

**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.

### **Conditions of Approval and Payment**

29. Subject to any condition placed on the grant by Council, grant monies will be dispersed in full upon approval of the application.

30. The recipient of a Project Grant shall submit a final report within 30 days of the deadline stated in the program materials. The report shall include a brief summary of project activities and expenses, including those funded through HRM's grant.

31. Organizations in default of the program's reporting requirement shall have 30 days to remedy after which eligibility to apply to a subsequent Call for Submissions will be suspended.

32. Organizations in default shall be provided with an opportunity and assistance to remedy non-compliance. Eligibility will be reinstated upon satisfaction of the reporting requirement.

**Program Review**

33. The Anti-Black Racism Grants Program shall be reviewed at two-year intervals, and a report and recommendations shall be provided to Regional Council to consider repeal, continuation, or amendment in accordance with the Municipality's Anti-Black Racism Strategy and Action Plan, once adopted.

**General**

34. Nothing in this Administrative Order shall be interpreted to limit or otherwise prescribe Council's general discretion to provide grants under the *Halifax Municipality Charter*.

Done and passed in Council this 23<sup>rd</sup> day of April, 2024.

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Mayor

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Municipal Clerk

I, Iain MacLean, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of the Halifax Regional Council held on April 23, 2024.

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Iain MacLean, Municipal Clerk

Notice of Motion:  
Approval:

April 9, 2024  
April 23, 2024