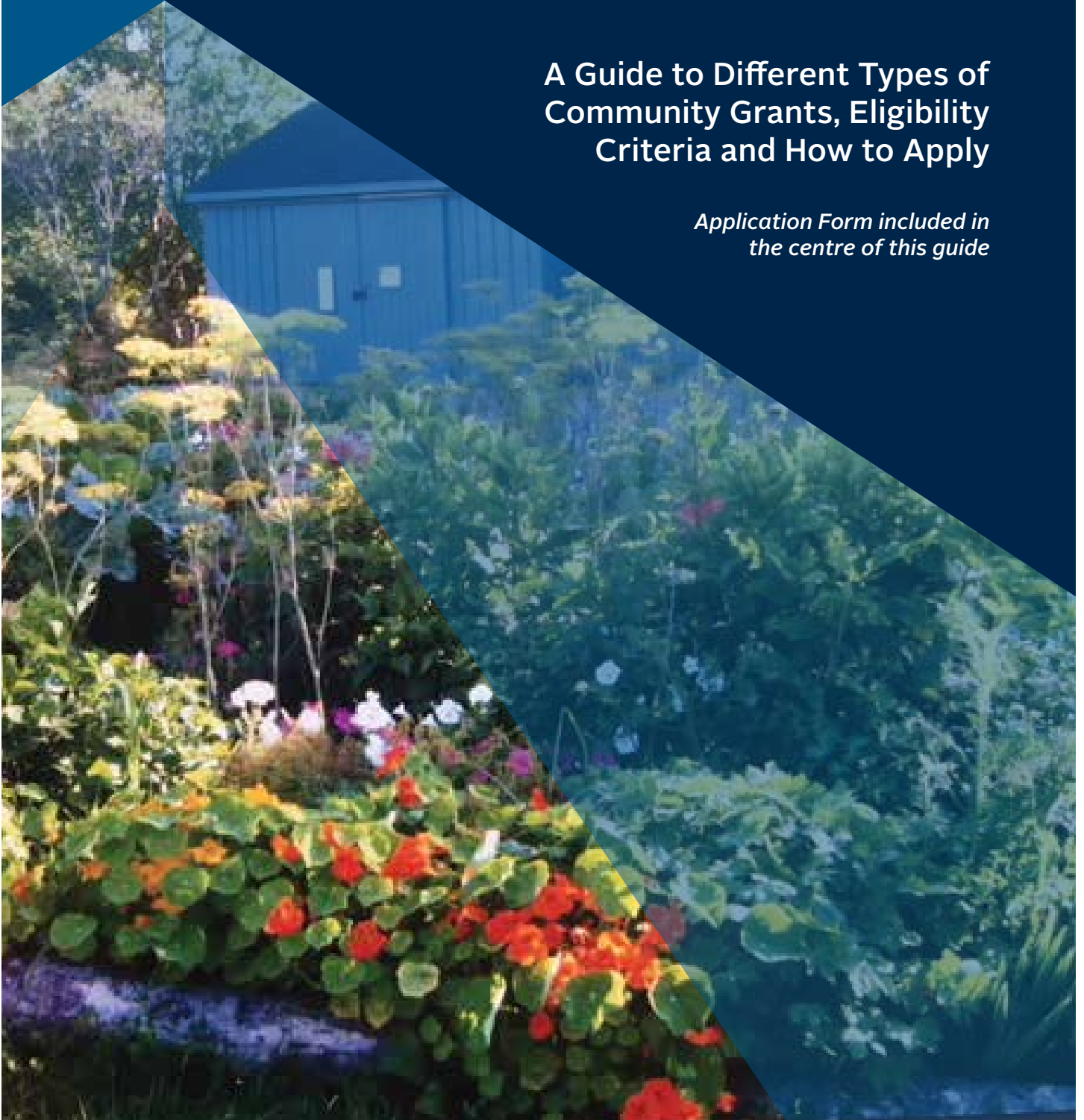


HALIFAX

Community Grants Program 2019-2020

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

*Application Form included in
the centre of this guide*





The following is a brief overview of some of the awards granted by Regional Council in 2018. *(more on the inside back cover)*

1. Halifax Nordic Ski Club—Spryfield

Recreation—The Club promotes classic and Nordic cross-country skiing through instruction and trails maintenance. Expansion of the program to the Graves-Oakley Park will provide opportunities for beginners and may be lit for night skiing. A capital grant of \$13,000 was awarded towards the purchase of a snowmobile for grooming the ski track. (Photograph provided by Halifax Nordic Ski Club)



