TOWN OF SUSSEX POLICY

Subject		Number
NEIGHBOURHOOD SMALL GRANTS POLICY		CS-22
Date APRIL 20, 2015	Approved by COUNCIL [X] OTHER(S) [ ]	Date APRIL 20, 2015
Signature	Date of Revision APRIL 20, 2015	PAGE 1/2

Policy Statement:

The Town of Sussex is committed to building community and strengthening connections right where people live - in their neighbourhoods.

Purpose

The purpose of this program is to support residents who have small but powerful ideas to bring people together and make their community vibrant. Through the support of a small grant, residents are able to tap into their creativity and leadership to develop projects that meet the needs of the community.

Objectives

Grant applications will be accepted for projects that meet one or more of the following objectives:

- Connect and engage neighbourhood residents
- Share residents' skills and knowledge within the community
- Build sense of ownership and pride
- Respect and celebrate diversity

Eligibility/ Funding Criteria

- You must live in the Town of Sussex to apply.
- Main applicants can apply for only one NSG project per year.
- Two applicants living in the same neighbourhood but from different households are required for each application. Both applicants are responsible for managing the grant money.
- Co-applicant's names can only be used on two applications.
- Registered organizations and businesses are not eligible to apply.
- Preference will be given to new projects or those that have been funded for fewer than three years in a row.
- Your project must be free, accessible and welcoming to all.
- You may not charge entrance fees, request donations, or fundraise for other projects and/or organizations.
- With the exception of community gardens, projects involving infrastructure building, upgrading or maintenance are not eligible.
- You must begin your project activities after the grant decision is made. Projects are not supported retroactively.
- Your grant funds must be spent by November 30th of the year in which they are received.

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Incentives

The Town of Sussex may provide approved residents funding up to $500.00.

Application Process

Each applicant must:

1. Complete *Form No. CS-22-001 – Neighbourhood Small Grant Application.*
2. Mail or drop off the complete application at Town Hall (524 Main Street, Sussex, NB, E4E 3E4).
3. The applicant will receive a response within seven (7) business days after the complete application is received.

Budget

The availability of Neighbourhood Small Grant funds is subject to Council approval as part of the overall budget review and approval process. The Community Services Department will have the responsibility and authority for the implementation of the events and activities included in this budget.

Neighbourhood Small Grants

Guidelines and Details

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Before You Apply:

Please ensure that your project fulfills one or more of the following NSG objectives:
Connect and engage neighbourhood residents:

Your project will build new relationships or deepen existing relationships between residents. e.g. Block parties to introduce new neighbours or weekly neighbourhood clean up parties that strengthens and sustains relationships over time.

Share residents 'skills and knowledge:

Your project will help local residents to share their skills and knowledge with other residents in the community or provide opportunities for participants to learn from each other.
e.g. A community kitchen where participants exchange their cooking skills and share a meal together.

Build sense of ownership and pride:

Your project will showcase local resources including talents, public and private spaces, arts, cultures and food or engage residents to make meaningful contributions or give back to their community. e.g. Community clean up of an area of a neighbourhood.

Respect and celebrate diversity:

Your project will showcase the diversity within a community or connect people across boundaries of age, ethnic backgrounds, income levels, sexual orientations, physical abilities etc. or respect and promote accessibility and social inclusion. e.g. Multicultural fashion show that celebrates diverse cultures or story telling project that involves seniors and youth.

TOWN OF SUSSEX
NEIGHBOURHOOD SMALL GRANT APPLICATION

(Use additional pages as needed)

Project Title:_____ **Location of the Project:**_____

Proposed Idea:
In this section tell us about your idea and vision, how will this project benefit the neighbourhood? Why this project is important or needed? _____

_____

_____

_____

_____

Results/Outcomes:
What is the mark of success of this project? Tell us how you plan to measure the tangible and also intangible measures of success.

_____

_____

_____

_____

_____

Planning and Timeline:
Explain in detail the planning of your project (What you have done initially, what you need to do, include any design details here). Projects must be complete within one calendar year, preference is give to projects that have a clear start and end date.

_____

_____

_____

_____

Budget:
Use the table to list your expenses and any sources of revenue that will be used to complete this project.

Estimated Project Costs:		**Proposed Funding Sources:**	
Description	Estimated Cost ($)		
1.	$	Applicant	$
2.	$	Donations	$
3.	$	Other	$
4.	$		$
5.	$		$
6.	$		$
7.	$		$
8.	$		$
9.	$		$
10.	$	Requested NSG contribution	$
Total (A)	$	Total (B)	$
TOTAL (A) MUST BE EQUAL TO TOTAL (B)			

Applicant Information:

Applicant #1	Applicant #2
Name:	Name:
Phone:	Phone:
Mailing Address: (No P.O. Boxes)	Mailing Address: (No P.O. Boxes)
Email:	Email:
Signature:	Signature:

Grant Recommendation (Office Use Only)	
Approved Grant Amount $_____	
_____ Community Services Director	Date: