



P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Item No. 15.2.2**  
**Halifax Regional Council**  
**April 23, 2024**

**TO:** Mayor Savage and Members of Halifax Regional Council

**SUBMITTED BY:** -Original Signed-  
Deputy Mayor Cathy Deagle Gammon, Chair, Grants Committee

**DATE:** March 27, 2024

**SUBJECT:** **Administrative Order 2024-002-ADM Respecting the HRM Anti-Black Racism Grants Program**

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**ORIGIN**

March 27, 2024 meeting of the Grants of Committee, Item 9.1.3.

**LEGISLATIVE AUTHORITY**

Legislative Authority is outlined in the attached staff report dated March 1, 2024.

**RECOMMENDATION**

The Grants Committee recommends that Halifax Regional Council adopt Administrative Order 2024-002-ADM, the *Anti-Black Racism Grants Administrative Order*, as set out in Attachment 1 of the staff report dated March 1, 2024.

**BACKGROUND**

The Grants Committee received a staff recommendation report dated March 1, 2024 to consider the Anti-Black Racism Grants program to empower communities and citizens of African descent across the municipality to address issues of Anti-Black racism.

For further information refer to the attached staff report dated March 1, 2024.

## **DISCUSSION**

The Grants Committee considered the staff report dated March 1, 2024 and approved the recommendation to Halifax Regional Council as outlined in this report.

## **FINANCIAL IMPLICATIONS**

Financial implications are outlined in the attached staff report dated March 1, 2024.

## **RISK CONSIDERATION**

Risk consideration is outlined in the attached staff report dated March 1, 2024.

## **COMMUNITY ENGAGEMENT**

The Grants Committee is comprised of 6 citizen members and 4 Councillors. Meetings are live webcast on Halifax.ca. The agenda, reports, video, and minutes of the Committee are posted on Halifax.ca.

For further information on Community Engagement refer to the attached staff report dated March 1, 2024.

## **ENVIRONMENTAL IMPLICATIONS**

Environmental implications are outlined in the staff report dated March 1, 2024.

## **ALTERNATIVES**

Alternatives are outlined in the attached staff report dated March 1, 2024.

## **ATTACHMENTS**

Attachment 1 – Staff recommendation report dated March 1, 2024.

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A copy of this report can be obtained online at [halifax.ca](https://www.halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Olawumi Odeyinka-Apantaku, Legislative Assistant, Municipal Clerk's Office 902.717.6035

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P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Item No. 9.1.3**  
**Grants Committee**  
**March 27, 2024**

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

**SUBMITTED BY:** - Original Signed-  
Cathie O'Toole, Chief Administrative Officer

**DATE:** March 1, 2024

**SUBJECT:** **Administrative Order 2024-002-ADM Respecting the HRM Anti-Black Racism Grants Program**

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### ORIGIN

This is a Staff initiated report.

### LEGISLATIVE AUTHORITY

*Halifax Regional Municipality Charter, SNS 2008, c 39:*

**Section 7A** The purposes of the Municipality are to (a) provide good government; (b) provide services, facilities and other things that, in the opinion of the Council, are necessary or desirable for all or part of the Municipality; and (c) develop and maintain safe and viable communities.

**Section 79A** (1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if (a) the expenditure is included in the Municipality's operating budget or capital budget or is otherwise authorized by the Municipality;...

**Section 79C** (1) The Council shall adopt a policy that requires the Municipality to disclose to the public the recipients of grants made by the municipality and the amount of those grants.

(2) A policy adopted under subsection (1) must include the (a) frequency and timing of disclosure; (b) content to be included in a disclosure; and (c) form in which the disclosure must be made.

(3) A policy adopted under subsection (1) may include any other matter that the Council considers necessary or reasonable to carry out effectively the intent and purpose of this policy.

*HRM Grants Committee Terms of Reference.*

The duties of the HRM Grants Committee are to:

4.1 Advise Regional Council on all matters related to the allocation of grants, as defined by Regional Council.

**RECOMMENDATION ON PAGE 2**

*Administrative Order 54 Respecting Procedures for Developing Administrative Orders*

**Section 5.** All Administrative Orders, amendments to Administrative Orders, and repeal of Administrative Orders require at least seven (7) days' notice to all the Council Members in accordance with subsection 59(1) of the *Halifax Regional Municipality Charter*.

*Administrative Order 2019-007-ADM Respecting Public Disclosure of Municipal Grants.*

**RECOMMENDATION**

It is recommended that the Grants Committee recommend that Halifax Regional Council adopt Administrative Order 2024-002-ADM, the *Anti-Black Racism Grants Administrative Order*, as set out in Attachment 1 to this report.

**EXECUTIVE SUMMARY**

The anti-Black racism grants program was developed to empower communities and citizens of African descent across the municipality to address issues of anti-Black racism. Specifically, focusing on community at a grassroots level to combat issues and impact change with initiatives that are led by community who live with these issues every single day.

**BACKGROUND**

Anti-Black racism is an everyday structural discrimination that Black people encounter all over the world. Anti-Black racism encompasses prejudice, discriminatory attitudes, negative beliefs, stereotyping and other forms of discrimination, overt or covert, directed at people of African ancestry all around the world. This form of racism is uniquely rooted in the particular history of Black people which is informed by the legacies of enslavement and colonization.

In 2021 Halifax Regional Municipality acknowledged its commitment to addressing anti-Black racism. A significant initiative that will be implemented is the establishment of community grants for activities that align with the municipality's commitment and support communities in addressing anti-Black racism. These projects are aimed to:

- create a greater awareness of Anti-Black racism and its impact,
- help create a greater understanding of anti-Black racism and the necessary action to address it,
- identify and/or bring awareness to the community organizations that are working to dismantle individual, systemic, and structural racism and,
- create projects that will work towards building a diverse, inclusive, and equitable Municipality.

**Origin of the Anti-Black Racism Grants Program**

A focus within the municipality's Anti-Black Racism (ABR) efforts is to build community capacity within African Nova Scotian communities across the municipality. In order to impact change in addressing issues of anti-Black racism it is necessary to involve community in this work.

The ABR Grants program will provide opportunities for community to identify issues along with solutions to these issues by applying an Afrocentric lens.

Ujima is the African principle that represents collective work and responsibility. This initiative is about capacity building within community. This program will work towards strengthening community and empowering community.

**Program Development**

The ABR Grant Program was developed as a result of community consultation where feedback was provided from community and stakeholders. Of the programs and services offered we wanted to ensure that we provided the resources for community at a grassroots level to address issues at a community level. Technical assistance was provided by Finance & Asset Management to avoid duplication or overlap with the Community Grants Program and to increase the scope of participation among African Nova Scotian and African descent communities through a designated grant program that reflects the priorities, capacities, and cultural values of this interest-based community.

**DISCUSSION**

The details of the grant program are outlined in Attachment 1 –Administrative Order 2024-002-ADM Respecting the Anti-Black Racism Grants Program. The funds for this program have already been assigned through the proposed operating budget for 2024/2025.

**Evaluation Process and Criteria**

Priority will be given to applicants from the African NS and African descent communities. Project applications are evaluated using the following criteria.

<b>Table 1. Evaluation Matrix</b>		
<b>Criteria</b>	<b>Description</b>	<b>Weight</b>
Funding Impact	Demonstrated inability to self-fund; project cannot proceed without municipal funds. Limited access to public or private sector funding. Expands or enhances the work that will impact change in addressing issues of anti-Black racism	5
Community Benefit	Awareness, understanding, knowledge, education, community capacity building specific to anti-Black racism.	10
Organizational Capacity	Viability. Community-led. Applicant demonstrates ability to enhance organizations offerings or further their work with respect to anti-Black racism	5
Program Funding priority	Project aligns with municipal priorities and those related to anti-Black racism.	5
Total		40

*Evaluation matrix is from anti-Black racism Guidebook see attachment 2*

**Program Funding Priorities**

Also, applicants are encouraged to identify how their project aligns with any of the Regional Council priorities listed below.

- **Safe Communities:** Residents and visitors feel safe and are supported by a network of social infrastructure that helps community members thrive.
- **Involved Communities:** Residents are actively involved in their communities and enjoy participating and volunteering in a wide range of leisure, learning, social, recreational, and civic opportunities.
- **Inclusive Communities:** Residents are empowered as stewards and advocates for their communities, and work with the municipality and others to remove systemic barriers.

- **Diverse, Inclusive & Equitable Environment:** Diversity, inclusion and equity are fostered to support all our people in reaching their full potential.

### **Communications Plan**

A communications plan is currently being developed to support the rollout for the Anti-Black Racism Grants Program.

### **Next Steps**

- Publish program materials (for example, guidebook, application form, final report form).
- Schedule and purchase media communications, as applicable.
- Launch the program with a stated application deadline.
- Review applications and submit a recommendation report for Grants Committee/Regional Council approval.
- Develop key performance indicators that reflect the program's focus.

### **FINANCIAL IMPLICATIONS**

Funding for the 2024/25 Anti-Black Racism Grants Program in the amount of \$100,000 are budgeted in Operating Account E401-MABR0001-8004.

Costs in relation to communications or outreach (workshops, online instructional videos) will be covered under the Diversity & Inclusion/ANSAIO general administrative budget in Operating Account E401-6919.

### **RISK CONSIDERATION**

Low – The program's risk management strategies are proportional to the scale of funding.

### **ENVIRONMENTAL IMPLICATIONS**

Not applicable. This report is with respect to the design and promotion of a discretionary municipal grant program.

### **ALTERNATIVES**

That the Grants Committee recommend that Halifax Regional Council:

1. Adopt Administrative Order 2024-002-ADM, the *Anti-Black Racism Grants Administrative Order* subject to modifications. This may require a supplementary staff report; or
2. Refuse to adopt Administrative Order 2024-002-ADM, the *Anti-Black Racism Grants Administrative Order*.

### **ATTACHMENTS**

1. Administrative Order 2024-002-ADM
  2. Anti-Black Racism Guidebook
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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.

Report Prepared by: Russel Brooks, Anti-Black Racism Coordinator, Office of D&I/ANSAIO 902-943-3742

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**Attachment 1**  
**(Administrative Order)**

**ADMINISTRATIVE ORDER NUMBER 2024-002-ADM**  
**RESPECTING ANTI-BLACK RACISM GRANTS**

**BE IT RESOLVED AS AN ADMINISTRATIVE ORDER** of the Council of the Halifax Regional Municipality under the authority of the *Halifax Regional Municipality Charter*, as follows:

**Short Title**

1. This Administrative Order may be known as the *Anti-Black Racism Grants Administrative Order*.

**Interpretation**

2. In this Administrative Order,

(a) “applicant” means a non-profit organization, a registered non-profit organization, or a registered charitable organization that is applying for funding under this Administrative Order;

(b) “Council” means the Council of the Halifax Regional Municipality;

(c) “fiscal year” means the year commencing on April 1 and ending on March 31;

(d) “Municipality” means the Halifax Regional Municipality;

(e) “non-profit organization” means a group of individuals organized and operated for a common purpose other than to generate income or profit, that has an operational structure, and holds itself out to the public as an association of persons;

(f) “registered charitable organization” means a charitable organization registered pursuant to the *Income Tax Act (Canada)* and registered with the Canada Revenue Agency;

(g) “registered non-profit organization” includes:

(i) a non-profit society incorporated pursuant to the *Societies Act*, R.S.N.S. 1989, c.435;

(ii) a non-profit association incorporated pursuant to the *Co-Operatives Association Act* (R.S.N.S. 1989, c. 98);

(iii) a not-for-profit corporation incorporated pursuant to the *Canada Not-for-Profit Corporations Act*, S.C 2009, c.23, or

(iv) a non-profit corporation otherwise incorporated pursuant to an Act of the Nova Scotia Legislature or an Act of the Parliament of Canada; and

(h) “staff” means employees of the Office of Diversity & Inclusion/ANSAIO.

