

Program Overview

Reigniting our vibrant events calendar, stimulating the local economy, attracting visitors and providing opportunities for social connection and leisure are vital to the Halifax Regional Municipality's recovery from COVID-19.

1. Halifax Regional Municipality has developed a dedicated grant program - The COVID-19 Events Recovery Program for Non-Profit Organizations to support nonprofit community and cultural event organizations to maintain or restart in-person events and increase activity that benefits residents and visitors to the municipality under the public health guidelines. The one-time grant is to assist with COVID-19 adaptation expenses incurred directly related to deliver in-person (live) events.

Outcomes of participation in the COVID-19 Events Recovery Grant program include:

1. increasing the organization's liquidity to ensure continued operations or adapt their activities from virtual programming to in-person event delivery;
2. encouraging the engagement with local businesses to deliver the event, stimulate the local economy and provide an opportunity for residents to engage and participate in the community;
3. enhance the capacity of the organization to develop safe, COVID-19 compliant spaces for in-person gatherings; and,
4. deliver in-person experiences and events that draw visitors to our communities and will complement tourism-related initiatives.

The total budget for the COVID-19 Events Recovery Fund is \$150,000.

This rolling intake grant program will remain open until the stated deadline or until such time as program funds have been fully allocated. **Applications will be accepted no earlier than 30 days before the date of the event.**

Event applications will be assessed non-competitively on an ongoing basis as they are received.

Award amounts will be determined by staff review. Applicants may not receive the full amount requested.

Funding assessments will be based on the funding criteria outlined below. This structure allows for the funding of in-person events that may be postponed or held later in the year as public health guidelines on gathering numbers may change.

Applications will close at 4:00pm on December 31, 2021, subject to availability of funds.

Applicant Eligibility

To be eligible for funding, an applicant shall be a registered charity or nonprofit society in good standing with the Provincial Registrar of Joint Stock Companies. Educational institutions, government agencies, and organizations aligned with a political party or supporting the activities thereof are not eligible.

Priority will be given to existing nonprofit clients of the Marketing Levy Special Events Reserve (MLSER) grant program and Regional Special Events Grant program under the following funding streams:

- **Signature** clients in the Marketing Levy Special Events Reserve (MLSER) grant program who have received funding within the past three fiscal years (2018-2021).
- **Established Community Festivals and Cultural Events & Showcases (Tier 1 & 2)** clients in the Regional Special Events Grant program who have received funding within the past three fiscal years (2018-2021).

- **Community Celebrations** clients in the Regional Special Events Grant program who have received funding within the past three fiscal years (2018-2021).

Other eligible applicants that are not existing clients or have not been existing clients within the past three fiscal years as set out above may be considered, depending on availability of funds. To be eligible, these applicants must not receive operating assistance, except tax relief, or any other funding from any other department of the Municipality.

Event Eligibility

To be eligible for funding, the event must be:

- open to the general public to attend;
- hosted in-person (live);
- held within the geographic boundaries of the Municipality;
- have defensible expenses directly related to providing COVID-19 compliance services or items; and
- be five (5) days or less in duration.

The following events are not eligible funding:

- consumer shows;
- trade shows;
- meetings;
- seminars;
- clinics;
- symposiums;
- public lectures;
- fundraisers;
- professional training and development;
- educational initiatives;
- banquets;
- conferences; and
- marketing initiatives.

Value of Grants

The maximum amount of the grant for which applicants may apply in each funding stream is as follows:

- Applicants from the **Signature Program (MLSER)** and the **Cultural Events & Showcases (Tier 2)** who host an in-person event incurring COVID-19 compliant expenses **may apply for a grant up to a maximum of \$10,000.**
- Applicants from the **Established Community Festivals** and **Cultural Events & Showcases (Tier 1)** who host an in-person event incurring COVID-19 compliant expenses **may apply for a grant up to a maximum of \$2,500.**
- Applicants from the **Community Celebrations** who host an in-person event incurring COVID-19 compliant expenses **may apply for a grant up to a maximum of \$250.**

- **All other** applicants who host an in-person event incurring COVID-19 compliant expenses may be considered for a grant up to a maximum of \$10,000 based on the budget for their event as follows:
 - Where the event budget is a minimum of \$100,000 may apply for a maximum grant of \$10,000
 - Where the event budget is a minimum of \$50,000 may apply for a maximum grant of \$2,500
 - Where the event budget is a minimum of \$10,000 may apply for a maximum grant of \$250.

Program Criteria

- The organization demonstrates a financial need required to achieve compliance with COVID-19 protocols over and above the organization's current budget capacity.
- Eligible expenses funded by this program are to be directed exclusively toward in-person event delivery should a hybrid model be considered due to public health guidelines.
- The in-person event delivery contributes to the economic and/or social outcomes of the community.

Program Assessment

Applications will be assessed on these key areas:

- The organization must demonstrate how this grant will assist the event to operate within current public health guidelines for in-person gatherings by referencing the specific protocols and expenses that will be addressed (see 'Eligible Expenses' below) and the expected outcomes.
- The organization must demonstrate how adapting in-person activities to new realities and requirements related to the pandemic will stimulate the local economy and support local businesses or achieve positive social outcomes for the community.

Eligible Expenses

Costs directly related to implementing a COVID-19 compliant event plan may include:

- Increased event insurance costs due to COVID-19 liability;
- Additional site management staff;
- Additional crowd management/security personnel, HRP services;
- COVID-19 compliance hygiene supplies (e.g. cleaners, sanitizers, masks);
- Contact tracing system;
- Enhanced cleaning requirements;
- Fencing/barriers for cohort plans;
- COVID-19 related signage; and
- Rental of furnishings (e.g. tents, tables, chairs for table service).

