



*St. Margaret's Bay Regional
Tourism Development Association
P.O. Box 398 Hubbards, NS B0J 1T0
www.peggyscovearea.com*

Funding Request Form

Name of organization: (Please check one: Non Profit/ Not for Profit Charitable For Profit/ Business
Please provide an incorporation number, registered charity number or Business Identification number.)

Contact Person (name and position): _____ -

Website: _____

Phone (work): _____

(home):

(cell): _____

Date: ___ / ___ / ___ (dd/mm/yy)

Name of project or objective:

How will the funds be used? Provide specific details, and attach a separate page with budget.

How will the funding for this project be leveraged?

Guidelines

Expected measurable outcome(s) if funds are granted:

How will your organization determine if the project has been successful?

Will this project contribute to tourism in the St. Margaret's Bay Region, and if so, how?

Please list other agencies or organizations contributing to the project:

Is this project eco-friendly and if so, how?

Check List:

Please include the following supporting documents:

Budget

Letters of support

List of all funding sources

Office Use Only

Date Received: _____

Date Reviewed: _____

Amount Requested: _____

Amount Approved: _____

Grant Number: _____

Cheque # _____

Funding Guidelines



All projects/events must serve a community (or communities) located within the area served by St. Margaret's Bay Regional Tourism Development Association (SMBRTDA), from Goodwood to East River.

Applications to the SMBRTDA community grants fund will be considered on the basis of one annually per organization.

Application deadlines will fall on **April 1 and Sept. 1** annually, effective September 2012.

Individual grants to support community events and projects will be made within a \$500-\$1000 range. A tourism-related endeavour or infrastructure project may be considered for additional funding.

On behalf of the Board and the Association, the fund trustees reserve the right to consider any and all applications and to make the final decision on funding awards.

Eligibility:

- Not-for-profit organizations must be incorporated through the Registry of Joint Stocks Company.
- A community-group or business may apply provided a list of names and signatures of people who have agreed to collaborate on the project is included in the application.

Application Requirements:

- Provide a clear, specific statement of the goals and details of the project.
- Include the following supporting documentation:
 - Complete budget for all events and projects
 - Letters of support from the immediate and /or greater community
 - List of other sources of funding as SMBRTDA does not provide 100% funding for projects.

Funding Review:

Applications will be reviewed using a point system. The review will consider the following criteria:

1. State how the project complements the SMBRTDA's mission statement; *'to foster the growth and development of a sustainable tourism industry in the St. Margaret's Bay Region and to strengthen its position as a destination, while maintaining the cultural and environmental integrity of the region.'*
2. Is there a need for the project?
3. Does the project have significant community support?
4. Is the budget realistic?
5. Is there enough scope to enhance visitation to the entire region?
6. Will the project promote the unique attributes of the region?
7. Will the project likely generate an economic impact?
8. Does the project generate the likelihood of overnight stays?

Final Report:

The applicant/s must agree to submit an evaluation report to SMBRTDA within one month of the event taking place or completion of the project. The report is to include:

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Funding Guidelines

1. A statement of which goals were achieved and/or those which were not
2. A financial report of how the money was spent
3. A statement of perceived impact of the project.