**Purpose and Objectives**

3. The purpose of this Administrative Order is to provide project grants to eligible applicants located within the geographic boundary of the Halifax Regional Municipality to support

community-based, community-led projects that increase the capacity of local African Nova Scotian and African descent communities in addressing Anti-Black racism and to empower the community that is impacted by anti-Black racism through monies directed by and for the community.

### **Grants Available**

4. Project grants are available to support community-based initiatives developed and delivered at the local level.

5. Projects assisted under this grant program shall address one or more of the following objectives:

(a) increase awareness and understanding of anti-Black racism and its impact on individuals, families, local communities, and access to opportunity;

(b) demonstrate collective action to identify and remedy barriers to equitable participation in a safe, respectful and inclusive range of community activities;

(c) build the capacity of individuals, families and African Nova Scotian and African descent communities to develop and demonstrate resilience through collaboration, social networks, mentorship, and access to resources;

(d) advance self-representation reflective of the social, cultural, and historical achievements of the region's African Nova Scotian and African descent communities; and

(e) actively engage residents in actions to challenge and remove systemic barriers and create or refresh actions to address gaps in access to services, culturally appropriate programs or services, and local community needs.

6. The minimum value of a grant shall be \$500.

7. The maximum value of a grant shall be:

(a) \$10,000 for a registered non-profit organization or a registered charitable organization; or

(b) \$1,000 for a non-profit organization that is not registered.

### **Call for Submissions and Application Requirements**

8. (1) In fiscal year 2024-2025, there shall be one call for submissions. The intake period and application deadlines will be established by staff and advertised on the program application form, associated program materials, and the HRM web site.

(2) Commencing in fiscal year 2025-26 calls for submissions shall be publicized two times per fiscal year. The intake period and application deadlines will be established by staff and

advertised on the program application form, associated program materials, and the HRM web site.

9. Late or incomplete applications will not be reviewed or considered.

10. All applications must be received by the application deadline. The method for submission shall be established by staff and advertised on the program application form, associated program materials, and the HRM website.

11. An application form must be signed by two authorized representatives of the applicant, one of which must be a member of an applicant organization's Board of Directors where the applicant is a registered non-profit organization or a registered charitable organization.

12. (1) An application for a grant may be submitted jointly by more than one applicant.

(2) Where a joint application is submitted, each applicant shall sign the application form in accordance with section 11.

(3) In the event of the approval of a grant for a joint application, payment shall be made to one applicant. If only one applicant is a registered non-profit organization or registered charitable organization, the grant shall be paid to the registered applicant.

(4) A joint application shall be funded in accordance with the maximum funding threshold stated in section 7.

(5) In the event of default in submitting a final report with proof of payment for the expenditure of the grant awarded to a joint application, the eligibility of both applicants shall be suspended pursuant to section 31.

### **Applicant Eligibility**

13. To be eligible for consideration for a Project Grant pursuant to this Administrative Order, the applicant shall:

(a) complete the program application form as provided by HRM;

(b) be located within the geographic boundary of HRM;

(c) be a non-profit organization, a registered non-profit organization, or a registered charitable organization;

(d) if a registered non-profit organization or a registered charitable organization, be in good standing in accordance with their constating legislation; and

(e) be working with, or supporting, the local Black/African Nova Scotian community.

14. An applicant may only apply for one grant per fiscal year, but may apply for the same, or a different, project in successive years.

### **Eligible Projects**

15. For a project to be eligible for funding, applicants must explain/demonstrate how the project will address one or more of the program priority objectives listed in section 5 of this Administrative Order.

16. Projects that address the negative impacts of racism are welcomed namely, segregation, historic omission, a lack of public recognition, systemic expropriation, or the negative portrayal of persons of African descent and their communities, institutions, or organizations in the media, visual or written accounts. (See HRM Anti-Black Racism Framework) <https://cdn.halifax.ca/sites/default/files/documents/city-hall/regional-council/210608rc11110.pdf>

### **Eligible Expenditures**

17. Grants may be used to pay for the following expenses incurred in support of the project for which the grant is approved:

