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**Item No.**  
**Grants Committee**  
**December 4, 2017**

**TO:** Chair and Members of Grants Committee

Original Signed

**SUBMITTED BY:**

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Jerry Blackwood, A/Director of Finance & Asset Management

**DATE:** September 28, 2017

**SUBJECT:** Proposed Revisions to the Community Grants Program Guidebook

**ORIGIN**

November 4, 2013 – Grants Committee approval of default prevention and management protocols.

**LEGISLATIVE AUTHORITY**

*Halifax Regional Municipality Charter, 2008, S.N.S. c.39*

**Section 79(1)** The Council may expend money required by the Municipality for

...  
**(av)** a grant or contribution to

...  
**(v)** any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province,

...  
**(vii)** a registered Canadian charitable organization;

*Grants Committee Terms of Reference*

**(4)** The duties of the HRM Grants Committee are to:

...  
**(2)** Develop eligibility criteria, priorities, policy and procedures for assistance under the respective programs and services managed under the auspices of the HRM Grants Program portfolio.

**RECOMMENDATION**

It is recommended that the Grants Committee approve the changes to the procedures for the 2018 Community Grants Program as outlined in the discussion section of this report and reflected in Attachment 1, the 2018 draft *Community Grants Program Guidebook*.

## **BACKGROUND**

The *HRM Community Grants Program* provides access to project-specific cash grants to eligible registered non-profit organizations and charities located within the geographic boundary of the Halifax Regional Municipality. An annual guidebook is produced that contains detailed information on all aspects of the program. The public can access the guidebook on the Municipality's web site, at any Customer Service/Contact Centre, by calling 311, or directly from Grants and Contributions staff.

## **DISCUSSION**

To improve administrative efficiencies and possibly reduce the number of ineligible applications received annually, staff are recommending revisions to the *Community Grants Program* guidelines. The proposed changes, if approved, will be incorporated in the program's guidebook to increase the level of customer service (all materials consolidated in one publication) and realize administrative efficiencies.

### **Proposed Revisions**

It is recommended the application criteria for project grants of up to \$5,000 be amended to exclude the requirement to provide competing quotes for eligible project expenses. Although it is stated in the revised guidebook that an application will be stronger if a quote, estimate and/or pricing information is included to support the value of grant requested, competing quotes will no longer be mandatory. The amendment is based on relative risk – most awards are in the range of \$2,000-\$4,000. Due to the scale of risk, competing quotes will be required to substantiate requests for capital grants of up to \$25,000.

To guide prospective applicants, it is recommended that: (i) the standard scoring criteria be incorporated into the program guide; and (ii) the criteria for capital grants be amended to prioritize public benefit and safety/regulatory compliance. The distinction in scoring is illustrated below in Table 1 and Table 2.

**Table 1. Project Grant: Evaluation Criteria and Weighted Scoring Matrix**

<b>Criteria</b>	<b>Description</b>	<b>Points</b>
<b>Content Compliance</b>	Application is complete and support documentation included.	5
<b>Funding Impact</b>	Demonstrated inability to self-fund: project cannot proceed without municipal funds. Limited access to private or public funding. New initiative, expands or enhances current program or service. Government funding including municipal.	25
<b>Public Benefit</b>	Public access. Affordability. Inclusion.	25
<b>Organizational Capacity</b>	Viability. Volunteer-led. Applicant demonstrates ability to sustain program or service.	25
<b>Program Funding Priority</b>	Project aligns with funding priorities of funding category; stated goals of project; probability of achieving the stated outcome within the grant timeframe.	20
<b>Total</b>		<b>100</b>

**Table 2. Capital Grant: Evaluation Criteria and Weighted Scoring Matrix**

<b>Criteria</b>	<b>Description</b>	<b>Points</b>
<b>Content Compliance</b>	Application is complete and support documentation included as stated in program guide and funding category.	5
<b>Funding Impact</b>	Demonstrated inability to self-fund; project cannot proceed without municipal funds. Limited access to public or private sector funding. Leverages applicant's cost-share. Expands or enhances current program or service. Government funding including municipal.	15
<b>Public Benefit</b>	Public access. Affordability. Inclusion.	50
<b>Public Safety or Regulatory Compliance</b>	Building code, environmental remediation, fire safety, heritage protection, emergency preparedness.	10
<b>Program Funding Priority</b>	Project aligns with priorities of funding category.	20
<b>Total</b>		<b>100</b>

*Application Form:* To encourage use of the guidebook and for ease of reference, the program application form will be contained within the guidebook versus a separate stand alone form. Copies of the form and the guide will also be available upon request.

Note: The Community Grants Program funding priority outcomes remain unchanged.

### **FINANCIAL IMPLICATIONS**

There are no financial implications: the recommendations are applicable to the administration process of the Community Grants Program.

### **RISK CONSIDERATION**

There are no significant risks associated with the recommendations contained within this report. The risks considered rate Low.

### **COMMUNITY ENGAGEMENT**

The Grants Committee is comprised of a voting membership of one elected member of Regional Council from each Community Council, the Chair appointed from the membership of the Audit & Finance Standing Committee (also an elected member of Regional Council) and six (6) citizens-at-large from the community. Grant Committee meetings are open to the public, unless otherwise indicated. Agendas, minutes and reports are available on the HRM website.

### **ENVIRONMENTAL IMPLICATIONS**

Not Applicable.

**ALTERNATIVES**

The Grants Committee could choose to further amend or revise any elements of the *Community Grants Program Guidebook*.

**ATTACHMENTS**

1. 2018 *Community Grants Program Guidebook*. DRAFT.
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A copy of this report can be obtained online at [halifax.ca](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

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Report Approved by: Original Signed  

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Bruce Fisher, Manager, Financial Policy & Planning, FAM, 902.490.4493

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2018 Community Grants Program Guidebook, Proposed Revisions. DRAFT

# **Community Grants Program 2018-2019**

A Guide to Different Types of Community  
Grants, Eligibility Criteria and How to Apply

## Important Notice: Changes to Guidebook Content

To make access to information easier for applicants, changes have been made to the *Community Grants Program Guidebook* so that all program-related materials are included within this booklet.

- The program's 4-page **application form is included in this guide**. Simply pull out the centre-fold and complete the form. Please read this guide to confirm the eligibility of your organization, the project and the expense(s) for which you are requesting funds. Make a copy of the application form for your files – a reviewer may call with questions about your grant request.
- The **evaluation criteria** used by reviewers is included for both project and capital grants.
- Competing quotes are not required for grant requests under \$5,000. However, your application will be stronger if quotes, estimates and/or pricing information is included to support the value of grant requested.
- Requests for funding towards **professional fees** should include the qualifications and project-related experience of the service providers (an individual or a company) and a description of the selection process.
- **Competing quotes are required for all capital grant requests over \$5,000.**

By following the step-by-step instructions set out in this guidebook you reduce the risk of submitting an incomplete or ineligible grant application.

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## Introduction

The *Community Grants Program* awards project-specific cash grants to registered non-profit organizations and charities located within the Halifax Regional Municipality. The program is primarily developmental with a focus on support to volunteer-led initiatives and organizational capacity-building.

The *Community Grants Program* has one (1) application intake per year. The program opens for applications in January and the annual application deadline is March 31st. Late applications (those received or post-marked after March 31st) will not be considered.

This *Community Grants Program Guidebook* and final report form are posted online at: [www.halifax.ca/business/doing-business-halifax/community-grants](http://www.halifax.ca/business/doing-business-halifax/community-grants). The web page also has copies of previous recommendation reports so that applicants new to the program can see the number and type of project awarded a grant, the value of awards, and any conditions applied to funding.

Groups who have not previously applied to the program are encouraged to contact Grants & Contributions staff to confirm the eligibility of your organization, project, and the expense(s) for which you are requesting a grant. Any applicant can request assistance prior to March 31st but due to the volume of applications staff may be unable to accept requests for meetings in the last two weeks of March: inquiries by telephone and email will be accommodated within two (2) business days. Submissions cannot be revised after the call for applications closes on March 31st. However, all applicants have the option to withdraw an application and apply again in a subsequent year.

For general inquiries or assistance with completing an application please contact the Grants & Contributions office at 902.490.7310 or email: [nonprofitgrants@halifax.ca](mailto:nonprofitgrants@halifax.ca).

## General Instructions

Please use the following checklist to ensure that your submission is complete.

### Step 1.

- Confirm your organization is eligible for funding.

### Step 2.

- Select either a project grant *or* capital grant based on the type of project. **Only one application will be accepted per year for either a project grant or a capital grant, not both.**

### Step 3.

- Select a funding category.
- Confirm that your project is eligible.
- Confirm that the expense is eligible for a grant (see the list of eligible expenses for project and capital grants listed on page x. A list of ineligible expenses is included on page x-x).

### Step 4.

- Complete the application form and include an itemized financial statement for the prior year and a list of the current Board of Directors. The form is contained within guidebook and available from the Program's web site: [www.halifax.ca/business/doing-business-halifax/community-grants](http://www.halifax.ca/business/doing-business-halifax/community-grants).
- You may wish to include a cover letter to briefly describe your organization and/or the project you are undertaking.
- The application form must be signed by two (2) *different* members of the organization, one of which must be a member of the Board of Directors.
- Check that your application is complete and arrange delivery either by mail, courier, or drop-off at an HRM Customer Service Centre.

HRM will provide you with the following:

- A letter confirming receipt of your application (April).
- Written notification of an award, the amount and any conditions, and a final report form (usually June but subject to the timing of the annual budget approval and volume of applications).

OR

- Written notification that your application has been declined funding and a brief explanation. You can request further feedback by contacting the Grants & Contributions office.

## Step 1: Eligibility of an Organization

**Registration: applicants must be a registered non-profit organization or charity:**

- a society incorporated under the *Societies Act* (1989);
- a non-profit association incorporated under the *Co-operative Associations Act* (1989);
- a non-profit incorporated under the *Canada Not-for-profit Corporations Act* (2009);
- a non-profit incorporated under an Act of the Nova Scotia Legislature; or
- a charity registered under the *Income Tax Act (Canada)*.

**The organization must be registered for at least one (1) year prior to the *Community Grants Program* application deadline of March 31st.** Your **registration must be current:** organizations whose registration has expired, in default or revoked are ineligible for consideration.

