



# Community Grant Program

## 2024-2025

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Guidelines, General Information and Application

All correspondence should be addressed to:

Hampton  
Director, Finance & Human Resources  
648 Main Street  
PO Box 1066  
Hampton NB  
E5N 8H1

# COMMUNITY GRANT PROGRAM

## NON-PROFIT ORGANIZATIONS

### 1. General

- i. Hampton grants are gifts to individuals, non-profit groups, or organizations whose majority of members are residents in Hampton, for a particular purpose and may be either budgeted or unbudgeted in nature and provide direct benefit to Hampton residents.

### 2. Definitions

- i. Unbudgeted - Is a discretionary unforecasted financial gift, granted upon the approval of Council, to an individual, organization or group which provides a service or benefits Hampton and can demonstrate a need for financial aid.
- ii. Budgeted - Is a discretionary gift, either financial or of service in kind, as allocated by Council annually, within Hampton's budget, and granted to a group or organization which meet at least two of the following:
  - a) provides direct assistance to or compliments a Hampton program or provides a service that, if not provided by the group or organization, would have to be provided by Hampton;
  - b) provides a service of benefit to the community;
  - c) demonstrates a need for financial aid.

### 3. Procedure

- i. Public Notices - Prior to the budgeting process, the finance department advertises locally that applications for a new/increased grant are available from Town Hall.
- ii. Renewal of a Current Grant - For current grant recipients, the finance department sends a letter requesting a copy of their operating budget for the upcoming year and a current annual report, and informs them that the completion of the grant application form is not necessary,

unless an increase in funding is being sought, where upon a full application shall be required.

- iii. New/Increased Funding Request - Applications for new/increased funding on the prescribed form are considered only during the budgeting process each year and must be received by the advertised deadline for Council's consideration.
- iv. Supporting Documents - Applications must be accompanied by:
  - a) a copy of the current operating budget;
  - b) a copy of the operating budget for the upcoming year;
  - c) a copy of the previous year financial statements;
  - d) a report on the programs/activities proposed for the upcoming year; and
  - e) disclosure of other funding sources being pursued.
- v. Eligible Expenses - The grant must be applied to a specific program or service, or used as capital funding for the construction of facilities or the purchase of equipment, which will be of benefit to the community at large.

4. **Notification of Funding**

- i. Following adoption of Hampton's Annual Operating Budget, applicants are notified in writing by the finance department as to whether they have been awarded a grant.

**Deadline for submission is September 30<sup>th</sup>, 2024.**

# COMMUNITY GRANT PROGRAM Application

## Applicant's Details

Please check one

- New Application
- Increased Funding Application

**Organization's Legal Name**

**Address**

**Contact Person:**

	Position:
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**Home Phone No.**

**Work Phone No.**

**Fax No.**

**E-Mail Address**

**Total Grant Requested**

**Non-Profit Registration #**

**Brief Description of the Project**

Brief Description of the Project (continued)

Please identify other contributions applied for:

Program	Amount
1.	
2.	
3.	
4.	

Is the organization local, or is it a branch of a provincial, regional, or national organization?

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## Declarations:

I hereby certify that the information included with this application is complete, true, and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above-named organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

I hereby declare that if our organization is successful at obtaining a Hampton grant, that we give Hampton the right to review the project/program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

# Application Checklist

Please supply the following additional information:

- A copy of the current operating budget
- A copy of the operating budget for the upcoming year
- A copy of the previous year financial statement
- A report on the programs/activities proposed for the upcoming year.

## Submitting the Application

1. Applications must be clear and legible.
2. Please ensure all questions are answered on the application form. An application which is incomplete **may not** be considered.
3. The deadline for submission is **September 30<sup>th</sup>, 2024**.

Completed Applications should be sent to:

Hampton  
Director, Finance & Human Resources  
PO Box 1066  
648 Main Street  
Hampton NB  
E5N 8H1

For further information please contact:

Sherman St. Germain, Director, Finance & Human Resources

E-mail: [sherman@hampton.ca](mailto:sherman@hampton.ca)

(506) 832-6065

***Failure to comply with any of the above may only delay the processing of your application. Please be specific where asked.***