Municipality of the County of Inverness

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MEMO

Date: June 1, 2010

To: Inverness County Community Contacts

From: Anna Lee MacEachern, Program Coordinator
Inverness Co. Recreation/Tourism Dept.
PO Box 179, Port Hood, NS B0E 2W0

E-mail: annalee.maceachern@invernesscounty.ca

RE: Summer 50/50 Grant Application - Year 2010
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Enclosed you will find information on the Summer 50/50 Employment Cost-Share Program. If you are interested in applying, please return the completed application form or notify us by phone by ***June 15, 2010***.

Our budget for the program is limited and other community organizations are requesting applications for this program. If your organization will not be making application this year, please let me know as soon as possible.

Should you have any questions or concerns, please do not hesitate in contacting me 787 - 3508 or at the e-mail address above.

Community Recreation Program
50/50 Grant (2010) Guidelines

Objectives:

1. To increase or enhance summer recreational opportunities throughout the County of Inverness.

2. To provide experience and employment to an eligible member of the community.

Financial Arrangement:

The Inverness County Recreation Department will cost share with a community on a 50/50 basis to a maximum of ten weeks, based on a 35 hour week. The hourly rate will be based on the minimum wage. Any rate over and above the minimum wage and/or ten weeks will be the responsibility of the organization.

Please ensure all employee contact information is complete. Each community organization will be responsible for the payroll of their employee e.g., issuing wages, submitting required information to Revenue Canada, etc.

Method of Payment:

The Municipality will provide **fifty percent** of its total contribution at the beginning of the employment period. The remainder will be issued once the community organization has submitted support documents i.e., you need to provide our office with payroll records, a record of employment or cancelled cheques as well as the report on employee duties/activities carried out.

Summary Report:

We ask that each sponsor submit a report at the completion of this employment program. The report should provide a brief summary of the program(s) that was offered. It would be appreciated if you would provide your comments on how the program was of benefit to the community or participants, or anything new that may have been added to original

responsibilities outlined in the application. Pictures taken during the program would also be appreciated!

2010 - 50/50 GRANT APPLICATION FORM

Inverness County Recreation/Tourism Dept.
Community Operated Programs

SPONSORING ORGANIZATION INFORMATION:

Name of Community(s) where program is offered:
__
_____

Name of Organization:

Contact Person:
Phone #: _____
Mailing Address:
Supervisor of Program: (if not the same as above) & Position within Organization:
__

Outline the type of work and Employee's responsibilities/duties:
__
__
__
__
__
__

Number of weeks of employment:_____ **Number of hours per week:** _____

Proposed date of hire:
Date work ending:_____
m/d/y
m/d/y

Rate per hour:

__
Signature of Authorized Contact

Date

for Sponsoring Organization

RETURN TO RECREATION DEPT ONCE EMPLOYEE IS HIRED

EMPLOYEE INFORMATION:

Name:

Mailing Address:

Date of Birth:
Social Insurance #: _____

Phone #: _____

Number of weeks of employment:_____ Number of hours per week:_____

Date of hire:
Date work ending:_____

Rate per hour:

Signature of Authorized Contact for Sponsoring Organization

Date