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**Item No. 9.1.1**  
**Grants Committee**  
**January 4, 2016**

**TO:** Chair and Members of HRM Grants Committee

**SUBMITTED BY:** **Original signed**  
\_\_\_\_\_  
Amanda Whitewood, Director of Finance & ICT/CFO

**DATE:** December 8, 2015

**SUBJECT:** **Community Grants Program 2016: Referrals**  
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**ORIGIN**

October 6, 2015 – Regional Council approved Administrative Order 2015-003-ADM Respecting the Halifax Explosion 100<sup>th</sup> Anniversary Grants Program.

December 7, 2015 – Grants Committee request for a staff report regarding the implications of moving forward for consideration any eligible grants not recommended for funding under the *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program* to the *Community Grants Program*.

**LEGISLATIVE AUTHORITY**

*HRM Charter (2008) s.79(1)(av)* respecting discretionary grants and contributions.

*Administrative Order 2015-003-ADM Respecting the Halifax Explosion 100<sup>th</sup> Anniversary Grants Program* s. 26 Ineligible applicants or those not recommended for funding may be referred to another municipal grant program if the organization/project expense is eligible for consideration under the other program's eligibility criteria.

**RECOMMENDATION**

It is recommended that the Grants Committee endorse Section 26 of the *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program* policy in permitting the referral of applicants not recommended for funding to the 2016 *Community Grants Program* conditional upon the eligibility of both the organization and project expense(s).

**BACKGROUND**

As stated in the report to the Audit and Finance Standing Committee dated August 18, 2015, the rationale in support of a designated grant program for the 100<sup>th</sup> Anniversary of the Halifax Explosion is to provide an opportunity for municipal financial assistance to centennial projects undertaken by non-profit organizations ineligible for consideration under an existing HRM grant program.

Although the new program may decrease demand on an existing municipal grant program it is not intended to replace opportunities available under these programs. The *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program* is open to non-profit groups/projects that might otherwise be considered under another municipal grant program. These organizations might elect to apply to the designated program due to an historical relationship to the Halifax Explosion, the timing of an application/decision, the maximum value of grant<sup>1</sup>, or to maximize grant opportunities in general.

The purpose of this report is to confirm the Grant Committee’s acceptance of Section 26 of the *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program* in regard to the 2016 *Community Grants Program*.

**DISCUSSION**

The opportunity to launch the *Halifax Explosion 100<sup>th</sup> Anniversary Grants* on October 30<sup>th</sup>, 2015, was a consequence of an unanticipated balance remaining in the *Community Grants Program*; this is an operating account and cannot be accrued. Therefore, awards granted from this funding source must be approved by March 31, 2016.

The *Halifax Explosion 100<sup>th</sup> Anniversary Grants* application deadline for 2015 is December 18<sup>th</sup>, 2015, and unlike other municipal grant programs, the decision-making process is a 3-step process as shown in **Attachment 1** of this report.

If successfully implemented, the tentative schedule shown below in Table 1 would result in a decision regarding awards at the March 8 meeting of Regional Council and allow for any referrals from Council to be completed prior to March 31, 2016. The proposed schedule also allows flexibility in the event that a meeting of Council is cancelled due to weather conditions or change in agenda priorities.

<b>Table 1. Tentative Schedule: Recommendation Reports for 2015 Halifax Explosion 100<sup>th</sup> Anniversary Grants Program</b>			
	<b>Advisory Committee</b>	<b>Grants Committee</b>	<b>Regional Council</b>
<b>January</b>	January 27		
<b>February</b>		February 1	
<b>March</b>			March 8
			March 22
Community Grants Program opens January 2, 2016, and the application deadline is March 31, 2016.			

Council’s decision regarding unsuccessful applicants by March 8 or 22<sup>nd</sup> would allow 15 or 5 working days<sup>2</sup> to notify an unsuccessful applicant and for any subsequent application to the *Community Grants Program*. In the alternative, it is proposed that s. 26 be applied and, if applicable, referrals made to the Community Grants Program conditional upon:

<sup>1</sup> The maximum value of project grant is \$10,000 under the *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program* and \$5,000 under the *Community Grants Program*.

<sup>2</sup> Excludes weekends and statutory holidays.

- confirmation that the organization, project, and the expense for which a grant is requested is eligible for consideration under the *Community Grants Program*; and
- the applicant has given their informed consent to the referral.

Referrals will not receive preferential consideration under the *Community Grants Program* but for some applicants the timing of a decision, value of award, and evaluation criteria may be better suited, under the *Community Grants Program*.

**Note:** The Special Advisory Committee on the 100<sup>th</sup> Anniversary of the Halifax Explosion has a role only in relation to applications made under the designated centennial program and not applications made under another municipal grant program.

### **FINANCIAL IMPLICATIONS**

None: both the *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program* and the *Community Grants Program* operate within a defined annual budget allocation.

### **COMMUNITY ENGAGEMENT**

Not applicable: the referral of eligible applicants is a procedural/policy matter.

### **ENVIRONMENTAL IMPLICATIONS**

None.

### **ALTERNATIVES**

The Grants Committee could require that separate application be made by the March 31, 2016, deadline.

### **ATTACHMENTS**

1. Decision-Making Process: Halifax Explosion 100<sup>th</sup> Anniversary Grants Program.

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A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/index.php> then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

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