ASPOTOGAN HERITAGE TRUST

Community Development Funding Applicant Guide

Overview

Aspotogan Heritage Trust's Community Grants are awarded to qualified groups, programs and initiatives in the Aspotogan Peninsula region. This applicant guide contains information that applicants will need to prepare and submit their applications to AHT. Should you have any further questions, please contact us at info@aspotogan.org or 902-857-1133.

About Us:

Since 1994, AHT has supported the social, cultural, environmental, educational and economic development from East River to Black Point through these Community Grants, programs and various strategic initiatives. We have been inspired by the community in which we serve, and we strive to be a catalyst for a better community for all. We are all about helping people help people in our community and together, we are making a meaningful and lasting impact on the Aspotogan Peninsula.

WHO CAN APPLY FOR A GRANT?

- Projects must serve a community(s) located within the Aspotogan Heritage Trust area. The Aspotogan Region is defined as that area lying west of the Still Water Brook in Black Point, east of the East River in Chester Municipality, south of Highway 103 and north of the waters of St. Margaret's and Mahone Bays. This area contains the communities of Black Point, Queensland, Hubbards, Fox Point, Mill Cove, Birchy Head, The Lodge, Northwest Cove, Southwest Cove, Colemans Cove, Aspotogan, Bayswater, Blandford, Deep Cove, East River and Simms Settlement.

- Applicants must meet one of the following criteria:
    - Be incorporated as a not-for-profit, non-profit or charitable society.

    - Be able to present a list of the names, addresses and signatures of the people who have agreed to come together for the specific purpose of carrying out the project.

    - Provide some other means of assurance to the AHT that the applicant/s is accountable for the use of the grant and that the project has the support of the immediate or the greater community. Examples of such assurance could include references from officers of registered societies operating in the AHT area, or letters of support from the same.

- The following types of organizations are **NOT** eligible for a grant:
    - Non-registered charitable institutions and non-profit organizations, unless supported by an eligible organization as described in #2 above.

    - Private sector and businesses.

    - Individuals

    - Government operated, public sector organization/institution (i.e. schools, primary healthcare facilities) or a religious/spiritual entity either formal or community based.

WHAT PROJECTS ARE ELIGIBLE?

- Projects must be compatible with these two guiding principles of the AHT:
    - To value the land, water and creatures and seek to protect these assets for the future enjoyment of all, by influencing and encouraging management practices that seek to balance the preservation of these assets with the many demands placed upon them.

    - To embrace and support growth and change that is in harmony with our region's history and culture, and that preserves or enhances the interaction and respect among the individuals and communities served by the AHT and which provides for broad benefits to the community.

- AHT seeks to ensure that it supports a diversity of community projects throughout the Trust area.

- AHT seeks to ensure that it support projects in a mix of categories, including:
    - Social – i.e. food bank, service club work, outreach services

    - Cultural – i.e. arts, community events, community music & drama festivals

    - Education – i.e. workshop, training, extra curriculum programming

    - Environmental – i.e. community cleanup, beach preservation

    - Economic – i.e. regional marketing, promotion, beautification and signage

- The applicant(s) must explain in writing how the project/event will encourage or support the social, cultural, educational, environmental or economic well-being of the AHT region.

- AHT will not pay for recurring operating costs associated with the day-to-day activities of community groups. Examples of these costs are utility bills, salaries and rent.

HOW DO I APPLY?

- The applicant(s) must use a formal application and be prepared to submit all support materials as may be requested by the AHT.
    - For requests less than $2,000, financial statements and one quote for the actual work to be completed are required.

    - Requests for more than $2,000 will require the attachment of a minimum of two quotes (preference is for three quotes if possible) outlining the costs of the work required for the project. Applicants seeking larger grants should expect to be asked to provide greater detail in the application process.

- More than one application per year will be considered from a single applicant for distinct and separate projects that, in the opinion of the Board, are compatible with the guiding principles of the Trust.

- AHT does **NOT** provide 100% funding for projects. The applicant mush show that there is additional support for the project from other sources, which may include other agencies, private sector support, or in kind support from volunteers, trades people, professionals, etc.

- All applications for community grants may be submitted to the AHT office via fax, mail, email or in person.
  Fax #: 902-857-1117
  E-mail: info@aspotogan.org
  Mail: 10 Pte Richard Green Lane
  PO Box 99
  Hubbards, NS B0J 1T0

- Should you have any questions about completing your application, please contact us at info@aspotogan.org

OTHER IMPORTANT INFORMATION

- AHT has sole discretion in determining what projects to support and how much funding to approve for a particular project or application.

- The applicant(s) will be required to submit a highlights report to the AHT within one month of the event taking place or the completion of the project. Applicants who intend to seek a grant in the following year for the same project/event are encouraged to make this clear in the application.

- The Board of Directors will respond to grant applications within 90 days of receiving them. The Trust reserves the right to defer payment on approved projects until a time of its choosing, within the fiscal year.

- Project dollars are to be spent within one year of the approval of the funds, unless authorization is obtained by written request to the Trust.

- The AHT reserves the right to use your organizations project information in print publications, online, website, social media and all other forms of communication tools as deemed appropriate by the board.