



CCNS Grant Application Form

Deadline: September 29, 2023

The objective of CCNS grants to member Cross Country Ski Clubs is to promote the growth of cross-country skiing in Nova Scotia in line with the CCNS Strategic Plan.

Member clubs are invited to submit proposals of up to \$3500.

Please note the guidelines of the CCNS Grants Policy:

- Normally, CCNS will only grant funds generated through interest earned on its Reserve Funds and / or other revenue, such as other grants received by CCNS or the sale of equipment.
- In exceptional circumstances, CCNS may choose to make grants to member clubs from the principal of the Reserve Funds. Such exceptional circumstances could include instances in which a grant from CCNS would have a major impact on the growth of cross-country skiing in Nova Scotia.
- CCNS grants from the Reserve Fund will only be provided as matching funds to leverage funds from other sources (not including in-kind contributions). The maximum CCNS contribution will be 50%.
- CCNS will consider grant requests from member clubs once per year at its October meeting. The deadline for Grant applications to CCNS will be September 25 of each year. In exceptional circumstances as judged by the CCNS board, Grant applications may be considered at other times during the year.
- At the September CCNS Board Meeting, the Treasurer of the Board will present a quarterly financial report that indicates the size of the Reserve Funds, including interest earned over the previous year.
- The size of grants that member clubs can request will not be capped, but CCNS will communicate to clubs each year how much is reasonable to apply for (e.g. \$1,000 to \$3,000). In years when 3-4 clubs all apply for grants, less might be available to each club.
- The CCNS Board will apply consistent and objective criteria (see below) when evaluating grant applications.
- CCNS will communicate the results of all grant competitions to all member clubs.

Cross Country Nova Scotia, 5516 Spring Garden Rd, 4th floor, Halifax, B3J 1G6
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Criteria for Evaluation and Selection of Grants from Member Clubs:

- Quality of the grant proposal: Does it respond to all of the grant request guidelines, with appropriate supporting documents?
- Anticipated impact of the grant on increased membership and / or increased participation in cross country skiing.
- Equitable distribution of grant funds to member clubs, taking into consideration membership size and club budget. The CCNS Board will strive to ensure that no single club receives a disproportionate share of grant funds (in relation to club size). Clubs should not expect to receive more than 1 grant every 2-3 years but may apply annually.

CCNS Grant Application

1. **Amount requested:** _____
2. **Purpose of the grant** including the **timeline** for spending the grant. Clubs are encouraged to align grant requests with the CCNS Strategic Plan. CCNS will prioritize grant applications that aim to increase club membership and increase the diversity of club membership.
3. **Other funds available to support the initiative** (at least 50%). CCNS will grant a maximum of 50% of the cost of any initiative. Other funds must come from other grants or the club's own funds (not including in-kind contributions). Please indicate source and amount of other funds.
4. **Current number of club members:** _____
5. **Please attach club financial statement for the current and previous year.**

***If the grant application is successful, CCNS will require**

- a) A Letter of Agreement signed by the President of CCNS and the President of the member club that confirms the terms of the grant.
- b) A report from the club to CCNS on how the grant was spent to be submitted to CCNS within 60 days of the completion of the project or initiative funded by the grant (as indicated in the Grant application letter).

Club President

Club Treasurer