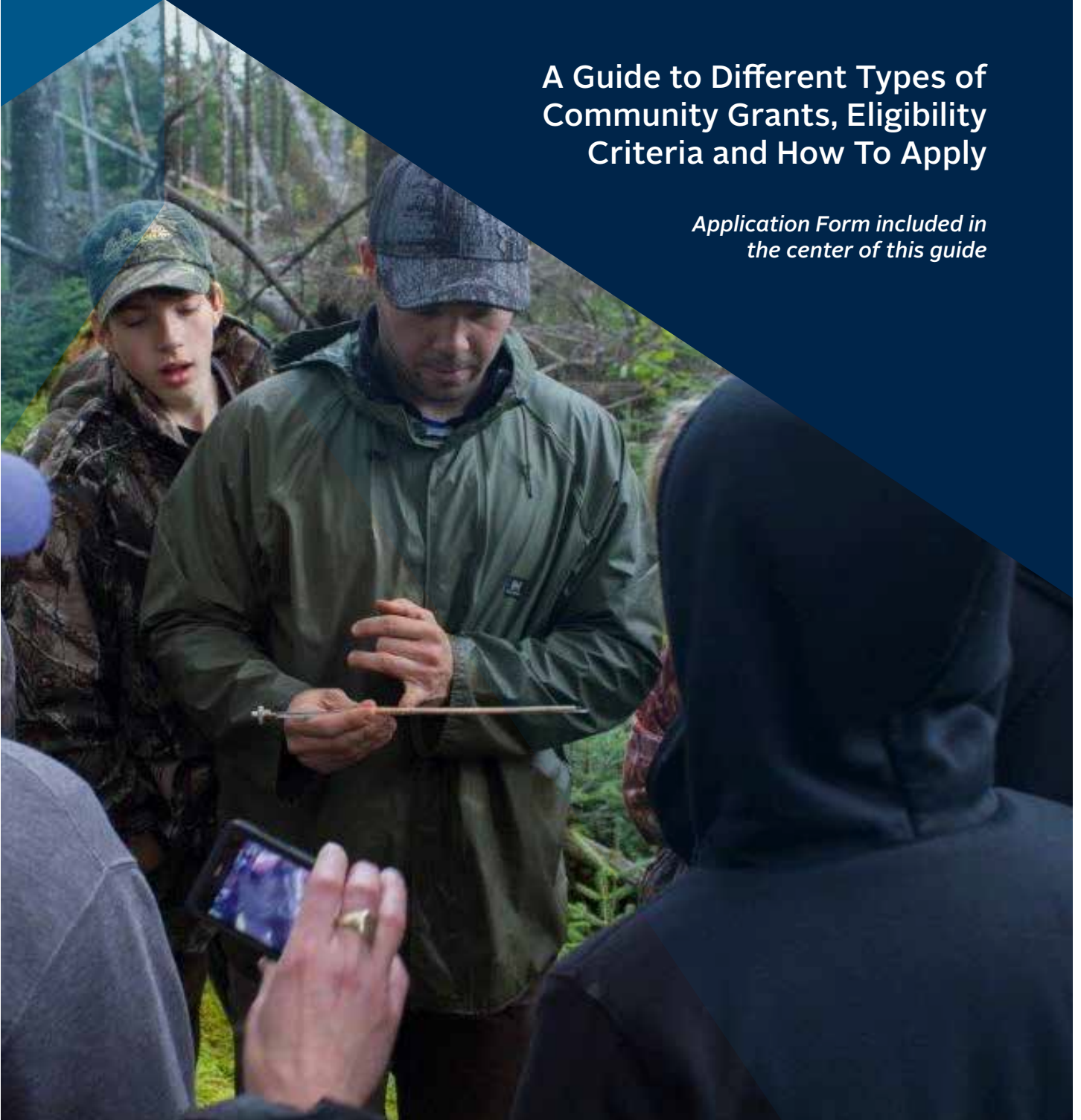


HALIFAX

Community Grants Program 2018-2019

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

*Application Form included in
the center of this guide*





The following is a brief overview of some of the awards granted by Regional Council in 2017.

