



Councillor's District Activity Fund



PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Application Deadline: March 31 each year

Donation Program for Local Non-Profit Groups

The Councillors' District Activity Fund is a small donations program managed under the HRM Grants Program portfolio. The aim of the Fund is to provide small donations to local non-profit groups which would not qualify for assistance under the HRM Community Grants Program.

The Councillors' District Activity Fund is a "discretionary" account; each councillor selects which event, project or group they are able to assist through a donation. The Fund is governed through formal policy and procedures approved by Regional Council and all expenses are reported publicly each year through the *HRM Grants Program Annual Report*. A copy of the policy is posted on the HRM web site under Grants Program at www.halifax.ca.

Eligibility

Applicants must be a registered non-profit organization or a charity. Payment cannot be made to individuals (if an individual has provided a service payment should be made through the non-profit group who is the recipient of the service). The applicant must be a local non-profit group (or the local branch of a provincial or national organization); HRM does not fund international aid programs or programs and services delivered outside HRM's boundary.

An HRM Community Council or an HRM ad hoc committee is eligible for assistance. Funds can also be combined between electoral districts for joint projects. A councillor can make a donation to a non-profit group whose event, program or service is located in another part of HRM. For example, an event that is regional in scope and open to all residents of the municipality, or a shelter which serves persons from a particular "community of interest" (such as a shelter for the homeless or persons with special needs). Donations may be made to schools through a Parent Teacher Association or Student Council.

Reporting by Recipient

Because the Fund is a donations program there are no detailed reporting requirements for groups who receive assistance. However, a receipt of payment is advisable (a formal receipt, a copy of a bill, a letter etc) which shows proof that payment was received and spent in accordance with the request.

Applications

There is no formal application form to be completed by groups making a request for a donation. But, it helps if a request for assistance is made in writing so that staff can keep accurate records. Typically, requests are made using various methods such as a letter, an e-mail, minutes of a meeting, campaign materials, pledge sheet etc.

HRM staff cannot solicit donations on behalf of a group; this is considered to be a conflict of interest. Funds cannot be allocated to fund-raising activities that are of a direct or indirect benefit to an HRM department (such as calendar sales, travel to competition, cadet corps, team uniforms etc); these expenses should be paid from a department's annual operating budget. However, staff can forward requests to the Councillors Support Office on behalf of a non-profit group or refer the group to their elected representative on Regional

Council. Sometimes members of Regional Council receive requests for emergency assistance to an individual or family. In such cases, funds should be directed through an established charity (eg. a church, seniors club, shelter, or family services organization).

Requests are received throughout the year but can only be addressed on a first-come first-served basis. The Fund cannot be over-spent. Any un-used portion of the Fund cannot be carried forward to the next year. All payments must be made on or before March 31st.

Type of Assistance

Many of the activities supported through the Fund would not be eligible for funding through the *HRM Community Grants Program*, for example representative sports teams or bands (schools, regional or provincial teams, college, university, club), competitions, fund-raising campaigns, school projects, bursaries or citizenship awards, health groups, social services, church functions, or special events such as anniversaries, commemorative events or conferences.

Amount of Donation

There is no minimum or maximum value to a donation awarded from the District Activity Fund. However, the annual allocation is usually very modest - on average an annual total of \$3,000 each year per district regardless of the number of requests, the number of residents, or number of non-profit groups.

The amount of money in the Fund is decided each year during the budget debate. The usual range is up to \$3,000 per district for a total Fund of \$69,000 per year (\$3,000 x 23 councillors). Presently, the Office of the Mayor does not receive any allocation under the Fund.

Access to Information

The Councillors' District Activity Fund is publicized each year in the *HRM Community Grants Guidebook* and the HRM web site at www.halifax.ca.

Reporting by HRM

The *HRM Grants Program Annual Report* provides a detailed listing of all donations made under the Fund. The listing is organized by district, the name of the organization or group who received a donation, and the amount of the donation.

Contact Information

To find out more about the Councillors' District Activity Fund, or to make a request, you can contact the following:

The Councillor for your district.

The name, telephone and fax numbers, e-mail and the mailing address for your district councillor is available from the Councillors' Support Office or the HRM web site at www.halifax.ca.

The Councillors' Support Office

4th Floor, City Hall
1841 Argyle Street, Halifax
(902) 490-4050
Information, referrals, and advise.

The Councillors' Support Office

Halifax Regional Municipality
PO Box 1749
Halifax, Nova Scotia B3J 3A5
Mail, fax or e-mail requests or inquiries.

HRM Grants Program

Halifax Regional Municipality
PO Box 1749
Halifax, NS B3J 3A5
Policy and procedures, annual report, referrals.