Joint applications from two or more eligible non-profit organizations are acceptable but the maximum value of grant remains the same.

**The following organizations are ineligible for a grant under the *Community Grants Program*.**

- Public and private schools or colleges; post-secondary institutions; a government agency, board or commission.
- Organizations located outside the geographic boundary of the municipality.
- Commerce, business, industry, or sole proprietorships.
- Grants are not awarded to individuals or unregistered groups.

Applicants may be disqualified if the applicant organization has not met their obligations with respect to the municipality, for example overdue payment of real property tax, a fee, fine or rent, or non-compliance with the terms and conditions of a grant or contribution (for example, an overdue final report for a previous award).

Late applications will be declined.

**Membership-Based Housing Cooperatives:** eligible housing cooperatives must be incorporated under the *Cooperative Associations Act*, Chapter 7, Section 61 sub-clauses (A) to (F) as a membership-based non-profit. Capital grants will not be issued to organizations wherein the membership has an equity position (for example, individual shares or dividends, revenue-sharing from the proceeds of sale, individual ownership).

## Step 2: Select the Type of Grant

The *Community Grants Program* does not fund recurring operating expenses or any portion of an operating expense assigned to a project, for example, a percentage of overhead or staff time.

The program does not award multi-year awards but eligible organizations may make application to the program in successive years.

**Awards may be issued in an amount lower than requested.**

**Not all applications will be funded.**

There are two types of grant:

**Project grant:** up to a maximum of \$5,000.

Projects that are modest in scale and/or expense and enhance an existing program or service, or the development of a new program or service. Examples include the purchase of specialized equipment, web site development, or marketing. The evaluation process looks for a public benefit, an inability to self-fund (project impact) and the applicant's ability to maintain the program or service (sustainability).

Competing quotes are not required for grant requests of up to \$5,000 but your application will be stronger if you provide documentation to support the value of the amount requested. For example, a quote or estimate, manufacturer's warranty, or price list(s) from different suppliers.

The maximum value of grant towards professional fees is \$5,000. If a grant or portion thereof is towards payment of professional fees, describe the selection process and include the individual or company's qualifications and relevant experience.

Grants towards professional fees must be supported with a description of the supplier's qualifications, related experience, and how/why you selected the individual or company named in your application.

**Capital grant:** up to a maximum of \$25,000.

Large-scale property-related projects or expensive/specialized equipment (the individual item costs over \$5,000). Preference may be given to remediate a safety issue, to meet building code, by-law or licensing requirements, or for environmental remediation (for example, a replacement well or septic system). The evaluation process looks at the public benefit, an applicant's ability to cost-share (cash, reserve or investments, loan, any increase in earned revenue resulting from a property acquisition or capital improvement) and how the expenditure(s) improves program or service delivery.

**Note:** capital grants are not awarded for the purchase of multiple items of modest value. If 'cost' is simply a function of the quantity of items purchased (each item costing less than \$5,000) the application will be considered under a project grant of up to \$5,000.

The amount of a grant requested towards a capital project must be supported by **competing quotes**. Qualified trades should be considered when required by law or insurance.

If you have selected only one supplier this should be explained in the grant application (for example, highly specialized equipment with only one supplier located in Nova Scotia). Applications without quotes will be considered incomplete.

## Eligible Expenditures—Project Grant

The following is a list of expenses typically supported under the *Community Grants Program* project grant category:

- non-recurring project-specific professional fees of a licensed individual, qualified tradesperson or specialist;
- technical studies and plans (for example, marketing, feasibility study, program evaluation, conservation plan, exhibit design, building condition report);
- valuation appraisal (real property - excludes municipal property, artefact, original work of art);
- adaptive aids;
- purchase of safety equipment;
- equipment lending/rental program for the public (access is not restricted by membership or affiliation);
- equipment costing under \$5,000 per item (individual items costing over \$5,000 per item may be considered under a capital grant application, see page 4).
- minor repairs (preventive maintenance/inspections are considered a recurring operating cost);
- project-specific facility or equipment rental;
- project or organizational marketing (print advertisement, brochure, poster, radio or television broadcast, display banner, web site development or upgrade, custom computer database, mobile application, portable display stand or booth) - excludes recurring advertising;
- small construction projects and landscaping;
- permanent or temporary exhibition or display, interpretation panel, monument or marker;
- commission of original works (literary, visual or performing arts, traditional or contemporary craft);
- community-based applied research (oral history, photography, film, archival documents, artefact, environmental survey or mapping);
- non-commercial self-publishing or recording (for example, a map, guide, book, program, exhibit catalogue, or cd).

Project grant applications are evaluated using the following criteria:

**Project Grant: Evaluation Criteria and Weighted Scoring**

<b>Criteria</b>	<b>Description</b>	<b>Points</b>
<b>Content Compliance</b>	Application is complete and support documentation included as stated in program guide and funding category.	5
<b>Funding Impact</b>	Demonstrated inability to self-fund: project cannot proceed without municipal funds. Limited access to private or public funding. New initiative, expands or enhances current program or service. Government funding including municipal.*	25
<b>Public Benefit</b>	Public access. Affordability. Inclusion.	25
<b>Organizational Capacity</b>	Viability. Volunteer-led. Applicant demonstrates ability to sustain program or service.	25
<b>Program Funding Priority</b>	Project aligns with priorities of funding category; probability of achieving the stated outcome within the grant timeframe.	20
<b>Total</b>		<b>100pts</b>

\*Other government funding includes recurring legislated tax exemption or discretionary municipal tax relief, operating cash grants or contribution agreements, or a rent subsidy. Applicants that demonstrate effort in applying to other funding sources (for example, foundations, corporate, a financial institution, or rebate program) in addition to their own project-specific fundraising may score higher than those that apply exclusively to HRM.

