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Item No. Information Item 2
Grants Committee
August 28, 2024

TO: Chair and Members of the Grants Committee

FROM: John Traves, K.C., Acting Chief Administrative Officer

DATE: July 12, 2024

SUBJECT: **Community Grants Program Proposed Key Performance Indicators**

SUPPLEMENTARY INFORMATION REPORT

ORIGIN

May 27, 2024 –Grants Committee.

Item 9.1.6 HRM Community Grants Program: Fiscal 2024 – Recommended Awards

THAT the Grants Committee recommend that Halifax Regional Council approve fifty-three (53) awards as detailed in Attachment 2 of the staff report dated May 1, 2024 for a combined total of \$470,808 from Operating Account M311-8004 Community Grants.

MOTION PUT AND PASSED

EXECUTIVE SUMMARY

In 2024, the Community Grants Program report itemizing applications to the Community Grants Program included a key performance indicator (“KPI”) to gauge the number and distribution of awards to smaller organizations with revenues below a \$50,000 threshold. The report committed to the development of additional KPI’s for the Committee’s consideration. This report presents additional KPI’s to assess whether the intended outcomes and program priorities are being met. These KPI’s will be reported annually to determine if the Community Grants Program is achieving the desired program outcomes.

BACKGROUND

Key Performance Indicators (“KPI’s) can be used to track progress of the Community Grants Program’s overall purpose to support the volunteer participation of residents of the Halifax Regional Municipality in local nonprofit and charitable organizations. These organizations develop or deliver a project, program, service, or amenity to the benefit of members of the public and align with the program’s priority outcomes with the Municipality’s 5-Year Strategic Priorities Plan. ([Administrative Order 2022-005-ADM Respecting the Community Grants Program](#))

DISCUSSION

1. Current Key Performance Indicator

- **Distribution of Applications and Awards by Tier.** This KPI provides evidence that the program is supporting smaller volunteer-based community groups who may be at a disadvantage to access funding due to limited resources, geographic location or Internet access. This KPI corresponds to clause 27(c) of Administrative Order 2022-005-ADM evaluation criteria: *the applicant's reliance on volunteers and self-generated revenues – preference may be given to organizations not in receipt of recurring municipal, provincial, or federal government funding.*

“Tier I” refers to nonprofit organizations with \$50,000 or less in annual gross revenues for the prior year. The information is collected through the applicant’s financial statement which is required under the program application process. Typically, smaller organizations are administered entirely by volunteers, tend to not be in receipt of recurring government funding, and rely on self-generated revenues. Although the Community Grants Program does award grants to organizations with higher annual gross revenues and will continue to do so, the program policy and evaluation criteria address significant differences in organizational capacity.

2. Proposed Additional Key Performance Indicators

The following additional KPI’s have been drafted for consultation with the Grants Committee. The measures proposed are cost-effective to collect on an annual basis and easy for readers to understand.

- **Distribution of Awards by Geographic Location.** The purpose of this KPI is to demonstrate that the program is regional. Most non-profits and charities reside in urban and suburban areas of HRM¹ however communities situated in rural HRM communities lack the presence of government infrastructure and services often found in urban and suburban communities. This funding focus is directly connected to the program’s Administrative Order clause 28(b) *preference may be given to geographic or interest-based communities with limited access to public amenities.*
- **Number of Capital and Project Grant Awards.** Capital grants are typically associated with non-profits who own real property. It is of particular interest to provide capital grants to organizations residing in rural communities given they play an important role in the provision of facilities to support a variety of programs and services. It is also important to support smaller organizations that do not own property through project grants because many provide valuable programs and services not associated with property ownership.
- **Distribution of Applications by Location.** Given the Community Grants Program is a regional program (rural, suburban, urban), the geographic origin of all applications is of interest regardless of whether a grant was awarded or not. The number of applications from urban and suburban will likely be higher due to the number of non-profit and charitable organizations in these regions. However, if staff witness a disproportionate number of applications from specific communities, there may be a concerted effort to increase marketing efforts in this region (e.g. community newspapers, social media, etc.). In anticipation of implementing this KPI the program application form has been amended to add the specific location(s) of a funded project and distinguish this information from the applicant’s mailing address.

FINANCIAL IMPLICATIONS

There are no financial implications attached to this information report. This report proposes additional KPI’s for the Community Grants Program, to be discussed in consultation with the Grants Committee.

¹ Impact Organizations of Nova Scotia’s 2022 State of the Sector Report

COMMUNITY ENGAGEMENT

The Grants Committee is composed of one (1) elected member of Regional Council from each Community Council, except the Regional Centre Community Council, and six (6) members-at-large from the community.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter, SNS 2008, c 39

21 (1) The Council may establish standing, special and advisory committees.

(2) Each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the Municipality.

- ***HRM Grants Committee Terms of Reference.***

The duties of the HRM Grants Committee are to:

4.2 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.

ATTACHMENTS

None.