2. MacPhee Centre for Creative Learning—Dartmouth

Community Arts—The Centre engages youth between the ages of 12-19 through unique programs in visual arts, music, videography, creative writing and technology. The Charity received a grant of \$5,000 towards the purchase of computer equipment for a youth applied arts program. (Photograph provided by MacPhee Centre for Creative Learning)

3. Harbour Lites Seniors' Club—Musquodoboit Harbour

Leisure—The clubhouse is a venue for social gatherings and leisure activities for senior citizens. A grant of \$1,400 was awarded for the purchase of kitchen equipment recognizing that the Club's operations are primarily sustained through community meals prepared by volunteers.



4. Halifax Transition House Association—Dartmouth

Emergency Assistance—A capital grant of \$25,000 towards site preparation for the construction of a new three-story emergency shelter for women and children leaving domestic abuse. The project is expected to cost approximately \$6,000,000 and construction will commence in 2019.



Cover: Urban Farm Museum of Spryfield—Spryfield

History—Founded in 1996, the Society is a registered Canadian Charity whose mandate is to “strengthen the social fabric of the community” by commemorating the agricultural heritage of Spryfield, facilitating community food production, as well as serve as a teaching venue. A grant of \$3,500 towards a boundary survey of land donated to the society in 2016. (Photograph provided by Pat MacLean)

Important Notice: Changes to Guidebook Content

Please Note: changes have been made to the *Community Grants Program* and have been incorporated in the 2019-20 Community Grants Program Guidebook.

The following changes include:

1. The Neighborhood Safety funding category has been merged with the Emergency Assistance funding category.
 - Neighbourhood Safety: the focus of funding supports community-based safety initiatives including municipally registered comfort centres, crime prevention, and emergency preparedness.
 - Emergency Assistance: support to shelter for the homeless, emergency feeding programs (food banks), and peer support programs (for example, a help line).
2. The Recreation and Leisure funding category has been divided into two separate categories:
 - Recreation: the focus of funding supports access to physical activity and fitness.
 - Leisure: the focus of funding supports volunteer-run recreational activities and opportunities for social gatherings, for example, community halls, seniors club, social and hobby clubs.
3. The Diversity funding category has been re-named Diversity and Inclusion to recognize grants to promote accessibility.

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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Application Form is in the centre of this document.

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. 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.

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 pages 5 and 7. A list of ineligible expenses is included on page 13.

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 included in the center of this guidebook; additional copies available upon request, email grants@halifax.ca.
- 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 in person drop-off at an HRM Customer Service Centre. Keep a receipt to prove date of courier or drop-off.

HRM will provide you with the following:

- A letter confirming receipt of your application (April).
 - Written notification of an award, the amount and conditions of funding, 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).

Religious and Faith-Based Organizations: With the exception of registered heritage property, the *Community Grants Program* does not fund repairs to places of worship or burial grounds, congregational activities, or programs and services that further or promote a religious or spiritual practice. However, a non-denominational or inter-faith program or service delivered by a religious organization and their affiliates may be considered in accordance with a funding category's priority outcomes. For example, a food bank, emergency feeding program (e.g. "soup kitchen") or shelter for the homeless, a campground, sport or recreational facility open to the public, or a hall made available to the broader community for programs, meetings, and special events. Grants may also be awarded towards the restoration of a registered heritage property (building or land).

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:

1. 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 (incremental impact of grant) 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.

2. 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 of 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 pages 4 and 7).
- minor repairs (preventive maintenance/inspections are considered a recurring operating cost);
- project-specific facility or equipment rental;
- project or organizational marketing (for example, 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 including professional fees for conservation;
- 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 mapping);
- non-commercial self-publishing or recording (for example, a map, guide, book, program, exhibit catalogue, or cd).

See page 13 for ineligible expenses.

Project grant applications are evaluated using the following criteria:

Project Grant: Evaluation Criteria and Weighted Scoring

Criteria	Description	Points
Funding Impact	Demonstrated inability to self-fund; project cannot proceed without municipal funds. Limited access to public or private sector funding. Expands or enhances current program or service. Other government funding* including municipal.	25
Public Benefit	Public access. Affordability. Inclusion.	30
Organizational Capacity	Viability. Volunteer-led. Applicant demonstrates ability to sustain program or service.	25
Program Funding Priority	Project aligns with priorities of funding category.	20
Total		100 pts

*Other government funding includes recurring legislated tax exemption or discretionary municipal tax relief, government operating 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 a rebate program) and those that are largely self-funded in addition to their project-specific fundraising may score higher than those that apply exclusively to HRM.