1. Halifax Women's History Society—Halifax

Community Art/History—A grant towards the fabrication and installation of a sculpture, *The Volunteers/Les Benevoles*, that honors the thousands of women who volunteered their time and labour during wartime. The artwork created by Canadian artist Marlene Hilton Moore is located on the Halifax waterfront. *Photograph provided by Bruce Bottomley*



2. Community Care Network—Halifax

Emergency Assistance—A capital grant towards a major facility expansion and upgrade will assist approximately 350 families and individuals served by the food and furniture bank. The aim of the project is to alleviate over-crowding and enhance service standards.



3. Musquodoboit Heritage Society—Musquodoboit Harbour

Heritage Preservation—In 2018, the former Canadian National Railway station will commemorate its 100th Anniversary. A capital grant towards repairs to this municipally registered heritage building will help protect this building's distinct architectural style. Today, the building hosts the Musquodoboit Harbour Railway Museum, a visitor information centre, and an interpretation centre for the Musquodoboit Trailways Association.



4. Africville Heritage Trust Society—Halifax

Community Arts—In 2017, the Africville Museum, hosted a special event marking the 50th Anniversary of the last Easter service hosted by the former Seaview United Baptist Church prior to its demolition in the 1960's. A grant towards the *Negro Spirituals* project preserves a distinct form of religious folksong and chants traditionally performed at home or social gatherings. Recording and collecting records of this distinct musical style represents an important archival resource of significance to Black culture and music history.



5. Unicorn Theatre Society—St. Margaret's Bay

Community Arts—A grant towards the purchase of portable lighting equipment supports Unicorn Theatre's programming for children and youth. In addition to annual stage productions, the Society offers workshops and a summer theatre camp.

Cover: Nova Scotia Woodlot Owners' and Operators' Association—Tangier/Mooseland

Environmental Stewardship—The Association helps coordinate the Otter Ponds Demonstration Forest initiative, a 500-hectare forested area located near the community of Mooseland.

A grant towards the purchase of small specialized equipment will assist instructional programs for woodlot owners, non-profit organizations, elementary, high school and university students gain practical forestry knowledge and experience. *Photograph provided by Dan Hutt.*

Important Notice: Changes to Guidebook Content

To make access to information easier for applicants, changes have been made to the *Community Grants Program Guidebook* so that all program-related materials are included within this booklet.

- The program's 4-page **application form is included in this guide**. Simply pull out the centre-fold and complete the form. Please read this guide to confirm the eligibility of your organization, the project and the expense(s) for which you are requesting funds. Make a copy of the application form for your files – a reviewer may call with questions about your grant request.
- The **evaluation criteria** used by reviewers is included for both project and capital grants.
- Competing quotes are not required for grant requests under \$5,000. However, your application will be stronger if quotes, estimates and/or pricing information is included to support the value of grant requested.
- Requests for funding towards **professional fees** should include the qualifications and project-related experience of the service providers (an individual or a company) and a description of the selection process.
- **Competing quotes are required for all capital grant requests over \$5,000.**

By following the step-by-step instructions set out in this guidebook you reduce the risk of submitting an incomplete or ineligible grant application.

Contents

Introduction.....	1
General Instructions.....	2
Step 1: Eligibility of an Organization.....	3
Step 2: Select the Type of Grant.....	4
Eligible Expenditures—Project Grant.....	5
Eligible Expenditures—Capital Grants.....	7
Expenses NOT Eligible for Funding: Project or Capital	13
Step 3: Select a Funding Category	14
1. Arts and Crafts	14
2. Diversity	14
3. Environment	15
4. Emergency Assistance	15
5. History.....	16
6. Housing.....	16
7. Neighbourhood Safety	17
8. Recreation and Leisure	17
Step 4: Submit Application.....	18
Responsibility of Grant Recipient	19
Other Municipal Assistance.....	20

Application Form is in the center 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).

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 (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 page 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;
- 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

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 amenity 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 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 2018

Application Deadline: March 31st, 2018

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 under 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 2017

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 Environment
 Emergency Assistance History Housing
 Neighbourhood Safety Recreation and Leisure

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, event, festival, tournament, religious or memorial service;
- promotion of a religious or political doctrine;
- purchase or preparation of a submission to acquire or lease HRM property;
- 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;
- purchase of municipally-owned real property or preparation of a submission to acquire or lease, including a feasibility study related to any municipally-owned real property or Purchaser's due diligence.

Except for an equipment loan program, grants towards the purchase of small items for example, toys, books, office or sports equipment, household fixtures or furnishings, small tools, seeds or annual plant material, computer accessories 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). 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 Fund see page 20.

2. Diversity

The Diversity category encompasses organizations and projects serving individuals and families who face physical, financial, linguistic or attitudinal barriers to full participation in community activities including but not limited to race, ethnicity, physical disability, poverty, age, or sexual orientation. The program does not fund scholastic or vocational training (for example, educational upgrading, literacy, vocational skills).

For Events funding see pages 20-21.

Note: organizations seeking grant funding towards facility accessibility upgrades or adaptive equipment for persons with a disability should make application under this funding category.

Priority outcomes.

- Accessibility upgrades or adaptive aids for persons with a disability—preference may be given to an organization whose mandate is serving persons with a disability.

- Translation or conversion 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 sociocultural communities of interest.

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

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, 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

Emergency Assistance grants support non-profit organizations in the provision of immediate aid to individuals and families in overcoming a critical event (for example, a natural or man-made disaster) or the provision of subsistence aid for the hungry, homeless or displaced. Note: for this program the term “emergency assistance” does not refer to an organization’s financial status (a deficit or debt) or general operational capacity.

Priority outcomes.

- Overnight/short-stay shelter for homeless persons, victims of domestic abuse, or post-incarceration housing (also referred to as a “halfway house” or “community residential facility”). Second stage or tertiary housing is funded under the Housing category see page 16.
- Community-based emergency feeding programs (“soup kitchen”) and food banks for lower income persons. Preference may be given to organizations whose primary mandate is food security.
- Peer support services and non-medical crisis intervention.
- Emergency evacuation or comfort centres recognized by HRM Fire & Emergency Services.

Emergency comfort centres: Only incremental costs specific to the standards required by municipal Emergency Measures Operations (EMO) will be considered under this category, for example a generator, utilities conversion or commercial propane appliances. **Applicants must provide proof of registration as a recognized municipal comfort centre and facility rating from HRM’s Fire/EMO at the time of application.** Failure to provide this documentation with the application form may result in ineligibility. Preference may be given to facilities with an A rating (highest probability of use) or to those facilities whose upgrades will enable a rating increase and enhance the probability of public use in an emergency. School evacuation

facilities will not be considered. For documentation contact: Emergency Management Organization & Safety: 902.490.3573.

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

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. Neighbourhood Safety

Mobilizing residents in public safety initiatives extends beyond municipal police and fire/emergency response services to include, for example, community-based efforts to reduce vandalism, illegal dumping, litter or graffiti, the promotion of pedestrian safety, and emergency preparedness. This category does not fund health promotion or medical projects.

Priority outcomes.

- Crime prevention.
- Fire prevention.
- Emergency preparedness.
- Neighbourhood cleanliness.

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

Note: The scale of initiative is a factor in the evaluation of submissions. Preference may be given to projects that engage entire neighbourhoods or “communities of interest” as compared to property-related upgrades (for example, an alarm system or exterior security 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).

8. Recreation and Leisure

Grants to support recreational amenities or programs are intended to expand opportunities for physical activity. The focus of funding is on entry level (non-elite) developmental programming, expanding opportunities and affordability.