- (a) non-recurring project-specific professional fees of a licensed individual, tradesperson specialist, or community facilitators/navigators;
- (b) technical studies and plans;
- (c) community-based applied research;
- (d) genealogical research of African Nova Scotian and African descent communities;
- (e) adaptive aids to enhance access for persons with a disability;
- (f) the rental of a facility or equipment to support the project;
- (g) small-scale construction or “greening” projects;
- (h) promotional costs to create an awareness of the organization, the funded project, or programs or services;
- (i) design and/or fabrication and/or installation costs for a permanent or temporary exhibition or display, interpretation panel or banners, monument or marker;
- (j) the commission of an original work in the literary, visual or performing arts, a traditional or contemporary craft;
- (k) non-commercial self-publishing or recording;
- (l) one-time costs directly related to hosting a conference, workshop, or event.

18. Non-recurring school-based projects may be considered if delivered outside school hours and/or not part of a regular school-based program or curriculum.

19. To be eligible expenditures, expenditures must be made in the fiscal year in which the grant is issued, and after the date of the grant approval.

## **Ineligible Expenditures**

20. The following project expenditures are ineligible for grant funding:

- (a) recurring operating expenses or any portion of an operating expense assigned to a project, for example, a percentage of overhead or staff time.
- (b) annual/ recurring membership fees/dues;
- (c) recurring core operating expenses such as utilities, rent, salary, wage, insurance, telecommunications, instructor, or perpetual care;
- (d) items for personal ownership such as but not limited to clothing, team uniforms, adaptive aids, or equipment;
- (e) bursary, honoraria, gift, prize, award or certificate, scholarship, souvenir, or trophy;
- (f) subject to section 18, school-based or academic programming;
- (g) research for academic or commercial purposes, or for personal genealogical research;
- (h) trade show, banquet, award ceremony, reunion, tournament, religious or memorial service;
- (i) promotion of a religious or political doctrine;
- (j) general office supplies;
- (k) commercial publishing or sales (including profit-sharing);
- (l) general fund-raising campaign or related event;
- (m) international aid;
- (n) interior decorating or cleaning;
- (o) medical services, therapeutic counselling, supervision, personal representation, training or accreditation, or personal legal representation;
- (p) leasehold improvements to land not owned by the applicant;
- (q) Pre-paid or retroactive expenses.
- (r) recurring festivals; or
- (s) costs associated with the purchase or lease of a surplus municipal property including feasibility study or survey, the preparation of a submission to HRM, the purchase price or closing costs, the Purchaser's due diligence (inspections, testing etc.) or legal fees as per Section 17, Schedule 1 of Administrative Order 50.

### **Application Evaluation**

21. The following criteria shall be used by staff to evaluate applications for Council's consideration:

(a) Community Benefit: The applicant has demonstrated how the project will provide a benefit to the community;

(b) Organizational Capacity-Building: The applicant has demonstrated the feasibility of the project and its ability to enhance the organization's offerings or further their work with respect to anti-Black racism;

(c) Program Funding Priority: The funded project will address one or more of the Anti-Black Racism Grants Program's funding objectives as stated in section 5 of this Administrative Order; and

(d) Funding Impact: The applicant has demonstrated an inability to self-fund the project and/or has limited access to public or private sector funding.

22. Preference may be given to the following:

- (a) applications from African Nova Scotian or African descent communities;
- (b) applications that address the negative impacts of racism as outlined in section 16;
- (c) applications from volunteer groups with limited access to funding;
- (d) organizations that do not receive government operating funds; or
- (e) collaborative applications from two or more organizations.

### **Application Review Process**

23. Applications shall be reviewed by staff and a recommendation report shall be submitted to the HRM Grants Committee for recommendation to Regional Council.

24. Applicants will be notified promptly if their application is ineligible.

25. Final approval of all applications for a Project Grant, and the amount thereof, is a decision of Council at its sole discretion.

26. Approval of grants is conditional upon Council's approval of the annual program budget.

27. Owing to limited funds, not all eligible applicants may receive funding. Eligible applicants that do not receive funding may elect to have their application brought forward to the next call for submissions.

