



# HRM Community Grants Program Application Review Form



PO Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Application Deadline: March 31**

Name of Organization:	
Funding Sector:	Year:

## Level 1 - Basic Eligibility

*The applicant's eligibility is assessed by Grants Program staff before a file is forwarded to sector staff review teams.*

- Application is late (March 31st deadline).
- Not a registered non-profit society or Canadian charity; registered status revoked.
- Not registered 12 months prior to application deadline (March 31st).
- Located outside the geographic boundary of HRM.
- Debt to HRM.
- Project is ineligible for funding consideration.
- One-time application (multi-year requests are ineligible).
- More than one application (applicant must select).
- Application is incomplete (quotes, signed, financial etc).
- Applicant withdrew.

<input type="checkbox"/> <b>Proceed to Level 2 of Review</b>	<input type="checkbox"/> <b>Ineligible</b>
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**Provide Details of Reason for Ineligibility:**

*Grants Program staff will prepare an Information Report for HRM Grants Committee and Regional Council. The applicant has two (2) weeks from date of notice to appeal in accordance with criteria approved by Regional Council.*

**Contact Record:** *Note the date of contact (call, fax, email), name of contact, and info requested.*

## Level 2 - Project Merit

*This section evaluates the specific project submission (not the organization, its reputation or public profile, or previous grants) and relative to other applicant's within the same funding category and tier.*

Tier 1	Volunteer/Staff	Volunteer/No Staff	Budget <\$50,000
Tier 2	Volunteer/Staff	Volunteer/No Staff	Budget <\$250,000
Tier 3	Volunteer/Staff	Volunteer/No Staff	Budget >\$250,000

*The scoring is weighted to the merit of the proposed project. The application form should indicate that the applicant has read the funding guidelines (eg. maximum grant, eligible expenses, eligible projects) and can reasonably be expected to complete the project within the time-frame and proposed budget.*

**Project Description ( /20pts)**

The application should include a brief, concise description of the project. Who is the beneficiary (audience, participant, group, client)? Is there a 'need' or service gap? Is this an expansion of an existing program or a new initiative? The key question is why? The aim is to eliminate generic "grant-seeking" and any group seeking a core operating subsidy under the guise of a 'new project'.

Notes:

**Project Budget ( /10pts)**

Project budget appears to be complete and is supported by quotes or other form of support material (report, financial records, estimates, quotes etc).

Notes:

**Project Sustainability ( /5pts)**

Can the group maintain the program (or a building or site) independent of further HRM funding?

Notes:

**Public Benefit ( /10pts)**

Project provides a clear benefit to the general public, a specific geographic community, or an inclusive community of interest.

Notes:

**HRM Funding Priority ( /10pts)**

For example, environment, inclusion, youth, public safety, access, cultural diversity, homelessness. Score higher for project that addresses more than one priority. For example, homelessness and heritage protection.

Notes:

**Sector Funding Priority ( /20pts)**

Refer to sector's funding priorities in program guidebook. Score higher for project that addresses more than one priority. For example, original production by local racially diverse theatre company.

Notes:

**Organizational Capacity Building ( /5pts)**

Project's potential to enhance organizational capacity: skills, public awareness, membership etc.

Notes:

**Project Merit Total Score \_\_\_\_\_ /80 points**

**Level 3 – Financial Stewardship**

*This section tries to determine if there is a risk to HRM if a grant is awarded to the applicant, or a serious risk to the organization or a specific project if an award is not granted. Organizations, projects, or issues that are disadvantaged or receive comparatively limited public support can be recognized. Please call the applicant if you have questions or concerns.*

**Financial Statement ( /5pts)**

Financial statement for prior year is current, appears to be complete, shows revenues and expenses, assets and liabilities if applicable (this is important for a capital project), and cash savings, investments etc as applicable.

Notes:

**Financial Diversification ( /5pts)**

Group demonstrates an ability to manage funds but is unable to cover the total cost of the proposed project independently. The aim is to detect financial need and to eliminate efforts to simply increase revenue, save money, or replace lost revenue.

Notes:

**Barriers to Financial Sustainability ( /10pts)**

Systemic barriers to equitable participation in community life are not limited to financial resources and include demographic characteristics (age, sex), geographic isolation (human resource capacity), social stigma, access to information, literacy, disability, and marginalization (exclusion by social convention or policy). Note: in identifying a barrier to self-generated revenue the Community Grants Program should avoid perpetuating stereotypes (eg. not all seniors are frail, single parents are not necessarily low income).

Notes:

**Financial Stewardship Total Score \_\_\_\_\_ /20 points**

**Reviewer's Comments:**

Brief, overall assessment of proposal's strengths or weaknesses.

### Level 4 – Scoring Summary

*This section notes the applicant's score and sector ranking, \$-value of grant recommended, purpose of the grant, and any terms and conditions of funding. The ranking is important in the event that un-committed funds are transferred from another funding sector of the program.*

**Project Merit****/80pts****Financial Stewardship****/20pts****Total Score****/100pts****Funding Sector Ranking**

The scores for each sector are placed in rank order and the \$-value of any award is based on (a) the specific aspect of the project to be supported by a grant, (b) cost or portion of the cost, and (c) the sector's budget capacity.

**Recommended Award\***

Specify what aspect of the project is to be supported by a grant (eg. product, equipment purchase, rental, professional fee, service and/or materials charge)

**\$****Recommend Decline**

In point form, briefly explain why this project is not recommended for funding in this year's program.

**\*Terms and Conditions of Funding**

In addition to recommending an award, purpose, and amount of grant, Grants Program staff may recommend specific terms and conditions.

- Confirm project can proceed with an HRM grant in an amount lower than requested.
- Confirm project can proceed if budget indicates high reliance on unconfirmed (\*) funding.
- Progressive payments.
- Reimbursement.
- Hold-back (specify condition).
- Other (specify).

**Reviewer's Name:****( 902 ) 490 -****Referral:**

Can we refer the applicant to another funding source?