## Eligible Expenditures—Capital Grant

The following is a list of expenses supported under the *Community Grants Program* capital grant category:

- contribution towards the purchase of non-municipal real property including a down-payment on a pre-approved mortgage;
- vehicle purchase (for example a van, bus, snowmobile, ride-on-mower, trailer) - excludes employment-related car or vehicle lease;
- construction or expansion of a building or amenity (for example, a wharf, bridge, playground, park, boardwalk, gazebo, greenhouse) - applicant must be the property owner;
- capital improvements: a permanent structural replacement or alteration that maintains the value and utility of an existing building or infrastructure and extends the useful life of the property (includes, roof, exterior walls, exterior doors and windows, foundation, structural weight-bearing beams);
- replacement or upgrade to a heating or ventilation system, electrical system, well or septic;
- large or specialized equipment item costing over \$5,000 per unit;
- commission of an original work or the purchase of a work or artefact of social, historical or cultural significance costing over \$5,000 (for example, a sculpture) an independent appraisal of value should be included with the application;
- large-scale site beautification or “greening” (for example, re-forestation, environmental stabilization or remediation of environmental contamination);
- exterior painting is a lower priority funding outcome and usually awarded for registered heritage property wherein the ‘authentic’ color and finish is integral to protection and/or heritage interpretation;
- a repair or upgrade to a parking amenity is a lower priority funding outcome and is typically declined, exceptions may be made for a community-owned park-and-ride facility or accessibility upgrade;
- interior renovations (interior doors, ceilings, floors, stairs, cabinetry, moldings etc) are a lower priority.

**Note:** Accessibility upgrades (for example, wheelchair ramp, washroom, adaptive equipment) for persons with a disability are funded under the Diversity category.

See page x for ineligible expenses.

Eligible applications are evaluated using a standard scoring process. A minimum score of 50/100 is the standard benchmark for project funding. An applicant’s score is not published in reports to the Grants Committee or Regional Council but feedback is available upon request.

Capital grant applications are evaluated using the following criteria:

### Capital Grant: Evaluation Criteria and Weighted Scoring

Criteria	Description	Points
<b>Content Compliance</b>	Application is complete and support documentation included as stated in program guide and funding category.	5
<b>Funding Impact</b>	Demonstrated inability to self-fund: project cannot proceed without municipal funds. Limited access to public or private sector funding. Leverages applicant's cost-share. Expands or enhances current program or service. Government funding including municipal.	15
<b>Public Benefit</b>	Public access. Affordability. Inclusion.	50
<b>Public Safety or Regulatory Compliance</b>	Building code, environmental remediation, fire safety, heritage protection, emergency preparedness.	10
<b>Program Funding Priority</b>	Project aligns with priorities of funding category.	20
<b>Total</b>		<b>100pts</b>

\*Other government funding includes recurring tax exemption under legislation or discretionary municipal tax relief, cash grants or contribution agreements, rent subsidy, less than market value property sale,-a government loan or loan guarantee. Applicants that demonstrate effort in applying to other funding sources (for example, foundations, corporate, a financial institution, or rebate program) in addition to their own project-specific fundraising may score higher than those that apply exclusively to HRM.

### Expenses NOT Eligible for Funding: Project or Capital

The following is a list of expenses **NOT** supported under the *Community Grants Program*:

- recurring core operating expenses (utilities, rent, salary, wage, insurance, telecommunications, instructor or perpetual care);
- items for personal ownership (for example, personal clothing or uniforms, equipment);
- bursary, honoraria, gift, prize, award, scholarship, or souvenir;
- school-based or academic programs;
- research for academic or commercial purposes, personal genealogical research;
- conference, trade show, banquet, award ceremony, reunion, meeting, instructional or professional development workshop, event, festival, tournament, religious or memorial service;

- promotion of a religious or political doctrine;
- purchase or preparation of a submission to acquire or lease HRM property,
- consumables (for example, medication, food, beverages, fuel, travel, office supplies);
- commercial publishing or sales (including profit-sharing);
- admission or membership fees;
- general fund-raising campaign or related event;
- international aid;
- interior decorating or cleaning;
- medical services, therapeutic counselling, supervision, personal representation, training or accreditation, or personal legal representation.
- awards (trophies, certificate, scholarships, bursaries);
- leasehold improvements to private or government-owned property (including municipal) - applicant must be the owner of the building or land;
- purchase of municipally-owned real property or preparation of a submission to acquire or lease, including a feasibility study related to any municipally-owned real property or Purchaser's due diligence.

Except for an equipment loan program, grants towards the purchase of small items for example, toys, books, office or sports equipment, household fixtures or furnishings, small tools, seeds or annual plant material, computer accessories are lower priority funding outcomes and will be evaluated on a case-by-case basis. If your anticipated expense is not included in this list, please contact Grants & Contributions staff for clarification at 902.490.7310 or [nonprofitgrants@halifax.ca](mailto:nonprofitgrants@halifax.ca).