Priority outcomes.

- Community-based recreation amenities in under-serviced communities.
- Entry level and developmental programs.
- Leisure activities for persons with special needs.
- 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 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 Fund and District 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 \$50,000 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 \$25,000 for professional arts organizations that have operated for 3 consecutive years.

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

- **Project:** project-specific awards up to \$10,000 to professional arts organizations that have operated for 3 consecutive years for production or presentation.

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

Other Municipal Assistance continued:

- **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. **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

6. **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

Other Municipal Assistance continued:

7. 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

8. 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 Kate MacLellan at maclenk@halifax.ca or 902.490.4408.

9. 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

10. 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

11. 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.

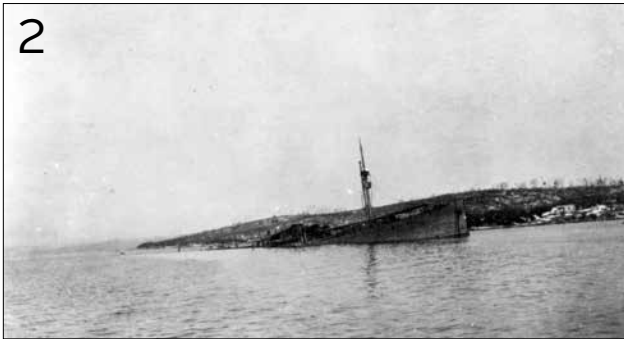
www.halifax.ca/index.php/about-halifax/volunteering/volunteer-conference



The following is a brief overview of some of the awards granted by Regional Council in 2017.

1. Hooked Rug Museum of North America Society—Hubbards

Community History—The history of traditional rug-hooking is preserved and presented to the public using the community museum’s permanent collection and special exhibitions. The Society also promotes this traditional craft through instructional workshops and communal “hook-ins”. A grant towards permanent storage will help accommodate an increase in program participation. *Image courtesy of the Hooked Rug Museum Society of North America.*



2. Friends of Barra Society—Halifax/Iona/Isle of Barra

Community History—To commemorate the 100th Anniversary of the Halifax Explosion the Society has collaborated with the Isle of Barra, Scotland, in the fabrication and installation of commemorative markers to recognize five merchant mariners from the remote Isle of Barra killed aboard the S.S. *Curaca* docked at Pier 8 on the Halifax waterfront at the time of the disaster. A grant towards the marker located in Fairview Cemetery, Halifax, inscribed in both English and Gaelic, has matching markers in Iona, Cape Breton, and the Isle of Barra. *Image courtesy of the Maritime Museum of the Atlantic, Halifax, Nova Scotia, a part of the Nova Scotia Museum, MP 207.1.184/10 – Image of Vessel Curaca.*



3. Metro Non-Profit Housing Society—Halifax /Dartmouth

Supportive Housing—Established in 1988 to serve homeless single adults, the Society manages a portfolio of accommodations and support services. A grant towards fire safety upgrades promotes accident prevention for residents with special needs.



4. Sac-A-Wa Canoe Club—Lower Sackville

Recreation & Leisure—In 2015, the Club acquired land from the Provincial government to assist in the expansion of their paddling facilities on First Lake. A grant towards this major multi-phase capital project will enhance amenities for members and summer camp participants, increase the Club’s event hosting capacity, and reduce utilities consumption. *Image courtesy of the Sack-A-Wa Canoe Club.*



5. The Cape Breton Charitable Association of Halifax—Regional

Community Arts—Incorporated in 1954, the Association preserves traditional Nova Scotian music and dance (fiddle, pipes, and step dance) through community concerts and dances for all ages. A grant towards the purchase of a portable sound system to support performance venues throughout the region. This registered Canadian charity also raises funds for bursaries to children and youth towards music and dance instructional fees.



Halifax Regional Municipality
Grants and Contributions
2018