

Canoe Kayak Nova Scotia Grant Applications

Canoe Kayak Nova Scotia (CKNS) will consider funding requests from organizations and affiliated clubs for development and operation of festivals or participatory events which focus on organized paddling opportunities in Nova Scotia. It is CKNS's expectation that money given through this grant process will be used to benefit Nova Scotian residents.

To be eligible for funding the event shall:

- Take place in Nova Scotia.*
- Have its primary focus on recreational paddling.
- Progress the mandate of CKNS to increase participation in recreational paddling across Nova Scotia.
- Provide an opportunity for CKNS and its affiliate organizations to be involved during the event as either volunteers or coaches, including promotion of the organizations and their objectives.
- Be non-profit.

** Special consideration will be made for events within the Atlantic Provinces which have a significant impact on Nova Scotian paddlers.*

Grant Application Requirements

All grant applications must contain the following documents. If a listed document is not relevant to the proposal it must be stated on the cover page. Failure to provide the required documents will result in a rejection of the grant application. The application may be resubmitted, but would be considered after all other grant applications.

- A cover page listing the contents of the application, explanation of any omissions, contact information for the grant applicant and a short description of the group hosting the event.
- Completed CKNS Grant Application Form
- A grant application/event plan including expected outcomes and attendance.
- Detailed event budget outlining all sources of funding and expenses.
- Detailed event safety plan including source of insurance and emergency plan.
- A signed letter of agreement from any landowner/facility involved
- Signed agreement to follow the all policies outlined in CKNS Event Safety Form.
- Signed agreement to provide a CKNS Grant Final Report Form including final budget and in the event of profits from the event agreement to reimburse CKNS all profits, up to the total grant amount.

Grant Application Process

When a grant application is received the CKNS Administrator will ensure it is complete before forwarding it on to the board. Upon receiving the completed application the CKNS board will review the grant and score it based on the **CKNS Grant Application Scoring Guide**. CKNS may award less than the requested amount. If the grant application is declined or receives partial funding the applicant will receive a written explanation along with the final score reached by the board. The applicant may submit a written appeal to the board with additional information within **15** days of the notice. The grant application will be re-scored based on the appeal and does not lose its priority.

Grant Award Process

80% of the grant amount will be given to the designated organization upon approval of the grant. The final 20% will be given upon receipt of the **CKNS Grant Final Report Form**. If the event would not be able to go forward without 100% of the award up front a specific request may be made by the applicant which will be voted on by the CKNS board.

Deadline for Grant Applications

All grant applications must be complete, and submitted to the CKNS Administrator no later than **FEBRUARY 24th** to be considered in the first round of awards. Applications submitted after this date will be considered in the order they are received.

Request for Additional Information

As part of the grant application process the CKNS board may request additional information from the applicant. All questions must be answered within **5** working days. Failure to respond within the allotted time will be considered a non-response and the application will be evaluated as it stands.

Grant Application Submission Method

All grant application must be submitted via one of the following methods. Applications submitted through other methods can not be guaranteed to be processed.

E-mail:

admin@ckns.ca

Mail:

Canoe Kayak Nova Scotia
3516 Spring Garden Road 4th Floor
Halifax NS B3J 1G6

Fax: * Please put "ATTN: Canoe Kayak Nova Scotia"
902-425-5606