

CKNS 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 email or mail. Applications submitted through other methods can not be guaranteed to be processed.

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

E-mail: admin@ckns.ca

CKNS Grant Application Form

Event Details

Name of event: _____

Date(s) of event: _____

Location of event: _____

Contact Information

Name of group requesting grant:

Joint stock registration number:

Primary contact information (e-mail and phone #):

Name on cheque if application successful:

Mailing address:

Grant Request Information

You must answer all parts of the questions. If the questions do not apply to your grant application you must state that it is not applicable. Please attach your answers on a separate page or pages. You also need to include documentation as described in the CKNS Grant Application Information doc.

1. Describe how your request fits with CKNS's goal to increase participation in recreational paddling in Nova Scotia.
2. Describe how your grant request provides opportunities for children/young adults and minority groups (women, people with disabilities, low income individuals/students)
3. Describe how this grant application involves Paddle Canada, include any certifications that would be obtained by participants and any certifications held by trip/event leaders.
4. Describe what types of paddling craft will benefit from this grant application.
5. List all other sponsors, and affiliated organizations. Please provide a budget for your project, and indicate if you have acquired other funding sources and the amounts.
6. Has this event been run in previous years? If so, how many participants registered.
7. How many registered participants do you expect? What is the registration fee?

Agreement to provide Final Report

I agree to provide a *CKNS Grant Final Report Form* within 90 days of the event date, or completion of the grant application outcomes. I will include a final Profit and Loss and in the event of profits from the event I agree to reimburse CKNS all profits, up to the total grant amount.

Name (printed): _____

Date: _____

Signature: _____

CKNS Event Safety Form

Event Leader(s): _____

Event Location(s): _____

Event Date(s): _____

CKNS Safety Checklist

All events must follow the listed safety guidelines in addition to any relevant Paddle Canada and Transport Canada requirements. Check all boxes that are relevant to your event to acknowledge that you understand, and will abide by the guidelines.

- At all times on the water, paddlers must wear an approved PFD.
- A minimum of 1:5 staff to participant ratio must be maintained at all times while on the water.
- File a trip report with a responsible individual who is not participating in the paddle event.
- Check the weather the day of the event, and adjust the staff to participant ratio as needed.
- Have an established method of inter-group communication appropriate to the event.
- Make all staff aware of the emergency plan, including evacuation methods/routes.
- Have a chart/map of the area.
- All participants must sign a risk release form before participating in the event.
- Check and document all medical conditions and allergies of all staff and participants.
- Conduct a safety briefing in either or both official languages and according to the groups needs.
- Conduct a head count before and after the event, note this on the trip report.
- Helmets must be worn when paddling in fast moving water, or near breaking waves.
- At least one staff member should be trained in a First Aid level appropriate to the event location.
- If the water temperature is less then 15C staff will ensure there is an established hypothermia or cold shock plan resulting from swamping, capsizing or falling into the water.
- All groups must carry a waterproof first aid kit approved by Marine Occupational Safety and Health Regulations.
- All boats and equipment must meet Transport Canada standards.
- If paddling within 2 hours of sunrise or sunset all participants must have a waterproof white light.

I acknowledge and agree to follow all of the above guidelines during the CKNS Event.

Name (printed): _____

Date: _____

Signature: _____