### Step 3: Select a Funding Category

An application can be made to any of the funding categories regardless of your organization's mandate, but only one application per year (one category for a project *or* capital). For example, an environmental organization might apply for funding to support a community art project or a community museum might apply for playground equipment.

Select the funding category that fits your project. If the project combines elements from several categories contact Grants & Contributions for assistance at 902.490.7310.

The funding categories are presented in alphabetical order only: there is no priority assigned to any category.

## **1. Arts and Crafts**

The Arts and Crafts category focuses on projects that advance arts-based community engagement with a focus on development opportunities for non-professional and pre-professional organizations and art projects undertaken by non-profit organizations whose mandate is not arts-based.

Funding supports non-commercial initiatives including art as a leisure pursuit, projects that preserve or present the region's cultural traditions and identities, contemporary interpretation or innovative presentation techniques, or an issue-based participatory art-making process.

### **Priority outcomes.**

- Participatory projects, including those undertaken by organizations whose mandate is not arts-based.
- Introductory or developmental production or presentation projects undertaken by non-professional or pre-professional art or craft organizations.
- A project, program or service that fosters cultural identity and self-representation.
- Temporary or permanent public art installations.
- Preservation of traditional craft practices.

Preference may be given to applicants not in receipt of federal, provincial or municipal government funding.

Professional arts and cultural organizations must provide confirmation of ineligibility under the *Grants to Professional Arts Organizations Grant Program*. See Administrative Order 2014-007-ADM at: [www.halifax.ca/sites/default/files/documents/city-hall/legislation-by-laws/AO-2014-007-ADM.pdf](http://www.halifax.ca/sites/default/files/documents/city-hall/legislation-by-laws/AO-2014-007-ADM.pdf) and the Interpretation Bulletin *HRM Community Grants Program Arts & Crafts Funding Category. Fiscal Year 2017* posted online at: [www.halifax.ca/business/doing-business-halifax/community-grants](http://www.halifax.ca/business/doing-business-halifax/community-grants)

Municipal funding for arts and cultural festivals or events is available under the *Regional Special Events Grants Program*. See: Administrative Order 2014-021-GOV at: [www.halifax.ca/city-hall/legislation-by-laws/administrative-order-2014-010-adm](http://www.halifax.ca/city-hall/legislation-by-laws/administrative-order-2014-010-adm)

## **2. Diversity**

The Diversity category encompasses organizations and projects serving individuals and families who face physical, financial, linguistic or attitudinal barriers to full participation in community activities including but not limited to race, ethnicity, physical disability, poverty, age, sexual orientation, or geographic isolation. The program does not fund scholastic or vocational training (for example, educational upgrading, literacy, vocational skills).

**Note:** organizations seeking grant funding towards facility accessibility upgrades or adaptive equipment for persons with a disability should make application under this funding category.

### **Priority outcomes.**

- Accessibility upgrades or adaptive aids for persons with a disability - preference may be given to an organization whose mandate is serving persons with a disability.
- Translation or conversion of written materials or signage.
- Initiatives that present the municipality as a hospitable community to immigrants, refugees and migrants.
- Programs or services serving distinct ethno-cultural or sociocultural communities of interest.

Preference may be given to applicants not in receipt of federal, provincial or municipal government funding.

## **3. Environment**

The environment category includes small-scale recycling and monitoring projects, public education, protection or remediation of land or waterways, protection of wildlife habitat and endangered species, and community gardens. Funding towards establishing or upgrading a community garden may give preference to projects that support a community feeding program (for example, a breakfast and/or afterschool feeding program, food bank, community kitchen, child/youth programming).

### **Priority outcomes.**

- Protection or restoration of the region's natural habitat to maintain or restore biodiversity.
- Protection of endangered species.

- Environmental remediation.
- Public education and interpretation.
- Recycling and diversion programs.

Preference may be given to applicants not in receipt of federal, provincial or municipal government funding.

#### **4. Emergency Assistance**

Emergency assistance grants support non-profit organizations in the provision of immediate aid to individuals and families in overcoming a critical event (for example, a natural or man-made disaster) or the provision of subsistence aid for the hungry, homeless or displaced. Note: for this program the term “emergency assistance” does not refer to an organization’s financial status (a deficit or debt) or general operational capacity.

#### **Priority outcomes.**

- Overnight/short-stay shelter for homeless persons, victims of domestic abuse, or post-incarceration housing (also referred to as a “halfway house” or “community residential facility”). Second stage or tertiary housing is funded under the Housing category see page 13.
- Community-based emergency feeding programs (“soup kitchen”) and food banks for lower income persons. Preference may be given to organizations whose primary mandate is food security.
- Peer support services and crisis intervention.
- Emergency evacuation or comfort centres recognized by HRM Fire & Emergency Services.

Preference may be given to applicants not in receipt of federal, provincial or municipal government funding.