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.

Eligible Expenditures—Capital Grants

Capital grants are awarded towards the purchase of an item costing over \$5,000 and towards large-scale improvements to property (land, buildings, underground infrastructure such as water and sewer systems). Competing quotes must be included to support the value of grant requested.

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 personal vehicle, or vehicle lease;
- construction or expansion of a building or amenity (for example, a wharf, bridge, playground, park, boardwalk, 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 lot 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 and Inclusion category.

See page 13 for ineligible expenses.

Capital grant applications are evaluated using the following criteria:

Capital Grant: Evaluation Criteria and Weighted Scoring

Criteria	Description	Points
Funding Impact	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. Other government funding*, including municipal.	20
Public Benefit	Public access. Affordability. Inclusion.	50
Public Safety or Regulatory Compliance	Building code, environmental remediation, fire safety, heritage protection, emergency preparedness,	10
Program Funding Priority	Project aligns with priorities of funding category.	20
Total		100 pts

*Other government funding includes recurring tax exemption under legislation or discretionary municipal tax relief, government grants, 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) and those that are largely self-funded in addition to their own project-specific fundraising may score higher than those that apply exclusively to HRM.

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.



Municipal Community Grants Program, Application Form 2019

Application Deadline: March 31st, 2019

Please mail or drop off only – do not fax or email.

1. Name of Applicant Organization:	2. Contact Person: Telephone: Email:
3. Mailing Address:	4. Civic Address (if different from #3):
5. NS Registered Joint Stock Number:	6. Federal Charity Number:
7. Other: Name of Act under which the organization is incorporated as a non-profit OR registration number for a not-for-profit corporation under the Canada Not-for-profit Corporation Act (Industry Canada)	

Please include the following information with your application.

- Select type of application: **Capital Grant** OR **Project Grant**.
- Proof of current registration as a non-profit organization certificate number from the Registrar of Joint Stocks, federal charitable registration number through Canada Customs and Revenue Agency, or not-for-profit corporation under Industry Canada. Applicants must be registered for a minimum of one (1) year as of date of March 31.
- An accurate updated list of members of the Board of Directors with name, address, telephone number and email address.
- A recent annual financial statement that contains a complete and itemized list of all annual revenues, expenses, assets and liabilities.
- Project location if different from the address listed above in boxes 3 or 4.
- Grant category you are applying to; a complete list of eligible activities is included in the Municipal Community Grants Program Guide. Copies of the Guide are available from Municipal Customer Services Centres or by calling 311.
- Competing (2 or more) quotes to support a capital grant request are mandatory—submissions without quotes are incomplete and may be deemed ineligible for funding.

Time-frame: The review process usually takes 3 months

Application for Community Grant 2019

8. Check only one:

- Application for a Capital Grant OR Application for a Project Grant

9. Check only one grant category:

- Arts and Crafts Diversity and Inclusion Environment
 Emergency Assistance
and Neighbourhood
Safety History Leisure
 Recreation

10. Amount of Grant Requested:

\$

See Guidebook for maximum value of grant.

11. Other municipal assistance: property tax, rent subsidy, grant, in-kind, etc.

12. Have you applied to other funding agencies for this project? Please list name and amount:

13. Describe the specific project that you are going to do (attach additional information if required):

14. Describe the people this project aims to serve (how will the public benefit?):

15. How will you measure the “success” of your project? (attach additional information as required)

The following is a project budget (not your entire organizational budget).

Project Budget			
Estimated Project Funding		Estimated Project Costs	
Type of Project Income	\$ Amount	Type of Project Expense	\$ Amount
Municipal Grant Requested	\$		\$
Other Municipal Assistance	\$		\$
Provincial Assistance	\$		\$
Federal Assistance	\$		\$
\$ Share of Project Budget from your Organization	\$		\$
Project Income (fees, rental, admission, etc.)	\$		\$
Other	\$		\$
Other	\$		\$
Other	\$		\$
Total Estimated Income for the Project	\$	Total Estimated Cost of the Project	\$
Note: if \$ are not confirmed mark with an *		Difference between income and expenses: \$	

Competing quotes (a minimum of 2) must be provided for a request for a Capital Grant. If applying for a Project Grant the amount should be supported by, for example, a quote, an estimate, or price list. Do not include in-kind expenses in your project budget.

