



Community Grant Program 2027

Guidelines, General Information, and Application

All correspondence should be addressed to:

Town of Hampton
Director of Finance
648 Main Street
PO Box 1066
Hampton NB
E5N 8H1

COMMUNITY GRANT PROGRAM

NON-PROFIT ORGANIZATIONS

1. General

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

2. Definitions

- i. Unbudgeted - a discretionary unforecasted financial gift granted upon the approval of Council to an individual, organization or group which provides a service or benefits the Town and can demonstrate a need for financial aid.
- ii. Budgeted - a discretionary gift, either financial or of service in kind, as allocated by Council annually within the Town's budget, and granted to a group or organization that meets at least two of the following criteria:
 - a) provides direct assistance to or complements a Town program or provides a service that, if not provided by the group or organization, would have to be provided by the Town;
 - 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 will advertise locally that applications for a new or increased grant are available from the Town Office.
- ii. Renewal of a Current Grant - For current grant recipients, the Finance Department will send a letter requesting a copy of their operating budget for the upcoming year and current financial statements. The

organization will be notified whether a grant application form is required.

- iii. New or Increased Funding Request - Applications for new or 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's 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 that will be of benefit to the community at large.

Notification of Funding

- i. Following the adoption of the Town's Annual Operating Budget, applicants will be notified in writing by the Treasurer as to whether they have been awarded a grant.

COMMUNITY GRANT PROGRAM

Application

Applicant's Details

Please check one

- ☐ New Application
☐ Increased Funding Application

Organization's Legal Name

Address

Contact Person:

	Position:
----------------------	-----------

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?

Declarations:

I hereby certify that the information included with this application is complete and is 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 Town of Hampton grant that we give the Town 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 and current year to date 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.

Completed Applications should be sent to:

Town of Hampton
Director of Finance
PO Box 1066
648 Main Street
Hampton NB
E5N 8H1

For further information please contact:

Sherman St. Germain, Treasurer
E-mail: sherman@hampton.ca
832-6065 (telephone)

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