



Common Area Rate Application Checklist

√ when complete

	Read and understand Common Area Rate Administration document
	Confirm your organization is eligible to apply
	It is a volunteer-led organization
	It has been in existence for at least one year
	It is a provincially or federally recognized and registered organization
	Organization's address is within the boundary the CAR is collected
	Confirm your project, event, or initiative is eligible for funding
	It falls within the approved uses criteria identified in the applicant guide
	It will be executed within the boundary the CAR is collected
	It will benefit the community in an identifiable way
	Identify and declare any conflicts of interest
	Submit detailed budget including any supporting documentation where applicable and available (ex: quotes, estimates, vendor price lists, etc.)
	Submit completed and signed application form, before Jan 31 deadline for summer projects or Aug 31 deadline for winter projects

If you require more space when filling out your application or wish to include further information that you believe the committee assessing your application should be aware of, please feel free to attach it.

You can submit your completed application and supporting documentation to the attention of:

Musquodoboit Harbour Common Area Rate Administration Committee

By Mail: **PO Box 213**
Musquodoboit Harbour, NS
B0J 2L0

By email: info@mhacc.ca