

AFRICAN NOVA SCOTIAN AFFAIRS



Grants and Contributions Program Application Package

Tier 2

ANSA Grants and Contributions Program

Application Information for Tier 2

One of ANSA's goals is to encourage and support the community by assisting them to develop their organizational capacity. We attempt to offer this support in a number of ways; one is the Grants and Contributions Program. We try to ensure African Nova Scotian groups from across the province have the opportunity to access the program. Grants can be given to support projects, programs, and activities that align with ANSA's strategic goals in the following ways:

- Demonstrate a need for organizational development
- Foster collaboration between African Nova Scotian community organizations
- Address a documented need or issue
- Justify a benefit to the community

To help community groups access resources most efficiently and effectively, ANSA has revised its grant program into a two "tier" system. Below is the information and application form for Tier 2.

Tier 2: For funding up to \$1, 500.00*

Requirements for this level of funding include:

1. Completed and **signed** Application Form
2. A **signed** letter of request clearly stating the purpose of funds
3. Financial Information about the organization and the Project (include other funding sources)
4. Supporting Documents relevant recent newsletter articles, newspaper clippings etc.
5. **Signed** Letter of recommendation from a community organization
6. A Post Event Report describing the activity/project undertaken must be submitted to ANSA within 60 business days of the completion of the event/project.

Please Note:

- **African Nova Scotian Affairs cannot process incomplete applications**
- **Failure to submit a post event report will disqualify groups from receiving funding in subsequent years from ANSA**
- **African Nova Scotian Affairs will manage all information collected on this form in accordance with Section 1.11 of the Grants and Contributions Information Package and in accordance with the *Freedom of Information and Protection of Privacy Act*.**

** Community groups can apply every two years*

ANSA Grants Program Application Form: Tier 2

Part 1: Details

Please provide the following details and answers to the questions below in the space provided using the PDF fillable form feature.

*If you do not have the PDF fillable form feature: Type the answers to the following questions on a separate sheet of paper and attach to your application. Number each answer to correspond with the question number or detail.

Name of Organization: _____

Registry of Joint Stock Number (if applicable): _____ Year organization was founded: _____

Address: _____

Telephone number: _____ Fax number: _____

Email address: _____ Website: _____

Director/Chairperson: _____

Contact person and title (if not Director): _____

Amount requested: _____ Total project budget: _____

Project title: _____ Location of project: _____

Start date of project: _____ End date of project: _____

Part 2: Questions (Please be concise and to the point)

1. Besides funding, what else is expected of ANSA?

2. Provide a brief description of the organization and how this project or event helps fulfill your mission/mandate:

3. Describe the Project/Event briefly but comprehensively and how it links to ANSA's strategic goals:

4. Give an example of an event you have completed:

5. Have you contacted other departments or organizations for financial or in-kind contributions? (If yes, which ones):

6. Please give a concrete example of how the community will benefit from this project/event?

7. What information will you use to determine the success of program/event or activity?

Part 3: Financial Information

This section requires that you provide financial information related to your proposed project/event (a separate detailed budget may be included)

	Project Budget				
ITEMS	Total cost of item (\$)	Other sources of funding (include your organization's contribution and other sources of revenue)		Requested amount from African Nova Scotian Affairs (\$)	NOTES Section
		Cash (\$)	Estimated In-Kind (\$)		
Eligible costs					
Facilities & equipment <i>(provide details in Notes Section.)</i>					
Travel <i>(provide details in Notes Section— reason for travel, # of trips/ dates etc.)</i>					
Resources <i>(provide details in Notes Section)</i>					
Office supplies <i>(provide details in Notes Section.)</i>					
Honoraria <i>(monetary support given to individuals)</i>					
Other If Necessary <i>(provide details in Notes Section)</i>					
Total project cost					

Part 4: Declaration Form

We declare the information in this application and all attachments is accurate and complete, and that this funding grant application is being made by the organization named in this application package with its full knowledge and consent.

We further declare, if requested, the group or organization will provide financial and activity reports that African Nova Scotian Affairs requires, such as interim and final reports.

List of Board of Directors			
Name	Position	Address	Telephone

Authorization			
This application must be signed by two authorized representatives, one must be a designated signing officer of the Board of Directors:			
_____	_____	_____	_____
Authorized Signature	Print Name	Position	Date
_____	_____	_____	_____
Authorized Signature	Print Name	Position	Date

Part 5: Supporting Material

Provide **one of the following** related items about your group/organization or the proposed project, program or activity:

- ☐ Relevant recent newsletter articles, newspaper clippings, evaluations or reviews
- ☐ Recent annual report and/or business plan, if applicable

Part 6: Reminder Checklist

Have you enclosed the following items?

- ☐ Completed and signed Application including detailed budget plan?
- ☐ Signed request letter?
- ☐ Signed Letter of Support and any related material?
- ☐ Have you answered all seven (7) questions in Part 2?

PLEASE NOTE:

African Nova Scotian Affairs cannot process incomplete applications

Submit one (1) copy of the completed application by email, fax or mail a hard copy with all attachments to:

ANSA Grants Contribution
African Nova Scotian Affairs
1741 Brunswick Street, 3rd Floor
PO Box 2691, NS B3J 3B7
Phone: (902) 424-3414
Fax: (902) 424-7189
E-mail: Josephine.Tommy@novascotia.ca

***We may not be able to fund all applications received or the entire amount requested. We appreciate the interest of community groups and recognize the valuable contribution each volunteer makes.**