Code* _____

SECTION B.

Co-Applicant Information [If asking amount is over \$1,000]*

4. Co-Applicant Prefix*

First Name* _____ Last Name* _____

Phone Number(s)* _____

Email* _____

5. Co-Applicant Address

Street* _____

City* _____

Province* _____ Postal Code* _____

6. Name of partner organization staff, if cheque is to be issued on behalf of the applicants(s):
 Organization Name _____
 Prefix _____
 First Name _____
 Last Name _____
 Phone Number(s) _____
7. Have you applied to the EKCCSG program before?*
 ___ Yes
 ___ No
8. If yes, are you applying for a project funded in previous years?
 ___ Yes
 ___ No
9. If yes, please give description of what new elements you are adding to your project this year?

SECTION C.

Project Information (all fields are mandatory)

10. Name of project or event:*

11. Please describe your project:*

12. When will the project happen(please be as specific as possible):*

From: MM/DD/YYYY _____ To: MM/DD/YYYY _____

13. Where will your project take place? (please be as specific as possible):*

Reminder: If your project is going to take place on public spaces, please contact your municipality to get the information on permits, liability insurance and the time it takes to process your permit application before filling out the EKCCSG application.

14. How will your project connect and engage resident in The Eastern Kings Community?*

15. How many people will help organize this project? (Select one only.)*

2 people

2-5 people

6-10 people

11-15 people

16-20 people

20 or more people

16. Approximately how many people will participate or directly benefit from your project? (Select one only.)*

5 people or less

6-10 people

11-20 people

21-50 people

51-100 people

More than 100 people

17. Who will be the participants? (Check all that apply)*:

Male

Female

Families

Youth (11-17 / 18-24)

Adults

Seniors

Local residents

Others (please specify) _____

18. How will you promote the project and reach out to/include people in the community?*

What is the total budget for your Project:* \$_____

Please provide a clear financial statement including:*

Development/production expense budget;

- wages or honorariums costs
- royalties, other fees, permits and liability insurance costs (if applicable)
- Space rental costs
- Equipment rental/purchase costs
- Marketing/promotional costs

Development/production projected revenues budget (Estimated);

- Ticket sales
- Fundraising projects
- Fundraising- Private Sector(foundations, corporations, individuals)
- Memberships
- Grants
- In-kind services (specific venues,)

If you don't receive the full grant amount that you request, how will you modify your project?

The following questions will help us determine how your project aligns with the Eastern Kings Community Council Small Grants Program goals. Your project is expected to meet one or more of the following objectives.

On a scale of 1-3, please indicate how the following will apply to your project, where:

1 applies to project | 2 somewhat applies to project | 3 doesn't apply to project

Project will:

- a. Bring residents together.* 1 2 3
- b. Occur in two or more sessions.*1 2 3
- c. Involve local residents to share their skills and knowledge with other residents.* 1 2 3
- d. Provide local residents opportunity to learn from each other.* 1 2 3
- e. Celebrate and showcase local talents, public and private spaces, art, culture and food.* 1 2 3
- f. Engage residents to make meaningful contributions or give back to their community.* 1 2 3
- g. Showcase the diversity within the community.* 1 2 3
- h. Bridge people from different groups (e.g. seniors and youth).* 1 2 3
- i. Be accessible and socially inclusive to all (e.g. Cost free event).* 1 2 3
- j. Create visible physical change in the community (e.g. Community garden).* 1 2 3
- k. Be a repeat from a previous year, and begin a local tradition in the community.*1 2 3
- l. Help to build trust amongst community members (e.g. story telling).*1 2 3

Personal Information Release:

Information provided on EKCCSG applications will be accessed by the EKCCSG Committee and Council. Photos, texts and videos submitted from grant recipients and project participants might be used by Eastern Kings Community Council for promotional and reporting purposes. If you wish to learn more, please contact the EKCC Administrator or EKCCSG Committee.

Email: easternkingspe@gmail.com

Thank you for submitting your Eastern Kings Community Council Small Grants Application. Please print or make a copy of your application and associated information and keep it for your records. You will hear about the status of your application from the EKCCSG Coordinator within 6-8 weeks