



EAST HANTS

EAST HANTS TOURISM GRANT APPLICATION

Address: 230-15 Commerce Court, Elmsdale, NS, B2S 3K5 Phone: (902) 883-2299 Toll Free: 1-866-758-2299 www.easthants.ca

The East Hants Tourism Grant Program was created to support the development of tourism destinations, assets and projects in East Hants that will positively impact the experience of visitors and enhance our economic prosperity.

The purpose of the Tourism Grant Program is to assist community organizations with tourism-related projects designed to protect and enhance community identity, values and the tourism product. Funding is available to non-profit community-based organizations whose purpose is to operate a tourism attraction or facility and whose focus is on attracting visitors from the local, regional, national and international markets.

The objectives of the program are to:

1. Build and foster relationships with non-profit community-based organizations.
2. Provide funding to non-profit community-based organizations to assist with projects related to creating programming, experiences, or products which align with the municipal or provincial tourism strategy and which can reasonably be expected to provide value to visitors and enhance the overall visitor experience. The applicant must identify the specific benefit(s) and outcome(s) that demonstrate this strategic alignment.
3. Provide single-year financial support that assists with development of new products or experiences, with projects related to improvements to visitor services, or operations funding for existing visitor services that align with the municipal or provincial tourism strategy including administrative costs of the organization, including salaries of full-time staff, facilities, equipment, communications, and the direct expenses of day to-day work.

Eligibility

Applications are assessed on their merit and need. The application deadline is February 28 every year. Applications received after February 28 may be considered if funds are still available.

See the Tourism Grant Policy linked on this page for details:

<https://www.easthants.ca/government/council/municipal-grants/tourism-grants/>



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How to Apply

Completed applications must be submitted on or before February 28. Applications are submitted to the East Hants Department of Parks, Recreation & Culture, attention Aurora Douthwright, Tourism & Events Supervisor; in person, mail, or by email to adouthwright@easthants.ca. Applicants are required to contact the Tourism & Events Supervisor to discuss their project prior to completing the application. The Tourism & Events Supervisor can provide assistance and advice on your project and on completing the application.

Organization Information

Organization Name: _____

Project Name: _____

Contact Name: _____

Contact Number and Email: _____

How long has the organization been operating? _____

Number of members in the organization: _____

Executive Committee	Name	Phone number/email
President/Chairperson	_____	_____
Vice President/Chair	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Other	_____	_____
Other	_____	_____

Purpose, objectives and activities of the organization:



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Project Description and Plan

If your grant is requesting funds for more than one project or initiative, please provide details for each project or initiative separately (use additional paper if required).

Project plan details include what you are doing, why it is being done, how it will be accomplished, what resources are needed (financial, human or physical resources). Please confirm you have the resources required to successfully complete the project.

What results are you expecting from the project? Identify other funding required in order to complete the project.

Project Budget

Applicants must attach a detailed annual budget for the organization which clearly shows all anticipated costs and revenues for the organization, and which specifically outlines costs and revenues for items outlined in the grant request.

IMPORTANT: As per Tourism Grant Policy, grants will not exceed 50% of the required need. Applicants must show that project expenditures are at least double the amount of the grant requested.



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	Revenue	Expense
Amount from own sources (fundraising, admission, etc.)	\$ _____	\$ _____
Tourism Grant request	\$ _____	\$ _____
Amount requested from other municipal grants	\$ _____	\$ _____
Amount requested from provincial/federal sources	\$ _____	\$ _____
Totals	\$ _____	\$ _____

If your organization does not own the facility/property for which funds are requested, please indicate the owner and provide proof of authorization to use the property/facility (copy of letter of authorization). Proof of insurance on property/facility must be included for all applications (copy of insurance documents).

Please describe community support for this organization/project (e.g. local fundraising activity, number of volunteers helping out on projects, or letters of support from community leaders/organizations.) Note: your Councillor must support this application and sign this form.

How does this project help East Hants' tourism industry?



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Will any staff be hired help complete the activities in this application? If yes, describe the position(s).

Do your activities/project involve:

- Local community Regional visitors International visitors

How many people visited your site in the past year? _____

Does your organization work from a long-range plan (if so, include a copy)? _____

If your organization does not work from a long-range plan, do you plan to develop one in the near future? If no, describe why not. _____

Strategic Alignment

Applicants will review the East Hants Tourism Strategy and East Hants Strategic Plan (found on our website, or contact adouthwright@easthants.ca for copies). The key strategies within the Tourism Strategy include developing products & experiences; marketing & promotion; attracting investment; supporting industry; and investing & facilities & infrastructure. Applicants should also ensure their project aligns with the East Hants Strategic Plan's mission, vision, values, and/or key strategies.

Please provide 3 ways that your Tourism Grant application would align with the East Hants Tourism Strategy and/or East Hants Strategic Plan:

1.

2.

3.



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Application Checklist:

- Complete final report on previous grants has been submitted (if applicable)
- Proof of incorporation under the Societies Act
- Proof of Current Registry of Joint Stocks Status
- Proof of charitable status under the Income Tax Act (if applicable)
- Copy of Bylaws of the organization
- Copy of annual budget for the upcoming year
- Most recent annual financial statements
- Proof of General Liability Insurance
- Copy of minutes for the last meeting where a motion was approved to request the grant
- Your local Councillor's signature on this form

Signature of Signing Officers

We certify that the information included in this application is accurate.

President/Chair: _____ Date: _____

Second Officer: _____ Date: _____

Councillor Signature

I certify that I am in support of this application.

Name: _____

Signature: _____ Date: _____