

Guidelines

- 1.** 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 containing 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.

- 2.** 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.

- 3.** Projects must be compatible with these two guiding principles of the AHT:
 - a.** 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.

 - b.** 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.

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

- 5.** Applicants must meet one of the following criteria:
 - a.** Be incorporated as a not-for-profit, non-profit or charitable society but cannot be a government operated, public sector organization/institution (i.e. schools, primary healthcare facilities) or a religious/spiritual entity either formal or community based.

 - b.** 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.

c. 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.

6. The AHT does not consider projects from private sector/businesses

7. The AHT does not provide 100% funding for projects. The applicant must 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.

8. The 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.

9. 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.

10. AHT will seek to ensure that it supports a diversity of community projects throughout the Trust area.

11. The AHT seeks to ensure that it supports projects in a mix of categories, including:

a. Social – i.e. food bank, service club work, outreach services

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

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

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

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

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.