**Emergency comfort centres:** Only incremental costs specific to the standards required by municipal Emergency Measures Operations (EMO) will be considered under this category, for example a generator, utilities conversion, commercial propane appliances. **Applicants must provide proof of registration as a recognized municipal comfort centre and rating from HRM’s Fire/EMO at the time of application.** Failure to provide this documentation with the

application form may result in ineligibility. Preference may be given to facilities with an A rating (highest probability of use) or to those facilities whose upgrades will enable a rating increase and enhance the probability of public use in an emergency. School evacuation facilities will not be considered. For documentation contact: Emergency Management Organization & Safety: 902.490.3573

## **5. History**

The History category encompasses community-based research, collections, and public presentation aimed at enhancing awareness of the region's physical and social development and distinct cultural identities. Conservation projects for registered heritage property or a historically significant artefact are also funded under this category.

### **Priority outcomes.**

- Opportunities for self-representation.
- Inclusion of diverse geographic and demographic communities of interest.
- Authentic preservation of heritage or historical assets (buildings, sites, artefacts).
- Innovative presentation and interpretation techniques including web-based and digital.

Preference may be given to applicants not in receipt of federal, provincial or municipal government funding.

**Registered heritage property: Applicants requesting a grant towards restoration of a registered heritage property must include approval from a municipal heritage planner at the time of application.** Failure to provide this documentation with the application form may result in ineligibility. For approval please contact 902.490.4663 or [mcgreal@halifax.ca](mailto:mcgreal@halifax.ca) or 902.490.4904 or [fralick@halifax.ca](mailto:fralick@halifax.ca).

## **6. Housing**

The Housing category supports accommodations for persons in need of secure, appropriate, and affordable housing options. This category includes transitional ("second stage"), supportive and independent housing but excludes private home ownership. Under the *Community Grants Program's* criteria, the term "affordable housing" refers to rents under 30% of income; tenants/clients are lower income as per the Canadian Council on Social Development Low Income Cut-off Scales (LICOS) for Nova Scotia. Temporary shelter for

homeless persons and emergency short-stay accommodations are funded under the Emergency Assistance category.

**Priority outcomes.**

- Supportive housing for persons unable to secure appropriate accommodation in the open market (for example, persons with a disability, mental health consumers, seniors, youth).
- Expansion of affordable housing options.
- Neighbourhood integration and sensitive design.
- Code compliance and/or fire safety.

Preference may be given to applicants not in receipt of federal, provincial or municipal government funding.

**7. Neighbourhood Safety**

Mobilizing residents in public safety initiatives extends beyond municipal police and fire/emergency response services to include, for example, community-based efforts to reduce vandalism, illegal dumping, litter or graffiti, the promotion of pedestrian safety, and emergency preparedness. This category does not fund health promotion or medical projects.

**Priority outcomes.**

- Crime prevention.
- Fire prevention.
- Emergency preparedness.
- Neighbourhood cleanliness.

Preference may be given to applicants not in receipt of federal, provincial or municipal government funding.

**Note:** The scale of initiative is a factor in the evaluation of submissions. Preference may be given to projects that engage entire neighbourhoods or “communities of interest” as compared to property-related upgrades (for example, an alarm system or exterior security lighting). Applications may be strengthened by the inclusion of statistics or a demonstration of the problem (for example, a photograph of an illegal dump site).

## 8. Recreation and Leisure

Grants to support recreational amenities or programs are intended to expand opportunities for physical activity. The focus of funding is on entry level (non-elite) developmental programming, expanding opportunities and affordability.

### Priority outcomes.

- Community-based recreation amenities in under-served communities.
- Entry level and developmental programs.
- Leisure activities for persons with special needs.
- Physical activity for children and youth.
- Affordability initiatives (free or low cost programs or amenities for the public, equipment loan).

Preference may be given to applicants not in receipt of federal, provincial or municipal government funding.

**Note:** Organizations seeking facility accessibility upgrades or adaptive equipment for persons with a disability should make application under the Diversity category.

## Step 4: Submit Application

Application must be made using the program application form provided in this guide.

A cover letter, financial information, quotes and any additional materials should be attached to the form. If including a cover letter to describe your organization's aims and/or a project, you might refer to previous grants reports to see how an applicant organization and project are described. Past reports are posted at:

[www.halifax.ca/business/doing-business-halifax/community-grants](http://www.halifax.ca/business/doing-business-halifax/community-grants)

**A copy of your prior year's financial statement must be included.** This financial information should be itemized to show all sources of revenue, expenditures, assets and liabilities. Please do not submit extracts.

Applicants must disclose if they have or intend to apply to another municipal funding program or any other form of municipal assistance (for example, tax relief, less than market value rent, Capital District Fund). If funding from another source is not confirmed at the time of making application note this on the application form.

Application forms must be signed by two (2) people, one of which must be a member of the Board of Directors.

Incomplete applications may be denied consideration.

**Applications must be post-marked or dated (courier or drop-off delivery) on or before March 31. Applications will not be accepted by fax or email.**

Applications should be mailed to:

Community Grants Program HRM Finance & Asset Management  
PO Box 1749 Halifax, Nova Scotia B3J 3A5

Applications delivered by courier should be directed to: Community Grants Program

HRM Finance & Asset Management  
5th Floor, Alderney Gate  
40 Alderney Drive, Dartmouth, Nova Scotia

Applications may be dropped off at any HRM Customer Service Centre. For the address of a centre near you see: [www.halifax.ca/311/InPerson.php](http://www.halifax.ca/311/InPerson.php).