Ineligible Expenses

The following items are not eligible for funding:

- Pre-COVID-19 debt;
- Non recoupable losses because of COVID-19;
- Costs for events occurring after March 31, 2022;
- Building/ capital works projects, facility maintenance or the purchase of capital equipment; and
- Costs associated with permanent staff or ongoing business expenses.

Note: Nova Scotia Public Health Guidelines are a rapidly evolving set of restrictions and advice when it comes to public gatherings during the COVID-19 pandemic. Applicants are expected to **adhere to the guidelines** and build in adaptability to their request in case they shift. Details can be found at <https://novascotia.ca/coronavirus/restrictions-and-guidance/#gatherings>

Application Submission Requirements

A full list of submission requirements is listed in Schedule A.

Important milestones

The following timelines apply:

COVID-19 Event Recovery Grant Program: August 13, 2021 to December 31, 2021

- **This is a rolling intake grant program. Applications will be accepted on an ongoing basis until December 31, 2021 OR until program funding has been fully allocated.**
- Applicants will be notified promptly confirming receipt of the application. It may take up to 10 business days to communicate awards.
- Applications may also be submitted for in-person event expenses that occurred between June 30, 2021 and the program release date. In these cases, funding may be granted retroactively.
- Applications must be submitted by the stated deadline. Late applications will not be accepted. Extensions will not be granted under any circumstances.

Conditions of Approval & Payment of Grants

In the event that the event is cancelled, does not incur the full value of the grant in eligible expenses, or the public health guidelines no longer require COVID-19 compliance protocols at in-person events, unused funds shall be returned to the municipality.

Successful applicants receiving a grant of \$10,000 are required to sign an HRM Event Grant Agreement. Funds will not be released prior to the HRM Event Grant Agreement being executed. Successful applicants receiving a grant of under \$10,000 are required to sign an acknowledgement regarding use of the funds. A Letter of Acknowledgement template will be available from Parks & Recreation staff. Grant monies for applications approved will be dispersed according to a schedule as outlined in the executed HRM Event Grant Agreement or Letter of Acknowledgment, with up to twenty per cent (20%) being withheld until completion of the event and submission of the final report.

Reporting Requirements

Successful applicants are required to complete a final report form within sixty (60) days of the conclusion of the event describing how the impact of the funding received from the Municipality met the outcomes of the COVID-19 Events Recovery Grant program. Final report templates based on the amount of the event grant will be available from Parks & Recreation staff.

The criteria for reporting includes:

- name of organization, amount of grant, terms and conditions; total COVID-19 compliant event costs;
- a breakdown of the expenditure of the grant funds (the Municipality reserves the right to require proof of payments made); and
- a final description of the event, including information on the completeness of the project.

Event Grant Applications are accepted via email to dillmas@halifax.ca.

If you have any questions about the grant program, please contact the following staff at Culture & Events:

Shari Dillman, Event Grant Administrator - dillmas@halifax.ca

Elizabeth Taylor, Manager Culture & Events - taylor@halifax.ca

Schedule A COVID-19 Recovery Support for Events Organizations Application

Application Deadline: Ongoing - December 31, 2021

Applicant Information

Name of organization: _____

Address: _____

Website: _____

Nova Scotia Registry of Joint Stocks Number: _____

Board / Chairperson: _____

Work Phone: _____ Email: _____

Alternate Contact: _____

Work Phone: _____ Email: _____

Event Information

Event Name: _____

Event Date: _____

Amount of Grant Requested: _____

Application Questions

1. Have you received COVID-19 related financial assistance from either federal, provincial or municipal sources? If yes, please provide the funding source, amount of funding and confirmation of funds if applicable:

Yes: ☐ No: ☐

2. Summarize your request in the space below. If applicable, please identify what expenses exceed the 2021 event grant your organization has received:

3. Please include a complete and up-to-date budget detailing revenues and expenditures for the entire event. Please include written confirmation from the individual or supplier for any in-kind contribution detailed in your application.
4. Please clearly identify expenses related to COVID-19 public health guidelines for which the requested funds will be applied. Applicants must provide quotes for specific services required to create a COVID-compliant space for in-person event delivery signed by an authorized representative of the organization.

Submission Information

Due to COVID-19 restrictions applicants are asked to please submit via email. Applications should not exceed 10MB in size. The completed electronic fillable PDF application, including electronic signatures and supporting documents can be submitted to:

Event Grant Applications
Shari Dillman
dillmas@halifax.ca

Applications must be submitted by 4:00 pm, Friday, December 31, 2021.

Access & Privacy

Persons providing false, incomplete or misleading information may, at the municipality's discretion, be required to reimburse a financial award, and may be deemed ineligible for future grants and contributions.

In accordance with Section 485 of the Municipal Government Act, any personal information collected in this application will only be used and disclosed by municipal staff for internal purposes relating to the COVID-19 Event Recovery Support for Non-Profit Organizations Program. If the application is to be disclosed externally to the municipality, the personal information—addresses and telephone numbers of the Board of Directors—will be severed unless the address and telephone number is business related. If you have any questions about the collection, use and disclosure of this personal information please contact the Access & Privacy Office at 902-943-2148 or privacy@halifax.ca.

The Municipality reserves the right to share the contents of the application with named funders from other levels of government.

Authority & Signatures

This application must be signed by at least one member of the Board of Directors or Organization approved authority (two places are provided for those Organizations that require two signatures).

Date

Applicant Organization Witness Signature

Signature of the Authorized Representative of the Applicant Organization

Applicant Organization Witness Name

Name of the Authorized Representative of the Applicant Organization

Applicant Organization Witness Signature

Signature of the member of the Board of Directors of the Applicant Organization

Applicant Organization Witness Name

Name of the member of the Board of Directors of the Applicant Organization