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 (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;
- conference, trade show, banquet, award ceremony, reunion, meeting, instructional or professional development workshop, tournament, religious or memorial service;
- promotion of a religious or political doctrine;
- 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;
- 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;
- festivals and events;
- 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.

Except for an equipment loan program, grants towards the purchase of small items for example, toys, books, office or sports equipment, computer software and accessories, household fixtures or furnishings, small tools, seeds or annual plant material, 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.

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 grant). 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 in this guide 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 a non-professional or pre-professional art or craft organization.
- A project, program or service that fosters cultural identity and self-representation.
- Temporary or permanent public art installations.
- Preservation of a traditional craft or contemporary practices.

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

For professional arts funding see page 20.

2. Diversity and Inclusion

The **Diversity** sub-category encompasses organizations and projects serving individuals and families who face financial, linguistic or attitudinal barriers to full participation in community activities including but not limited to race, ethnicity, poverty, age, or sexual orientation.

Priority outcomes.

- Translation 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 socio-cultural communities of interest.
- Opportunities for participation and self-representation.

The **Inclusion** sub-category promotes efforts to enhance the ability of persons with a physical or cognitive impairment to obtain information or a service and/or engage in an activity typically available to members of the public.

Priority outcomes.

- Conversion of written materials or signage.
- Accessibility upgrades or adaptive aids for persons with a disability.
- Community-based, self-directed initiatives and self-representation.

Although preference may be given to an organization whose mandate is serving persons with a disability or joint/collaborative submissions, grants have been awarded to specialized services whose users face barriers to participation. For example, grants to community-based rural transit organizations have been funded under this category based on (i) limited access to public transit or commercial taxi services, (ii) lower income users, and (iii) demonstrated ridership by seniors and persons with a disability.

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

The *Community Grants Program* does not fund scholastic or vocational training (for example, educational upgrading, literacy, vocational skills).

For Festival & Events funding see pages 20 and 21.

3. Environment

The Environment category includes small-scale recycling and environmental 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, or 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 and Neighbourhood Safety

The **Emergency Assistance** category supports volunteers in the provision of subsistence aid to individuals and families who are experiencing homelessness or temporarily displaced, and emergency feeding programs (eg. a food bank or “soup kitchen”). The term “emergency assistance” does not refer to an organization's financial status (a deficit or debt, uninsured loss, etc.)

Priority outcomes.

- Overnight/short-stay shelter for homeless persons, victims of domestic abuse, or post-incarceration housing (also referred to as a “halfway house”). Second stage or tertiary housing is funded under the Housing category, see page 17.
- Community food banks/feeding.
- Peer support services and non-medical crisis intervention (for example, a help line).

The **Neighbourhood Safety** category supports the mobilization of residents in public safety initiatives that include, for example, efforts to reduce vandalism, pedestrian safety, illegal dumping or litter/graffiti, and EMO comfort centres recognized by Halifax Regional Fire & Emergency Services. Funding to comfort centres supports only *incremental* costs necessary to meet the standards required by HRM's EMO division, for example, a generator/hook-up, potable water, conversion to propane appliances, heating and cooling systems.

Applications for a comfort centre must provide proof from Halifax Regional Fire & Emergency Services of registration as a recognized municipal comfort centre and the facility rating at the time of application. Failure to provide documentation with the application form may result in ineligibility. Priority will be given to rural areas, particularly where there is no HRM facility that could serve as a comfort centre. For information on registration contact the EMO office of Halifax Regional Fire & Emergency at 902.490.5530.

Priority outcomes.

- Crime prevention.
- Fire prevention.
- Emergency preparedness.
- Comfort centres located in communities with limited access (ie. only one entry and exit road) and no municipal facility.

The scale of initiative is a factor in the evaluation of submissions. Preference may be given to projects that engage/serve an entire neighbourhood or geographic community, or a "community of interest", as compared to property-related upgrades (eg. a security system, exterior 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.

The Emergency Assistance and Neighbourhood Safety category does not fund health promotion or medical projects.

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.

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 or 902.490.4904 or fralick@halifax.ca.

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

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. See page 15.

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. Leisure

The Leisure category supports community-owned and operated venues, programs and services that facilitate social interaction through largely passive recreational activities and opportunities for social gatherings (meetings, civic celebrations, communal meals, games and non-competitive or self-directed fitness activities, music, social dance, crafts, film screenings). For example, a community hall, seniors club, social club, or a hobby club. The term “hobby club” includes groups formed by people who share a common interest in a leisure pursuit such as, model-making, collecting, singing, atv or snowmobile clubs, angling etc. Both the venue and programming tends to be volunteer-based.

