

**Village of Cornwallis Square
Community Enhancement Policy
Approved December 19, 2023**

The Village of Cornwallis Square maintains an annual Community Enhancement budget, intended to support community initiatives within the geographic boundaries of the village. Projects are reviewed by the village commission and may be funded in part or in total, or denied, depending on the number of applications received, the value of applications' projects, and the annual Community Enhancement budget.

Successful applications will receive 80 per cent of approved funding; the remaining 20 per cent will be released pending village receipt of the project's final report.

Applicant Eligibility

An applicant must be a recognized, non-profit community group within the village boundaries of Woodville, Waterville, Cambridge and Grafton.

Religious-based organizations are not eligible.

Applicants must not have any outstanding Community Enhancement final reports. Late final reports or failure to submit final reports will result in non-payment of the 20 per cent hold-back, and ineligibility for Community Enhancement funding.

Project Eligibility

Projects may include recreation programs, special events, equipment purchases and capital improvements. Funds are intended for special projects that benefit groups of participants, the community and the wider village. Any projects that involve renovations or new construction must comply with building codes, and appropriate permits must be obtained prior to work being carried out.

Application Review

Members of the village commission will review all Community Enhancement applications.

Consideration will be given to

- projects generated by and serving the needs of village organizations, groups of participants and communities
- the amount requested
- applications that include partners (ie other governments, village communities/ organizations, businesses)
- applicant organizations' contribution (funds, volunteer labour, donated supplies)

Application Process

Cover letter

Describe your organization. Tell us

- who you represent
- what you offer the community

Project description

- How or why did your organization identify the project need?
- Describe your project ie does it meet a need? When do you think it will happen? Who will your participants be, or what will be improved?
- Do you have partners? (ie pending or approved financial grants from other organizations/ government, confirmed product- or services-in-kind, community organizations working with you on this project)

Budget

Please provide

- any estimates for all project needs (equipment, materials, wages, rent, labour)
- pending or approved grants (government or other)
- your organization's contribution (funds, volunteer labour, donated supplies)

Submission

Complete applications may be submitted to the village clerk

- by mail (PO Box 129, Waterville, NS, B0P 1VO)
- in person at the village office (1415 County Home Road)
- by email (villageofcornwallissquare@hotmail.com)

Final report

Approved Community Enhancement projects will receive 80 per cent of village-approved funding to start their work. Upon receipt of a final report, the village will release the remaining 20 per cent of approved project funding.

A final report should include a letter describing

- your project (include any changes made in the spirit of the initial project. Projects with significant changes may not receive their 20 per cent hold-back)
- a list of partners (other organizations/ government, businesses or individuals who worked with you)
- how successful your project is
- copies of all receipts

Deadlines

June 1 - Community Enhancement applications are due for initial consideration

June monthly village meeting – applications will be discussed and voted on

March 15 – final reports are due for any Community Enhancement project funded in the current fiscal year. A report past deadline, or failure to submit a final report, will result in non-payment of the 20 per cent hold-back, and ineligibility for Community Enhancement funding.

Community Enhancement applications may be submitted for village consideration at any time, before December 31; approval of any funds will depend on what remains in the Community Enhancement budget after initial applications are reviewed in June.

**Village of Cornwallis Square
Community Enhancement Application**

Please pay attention to submission deadlines for all applications and final reports.

Date _____

Organization _____

Charitable/ Joint Stocks #/ non-profit registration # (if available)

Contact person _____

Position in organization _____

Telephone # _____

Email _____

Mailing Address _____

Amount Requested _____

Signed by two officers of the organization

Name (printed) _____ **(Signed)**

_____ **and position** _____

Name (printed) _____ **(Signed)**

_____ **and position** _____

Include (as detailed in policy)

Cover letter

Project description

Budget