

African Nova Scotian Affairs

Grant Program Application Guidelines

Introduction

African Nova Scotian Affairs (ANSA) has grant funding available for community groups and organizations with initiatives, events, and programs that support, preserve, promote, and protect an aspect of African Nova Scotian culture, heritage, social or economic development.

Read these guidelines to understand

- A. the purpose of this program
- B. if your group is eligible
- C. if your initiative qualifies
- D. how much grant funding you may be eligible to receive
- E. how to fill out your application
- F. other conditions of this program

A. Program purpose

ANSA works to help government better serve African Nova Scotians by

- connecting government and the African Nova Scotian community
- promoting understanding of African Nova Scotian issues
- drawing attention to the priorities that matter to communities
- supporting concerns that need be addressed

Through this grant program, ANSA will assist African Nova Scotian community groups and organizations to develop their organizational and community capacity.

B. Who is eligible

African Nova Scotian groups from across the province have equal opportunity to access this program.

In order to qualify for funding, your group **must be** one of the following:

- A registered charity
- A not-for-profit society or not-for-profit co-operative that is:
 - in good standing with the Provincial Registry of Joint Stock Companies, or federally registered under the Corporations Act
 - based and operating in Nova Scotia
- An African Nova Scotian group that can demonstrate you have an organizational structure, goal, and purpose and **are in the process** of registering with the Registry of Joint Stocks

C. Qualifying initiatives

We encourage you to apply if you have a project, program, or activity of any size. We recognize the importance of social impact at all levels.

In your application, you will be asked to choose which of the following best describes how your initiative will make an impact in the African Nova Scotian community:

- Strengthen the delivery of services to African Nova Scotians
- Preserve, promote, or protect some aspect of African Nova Scotian culture or heritage
- Address a documented need, issue, or concern relevant to African Nova Scotians
- Support community events, activities, and workshops

You will also be asked to describe the objective of your project:

- 1) Community Development:** You have an African Nova Scotian community project, program, or event you need support for.
- 2) Community Capacity Building:** Your project enhances and helps African Nova Scotian community groups and organizations to build capacity through educational workshops, partnerships, and governance to serve the community.

D. Available grant funding

Grants are available in two tiers:

- **Tier 1 (\$5,000 and under)**
 - Requests can be made up to a maximum of \$5,000
 - Matching funding are not required at this level
 - In-kind contributions are considered part of the overall project
- **Tier 2 (Over \$5,000)**
 - **Applicants must provide a minimum of 25 per cent** of total eligible projects costs (this includes 10 per cent financial contribution and 15 per cent in-kind contributions)
 - Total provincial government support cannot exceed 75 per cent of total eligible project costs

All costs are eligible except the following:

- Out-of-province travel
- Fireworks, alcohol, cannabis, and any controlled substances
- Capital contributions for new buildings, major renovations, etc.
- Paying off outstanding debts or expenses
- Personal and corporate fundraising, sponsorship, or memberships
- Political donations/contributions

E. Your application

Your application will be evaluated based on how your project will impact the African Nova Scotian community.

Your passion and enthusiasm for the community count as much as your knowledge and experience. Demonstrate how your unique understanding of the African Nova Scotian experience will ensure the success of your project and make a difference in the community.

Questions to consider:

- **How** did the idea for this project, program, or event come about?
- **What** is the activity timeline and implementation plan?
- **How** does this initiative meet the goals of the ANSA grant program? (See Section C above)
- **Do** you have partners and collaborators to make this happen?
- **What** are the ways you will measure the impact of your project when it is completed?
- **How** much money do you need to make the project a success? Consult the tier structure (Section D above) to be certain your request is eligible and lay out a budget for how the grant will be spent.
- **What** other support do you need from ANSA? For example, do you want us to promote your event, attend the event, etc.

All applications must have a signed letter of support from a local community partner or organization.

We strongly recommend that you submit your application at least six (6) weeks prior to the start date of your proposed activity.

Tips for success

Ensure your application is complete. ANSA cannot process **incomplete** applications.

Fully describe why you are requesting the funding.

Successfully funded projects show how they will make a lasting impact on African Nova Scotians communities.

Ensure your budget is eligible. Carefully consider the tier structure for funding percentages we will cover, as well as the list of ineligible costs.

Demonstrate stakeholder involvement. If your project involves partnerships critical to the project's success, have you consulted with them? How will they be involved in the proposal?

All complete applications will be evaluated, but there is no guarantee you will receive funding from ANSA.

F. Conditions

If your application is approved, you will receive a letter outlining the terms and conditions of funding. You must then meet the following conditions:

- You must use the funds for the activity as described in your application. If you do not undertake the project after you have accepted the funding, you must return the funds to the Minister of Finance.
- You must notify the department in advance if there are any changes in the activity, including start and end dates, location, or any other significant changes.
- You must submit a final report within 60 days of your project's end date. This report should describe the activities undertaken and results achieved based on the project described in the application.

We recommend you keep a copy of your application as that will be helpful in completing your report.

If your organization has received a grant through any of the Communities, Culture and Heritage or Arts Nova Scotia's project funding programs and the final report is overdue, no funds can be released for any subsequent grants approved through Communities, Culture and Heritage, African Nova Scotian Affairs, or Arts Nova Scotia programs until the overdue report has been received.

For further information, contact

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