**Freedom of Information and Protection of Privacy:** Applicants are advised that any records created or held by the municipality can be requested under Freedom of Information legislation. Extracts from an application may also be cited in a public report. Applicants will be notified by HRM should a FOIPOP request be received in relation to their grant application.

## Step 5: Responsibility of Grant Recipient

**Payment:** you will receive written notification to confirm if a grant has been awarded and if so the amount and any conditions applied to how the grant must be used. Grants may be issued in full, in instalments, or held-back pending confirmation that specific requirements have been met (for example, financing, approvals or permits).

**Inability to proceed:** if the funded project cannot be completed as planned, or cannot be undertaken, please contact the Grants & Contributions office for guidance (902.490.7310). In some cases, an extension may be permitted and the funds carried forward to the next fiscal year. If an extension is approved, the term of an extension will be for 12 months (to a maximum of two years) and confirmed in writing.

**Refund of grant balance:** in some cases, it is necessary to refund all or a portion of a grant. A cheque payable to Halifax Regional Municipality may be sent to the Grants & Contributions office.

**Refund of ineligible expenditures:** your letter of notification will specify the value of grant and the expenditures supported by the grant. Misappropriation of funds may result in a request to repay the grant to the municipality and/or suspension of eligibility for future consideration.

**Mandatory final report:** organizations in receipt of an award under the *Community Grants Program* must submit a final report on or before March 31st. A reporting form will be included with your letter of notification and grant payment(s). Failure to report may result in suspension of eligibility. A report is sent annually to the Grants Committee listing organizations in default. Eligibility for the following year is reinstated once the documentation has been received and the expenditures are compliant with the terms of funding. Grant recipients are encouraged to include a photograph or sample with their final report. Photographs may be used in a future program guide and/or posted on the HRM web site.

**Acknowledgement:** for guidance on acknowledgements or use of the Halifax Regional Municipality logo contact Grants & Contributions at: [nonprofitgrants@halifax.ca](mailto:nonprofitgrants@halifax.ca).

For assistance with reporting please contact the Grants & Contributions office at 902.490.7310.

## Other Municipal Assistance: Grants Programs

The following municipal grant programs may be (i) open to all non-profit organizations and charities, or (ii) limited to a defined type of organization. Readers should refer to the applicable program policy for eligibility criteria and the web site address for program-specific application forms and supplementary materials. Where applicable, the name of the Administrative Order (policy) is included in the subject line. These documents can be found online at: [www.halifax.ca/city-hall/legislation-by-laws](http://www.halifax.ca/city-hall/legislation-by-laws)

The programs are listed in alphabetical order by name and the department responsible for the program's administration.

### **1. District Activity Fund and District Capital Fund—Office of the Chief Administrative Officer**

Modest project-specific grants to registered non-profit organizations and charities for small-scale events and projects. Capital grants may assist property-related and equipment purchases for amenities serving the public, for example, a park, playground, or community hall. Award amounts vary subject to budget capacity. See: [www.halifax.ca/city-hall/districts-councillors/district-10/district-activity-district-capital-funds](http://www.halifax.ca/city-hall/districts-councillors/district-10/district-activity-district-capital-funds)

### **2. Grants to Professional Arts Organizations Program (Administrative Order 2014-007-ADM)—Parks and Recreation**

Annual application deadline. Grants to registered non-profit professional arts and

culture organizations that supports, presents, or produces work by professional or established artists, and employs qualified paid staff to administer on-going arts and culture programs and services.

Two funding streams:

- **Operating Grant:** administration and core programming support of up to \$50,000 for “anchor organizations” that have operated for a minimum of 5 consecutive years with strong public impact in terms of the number of events, attendance, and employment with an annual operating budget of \$3,000,000; up to \$25,000 for professional arts organizations that have operated for 3 consecutive years. See: [www.halifax.ca/sites/default/files/documents/recreation/arts-culture-heritage/OperatingAssistance-Guidelines2017-2018.pdf](http://www.halifax.ca/sites/default/files/documents/recreation/arts-culture-heritage/OperatingAssistance-Guidelines2017-2018.pdf).
- **Project:** project-specific awards up to \$10,000 to professional arts organizations that have operated for 3 consecutive years for production or presentation. See: [www.halifax.ca/sites/default/files/documents/recreation/arts-culture-heritage/ProjectAssistance-Guidelines2017-2018Working.pdf](http://www.halifax.ca/sites/default/files/documents/recreation/arts-culture-heritage/ProjectAssistance-Guidelines2017-2018Working.pdf)

**3. Marketing Levy Special Events Reserve Grants (Administrative Order 2014-020-GOV)—Parks and Recreation**  
[halifax.ca/sites/default/files/documents/city-hall/legislation-by-laws/AO-2014-020-GOV.pdf](http://halifax.ca/sites/default/files/documents/city-hall/legislation-by-laws/AO-2014-020-GOV.pdf)

The Marketing Levy Special Events Reserve supports large-scale events that have an economic impact and tourism appeal. Four funding streams:

- **Signature Event:** event has operated for a minimum of 5 consecutive years with demonstrated event management and a record of success, has a minimum budget of \$500,000.
- **Tourism Event:** event has operated for 2 consecutive years with demonstrated event management and a record of success, has a minimum budget of \$300,000.
- **New (Emerging) Event:** has operated for 1 year with demonstrated event management and a minimum budget of \$50,000. Preference may be given to applicants who have secured corporate and government funding.
- **Major Hosting Events:** support for bidding on the right to host a major event with a minimum budget of \$500,000.