28. Notification of Council's decision will be communicated to applicants.



# Anti-Black Racism (ABR) Grants Program Guidebook

Prepared by: ANSAIO

Date: Feb 1, 2024



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## Background

Anti-Black racism is an everyday structural discrimination that Black people encounter all over the world. Anti-Black racism encompasses prejudice, discriminatory attitudes, negative beliefs, stereotyping and other forms of discrimination, overt or covert, directed at people of African ancestry all around the world. This form of racism is uniquely rooted in the particular history of Black people which is informed by the legacies of enslavement and colonization.

In 2021 Halifax Regional Municipality acknowledged its commitment to addressing anti-Black racism. A significant initiative that will be implemented is the establishment of community grants for activities that align with the municipality's commitment and support communities in addressing anti-Black racism. These projects are aimed to:

- create a greater awareness of Anti-Black racism and its impact,
- help create a greater understanding anti-Black racism and the necessary action to address it,
- identify and/or bring awareness to the community organizations that are working to dismantle individual, systemic, and structural racism and,
- create projects that will work towards building a diverse, inclusive, and equitable Municipality.

## Purpose

To increase the African descent community capacity to address anti-Black racism through grassroots projects and initiatives.

## Objective

Provide funding to support community projects. Funding will range from a minimum of \$500.00 to a maximum of \$10,000.00. Funding is intended to empower the community that is impacted by anti-Black racism through monies directed by and for the community.

## Target Audience and Eligibility

Organizations considering an application to the ABR grant program must be a registered non-profit organization or a registered Canadian charity. Unregistered groups may submit a joint application in partnership with a registered non-profit or charitable organization. If successful, any award will be issued to the registered co-applicant.

Grant opportunities will be available to all eligible organizations that support projects that address the ABR grant program funding priorities." Please note priority will be given to applicants from the African Nova Scotia and African descent communities, with an emphasis on grassroots, volunteer-led groups serving local residents

## Program Funding Priorities

Applicants are encouraged to explain/demonstrate how their project will combat or address at least one of the following forms of anti-Black racism identified in HRM's [Anti-Black Racism Action Plan Update – December 2020](#)

- Racial segregation
- Historic omission
- Lack of recognition
- Systemic expropriation
- Negative portrayal in the media and literature

Also, applicants are encouraged to identify how their project aligns with any of the Regional Council priorities listed below.

- Safe Communities: Residents and visitors feel safe and are supported by a network of social infrastructure that helps community members thrive.
- Involved Communities: Residents are actively involved in their communities and enjoy participating and volunteering in a wide range of leisure, learning, social, recreational, and civic opportunities.
- Inclusive Communities: Residents are empowered as stewards and advocates for their communities, and work with the municipality and others to remove systemic barriers.
- Diverse, Inclusive & Equitable Environment: Diversity, inclusion and equity are fostered to support all our people in reaching their full potential.

## Eligible Expenditure

The following is a list of expenses typically supported through the Anti-Black Racism Grants Program:

- Non-recurring project-specific professional fees of a licensed individual, qualified tradesperson or specialist, community facilitators/navigator.
- Technical studies and plans (for example, marketing, feasibility study, program evaluation, conservation plan, exhibit design, building condition report).
- Adaptive aids (such as sign language interpretation, CART).
- Project-specific facility or equipment rental.
- Project or organizational marketing (for example, video, 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). This excludes recurring advertising.
- Commission of original works (literary, visual, or performing arts, traditional or contemporary craft).



- Community-based applied research (for example, oral history, photography, film, archival documents, artefact, environmental survey, or the creation/illustration of a map), including community genealogy of African Nova Scotian settlement.
- Non-commercial self-publishing, sound or digital recording (for example, a map, guide, book, program, exhibit catalogue, or cd).
- One-time conference, workshops, event.
- Construction projects (typically in the form of public infrastructure like community garden, monuments, etc.)