Priority outcomes.

- Public access is advertised and the facility is open to non-members (or membership fees are nominal and primarily enable participation in committees or Board decision-making).
- Enhancements to accommodate non-professional art-making, performances or exhibitions and other leisure activities.
- Inclusive programming for a range of abilities and ages.

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 & Inclusion category.

8. Recreation

The Recreation category focuses on facilities, programs and services that promote physical fitness (including outdoor education) and opportunities for broad-based participation (affordability). For example, a community-owned and operated park, playground, sports field or court, or a campground.

Priority outcomes.

- Community-based recreation amenities in under-serviced communities.
- Entry level and developmental programs.
- 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 & Inclusion 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

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

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.

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 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 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.

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

Other Municipal Assistance

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

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

1. District Activity / Capital Fund—Office of the Chief Administrative Officer

Modest project-specific grants to 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

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 support, present, 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 \$100,000 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 \$50,000 for professional arts organizations that have operated for 3 consecutive years.
- **Project:** project-specific awards up to \$25,000 to professional arts organizations that have operated for 3 consecutive years for production or presentation and are not in receipt of \$25,000 or more in operating assistance.

See: www.halifax.ca/sites/default/files/documents/recreation/arts-culture-heritage/OperatingAssistance-Guidelines2017-2018.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

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.

<https://www.halifax.ca/sites/default/files/documents/city-hall/legislation-by-laws/AO-2014-020-GOV.pdf>

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

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.

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

5. **Interim Community Museums Grant Program (Administrative Order 2018-ADM Respecting Interim Grants to Community Museums)—Finance and Asset Management**

The provision of interim financial assistance to eligible community museums located within the geographic boundary of the Halifax Regional Municipality to support core museum operations and build organizational capacity. Special Project grants may also be awarded for museum-related non-recurring initiatives. The program will be reviewed in 2021 to consider continuation, amendments, or repeal in relation to the HRM Culture & Heritage Priorities Plan currently in development.

<https://www.halifax.ca/community-museums-grants>

6. **Disposal of Surplus Real Property: Community Interest Category (Administrative Order 50)—Operations Support/Finance and Asset Management**

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

7. Tax Relief for Non-Profit Organizations (Administrative Order 2014-001-ADM)—Finance and Asset Management

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

8. 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

9. 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 preformed for the community. To learn more contact Lillian Ash 902.490.4408 or ashli@halifax.ca.

10. 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 or 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

11. 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

12. 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



1

1. Lamplight Housing Co-Operative Limited—Halifax

Housing—Established in 1980, the cooperative own and operate a portfolio of 7 buildings for a total of 24 units of affordable housing. Tenants represent a diverse cross-section of the community by age, ethnicity, and household income. A capital grant of \$25,000 towards the cost of replacement verandah to maintain architectural and streetscape character. (Photograph provided by Glen Walton)



2

2. St. Paul's Anglican Church—French Village

History—The original church building was constructed in 1824 and rebuilt in 1863. The building is a registered heritage property noted for its relationship to settlement of this coastal village and architectural style. A grant of \$5,000 awarded towards minor roof repairs. (Photograph provided by Donna Mattholie)



3

3. Scouts Canada: Nova Scotia Provincial Council (Camp Harris Committee)—Mineville

Recreation—Established in 1959, Camp Harris primarily serves Scout troops in the Dartmouth area. A capital grant of \$25,000 was awarded towards the cost of constructing two outdoor activity shelters for the campground to expand programming.



4

4. Musgo Rider Valley-Sheet Harbour Cooperative—Musquodoboit Valley/Eastern Shore

Diversity—The Cooperative was created to expand community transit along the eastern shore and Musquodoboit valley. A capital grant 18,000 towards the purchase of an accessible van to assist with the increasing demand for transit in rural communities. (Photograph provided by Musgo Rider Valley-Sheet Harbour Cooperative)

5. Souls Harbour Rescue Mission—Halifax

Emergency Assistance—The Charity own and operate a shelter that provides a drop-in centre for men and women facing hunger, homelessness, poverty, abuse and addiction. The facility is located on the Halifax Peninsula but available to all those in need of its services. A capital grant of \$18,000 for the construction of shower and washroom facilities; an element of the facility's expansion to accommodate overnight lodging for those in need. (Photograph provided by Souls Harbour Rescue Mission).



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