**4. Regional Special Events Grants Program (Administrative Order 2014-021-GOV)—Parks and Recreation**

Annual application deadline January. Grants to registered non-profit organizations or charities governed by a volunteer board. Four funding streams:

- **Community Celebrations:** less than 5 days’ duration, focus on local residents, community gathering or civic holiday, free admission. Maximum grant up to \$1,000.
- **Established Community Event:** maximum 7 days’ duration, focus on local residents, free or low cost activities, have been in existence a minimum of 3 years,

minimum event budget of \$10,000. Maximum grant up to \$25,000 for up to 3 years.

- **Significant Anniversaries:** event organized to commemorate or celebrate a major quarterly anniversary (25th, 50th, 75th, 100th etc.) with a minimum budget of \$7,500. Recipient ineligible for consideration under another Halifax Regional Municipality event grant program. Maximum grant up to \$10,000.
- **Cultural Events and Showcases:** events with strong cultural content that furthers the disciplines of literary, media, performing or visual arts, accessible to the public with free or low cost activities, minimum budget of \$50,000. Maximum grant up to \$60,000 for up to 3 years.

[www.halifax.ca/recreation/programs-activities/events/grants](http://www.halifax.ca/recreation/programs-activities/events/grants)

## Other Municipal Assistance

The following municipal programs and services may be of interest to start-up and established non-profit organizations in terms of capacity-building, project planning, or assistance to program users. Readers should refer to the applicable program contact information for further details. Where applicable, the name of the Administrative Order (policy) is included in the subject line. These documents can be found online at: [www.halifax.ca/city-hall/legislation-by-laws](http://www.halifax.ca/city-hall/legislation-by-laws).

The programs are listed in alphabetical order by name followed by the name of the department responsible for the program's administration.

### 1. **Disposal of Surplus Real Property: Community Interest Category (Administrative Order 50)— Operations Support/Finance**

Real property no longer required for municipal operations may be declared "surplus" by Regional Council and disposed of through a defined process. Property assigned to the Community Interest category may be offered through a Call for Submissions that is restricted to registered non-profit organizations and charities.

[www.halifax.ca/business/doing-business-halifax/community-interest-surplus-properties-disposal](http://www.halifax.ca/business/doing-business-halifax/community-interest-surplus-properties-disposal)

### 2. **Tax Relief for Non-Profit Organizations (Administrative Order 2014-001-ADM)— Finance**

Discretionary annual award towards real property taxes. Eligibility must be renewed annually and is non-transferable. Availability subject to annual budget capacity.

Restricted eligibility. [www.halifax.ca/business/doing-business-halifax/tax-relief-non-profit-organizations](http://www.halifax.ca/business/doing-business-halifax/tax-relief-non-profit-organizations)

### **3. Heritage Property Program—Planning and Development**

Property owners interested in applying for **registration** as a heritage property or those seeking conservation advice or approval for substantial alterations should contact Planning and Development staff. [www.halifax.ca/home-property/heritage-properties](http://www.halifax.ca/home-property/heritage-properties)

### **4. Community Art Program —Parks and Recreation**

The Community Art Program provides opportunities for members of the public to think creatively about how they can connect with their communities and neighbourhoods through collaborative arts projects. Projects involve a professional artist, who works with participants throughout the process. Project content is developed by the community, and often addresses current local issues. The artwork once complete is exhibited, installed, or performed for the community. To learn more contact Kate MacLellan at [maclenk@halifax.ca](mailto:maclenk@halifax.ca) or 902.490.4408.

### **5. Special Events Task Force Procedures for Events, Parades and Street Closures (Administrative Order 2014-010-ADM)—Parks and Recreation**

The Special Events Task Force provides technical and logistical support to events hosted on municipal land or events held on non-municipal land that may seek municipal services including electrical, grounds maintenance, equipment delivery, police of fire and emergency services, traffic control, a temporary street closure, transit, or solid waste.  
[www.halifax.ca/sites/default/files/documents/city-hall/legislation-by-laws/AO-2014-010-ADM.pdf](http://www.halifax.ca/sites/default/files/documents/city-hall/legislation-by-laws/AO-2014-010-ADM.pdf)

### **6. Volunteer Awards—Parks and Recreation**

An annual program of awards recognizing exceptional volunteers in three categories: (i) youth, (ii) adult, or (iii) community group. [www.halifax.ca/about-halifax/volunteering/volunteer-awards-halifax](http://www.halifax.ca/about-halifax/volunteering/volunteer-awards-halifax)

### **7. Volunteer Conference—Parks and Recreation**

An annual two-day conference in the Fall (November) provides an opportunity to network with peers from across the region, attend instructional workshops, and gather information on programs and services targeting the volunteer sector.  
[www.halifax.ca/index.php/about-halifax/volunteering/volunteer-conference](http://www.halifax.ca/index.php/about-halifax/volunteering/volunteer-conference)