## Ineligible Expenditure

- Recurring operating expenses or any portion of an operating expense assigned to a project, for example, a percentage of overhead or staff time.
- Multi-year awards, but eligible organizations may make application to the program in successive years.
- Annual/ reoccurring membership fees/dues.
- Recurring core operating expenses (for example, utilities, rent, salary, wage, insurance, telecommunications, instructor, or perpetual care).
- Items for personal ownership (for example, personal clothing or uniforms, equipment, vehicle).
- Bursary, honoraria, gift, prize, award or certificate, scholarship, souvenir, trophy, or bursary.
- School-based or academic programs.
- Research for academic or commercial purposes, personal genealogical research.
- Trade show, banquet, award ceremony, reunion, tournament, religious or memorial service.
- Promotion of a religious or political doctrine.
- Office supplies.
- Commercial publishing or sales (including profit-sharing).
- 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.
- Leasehold improvements to private or government-owned property (including municipal) - applicant must be the owner of the building or land.
- Pre-paid or retroactive expenses.
- Recurring festivals.
- Costs associated with the purchase or lease of a surplus municipal property including feasibility study or survey, the preparation of a submission to HRM, the purchase price or closing costs, the Purchaser's due diligence (inspections, testing etc.) or legal fees as per Section 17, Schedule 1 of Administrative Order 50.



## Evaluation Criteria

Project applications are evaluated using the following criteria.

<b>Criteria</b>	<b>Description</b>	<b>Weight</b>
Funding Impact	Demonstrated inability to self-fund; project cannot proceed without municipal funds. Limited access to public or private sector funding. Expands or enhances the work with respect to or awareness or knowledge of anti-Black racism.	5
Community Benefit	Awareness, understanding, knowledge, education, community capacity building specific to anti-Black racism.	10
Organizational Capacity	Viability. Community-led. Applicant demonstrates ability to enhance organizations offerings or further their work with respect to anti-Black racism	5
Program Funding priority	Project aligns with municipal priorities and those related to anti-Black racism.	5
<b>Total</b>		<b>40</b>

### Value of Grants

Grant values will range from \$500.00 to a maximum of \$10,000.00.

### Grant Approval Process

Staff will evaluate projects according to the evaluation criteria. Following the evaluation, a staff recommendation report is presented to the Grants Committee, which will make a formal recommendation to Halifax Regional Council. Halifax Regional Council makes the final decision.

### Notification of awards

Staff will contact all organizations who submitted an application. Those who have been approved for a grant may receive the funds in full. In some instances the award may be held-back pending confirmation of any requirements that have to be met before the funds can be released.

### Responsibilities of grant recipients

Organizations receiving an award must submit a final report, provided by HRM on or before the deadline stated in the notification letter. All successful applicants are required to submit the final report in order to remain eligible to apply for future ABR grants.

### Acknowledgement

For guidance on acknowledgments or use of the Halifax Regional Municipality logo, please contact the Coordinator, Anti-Black Racism who will work with communications on all permissions for using the municipal logo. **The recipient of a grant shall submit a final report by the reporting deadline stated on the form provided by the Municipality.**



### **Changes to projects**

If the funded project cannot be completed as planned, or cannot be undertaken, please contact the ANSAIO office for guidance at 902.490.3326. In some cases, an extension may be permitted, and funds may be carried forward to the next fiscal year. If an extension is approved, the term of an extension will be for up to 12 months and confirmed in writing.

### **Refund of ineligible expenses**

The letter of notification will specify the value of the grant and the expenditures supported by the grant. Use of funds towards expenses not approved by the grant may result in a request to repay the municipality and/or suspension of eligibility for up to three years.

### **Refund of grant balance**

If it is necessary to refund all or a portion of a grant, a cheque payable to Halifax Regional Municipality may be sent to the office of Diversity & Inclusion/ANSAIO office. If the unspent balance remaining in the municipality's grant is \$50 or more the funds shall be returned

## **Submitting Your Application.**

Please make sure you have completed all information required including the attachments. Applications may be submitted in full by any of the following methods:

#### **Mail/Courier:**

Diversity & Inclusion/ANSAIO – Anti-Black Racism Grant Program

301A – 1949 Upper Water Street Purdy's Landing

B3J 3N3 Halifax, Nova Scotia

#### **By email**

Applications can be emailed to [ANSAIO@halifax.ca](mailto:ANSAIO@halifax.ca). A fillable application is available on the Anti-Black Racism Grants Program website or by request. Please ensure you receive confirmation of receipt.