

**HRM Grants Committee
September 9, 2013**

TO: Chair and Members of HRM Grants Committee

SUBMITTED BY: Original Signed
Greg Keefe, Director of Finance & ICT/CFO

DATE: August 27, 2013

SUBJECT: HRM Community Grants Program 2013-2014: Appeals

ORIGIN

May 24, 2013 – Six (6) organizations appealed their ineligibility for consideration in this year's program.

June 25, 2013 – Regional Council referred one (1) grant recommendation to the Grants Committee for further review.

July 12 and July 22, 2013 – (10) applicants appealed a declined funding request, the value of the grant awarded, or terms and conditions of an award.

LEGISLATIVE AUTHORITY

HRM Charter (2008) Section 79 (1) (av) (vii)

RECOMMENDATION

It is recommended that the HRM Grants Committee recommend that Halifax Regional Council approve:

1. Ten (10) awards as detailed in Attachment 1 of this report for a combined value of \$50,178 from operating account (M311-8004);
2. Reinstatement of a grant in the amount of \$2,000 to the Williams Lake Conservation Company as detailed in Attachment 1;
3. Amendments to the conditions of funding for the YWCA Halifax and the Community Care Network as detailed in Attachment 2;
4. The decline of five (5) appeals as detailed in Attachment 3.

BACKGROUND

The *Community Grants Program* accepts appeals from applicants deemed ineligible for consideration, those not recommended for funding, and recipients who wish to appeal the value of an award or the applicable terms and conditions of funding. The Grants Committee or Regional Council can also request further consideration of an applicant. In accordance with the program's guidelines, appeals may be considered on the basis of ". . . new information or an error in fact or procedure during the review process" (Program Guidebook, p. 36). Appeals must be made in writing and submitted within two weeks of notification: the deadline date is provided in HRM's letter of notification.

DISCUSSION

The 2013-2014 *Community Grants Program* received a total of 140 applications for a combined total of \$1,310,639.78 in requests. On June 25, 2013, Regional Council approved a total of 70 awards for a combined total of \$427,483. One award valued at \$2,000 was referred back to the Grants Committee by Council.

FINANCIAL IMPLICATIONS

Subsequent to Council's approval June 25, 2013, an award in the amount of \$15,000 to the Parish of Christ Church was withdrawn:

| | |
|--|------------------------|
| Program Budget 2013-2014 | \$500,000 |
| Less Combined Value of Approved Awards (70) | (\$427,483) |
| Reinstatement of Funds to Program: Parish of Christ Church | \$15,000 |
| Remaining Balance | <u>\$87,517</u> |

If approved, the combined value of ten (10) awards totalling \$50,178 and the reinstatement of one (1) deferred award of \$2,000 to Williams Lake Conservation Company conforms to the balance remaining in operating account M311-8004 Community Grants:

| | |
|---|------------------------|
| Balance Remaining | \$87,517 |
| Less Recommended Reinstatement (Williams Lake Conservation) | (\$2,000) |
| Less Combined Value of Recommended Awards (10) | <u>(\$50,178)</u> |
| Closing Balance | <u>\$35,339</u> |

COMMUNITY ENGAGEMENT

The Grants Committee is comprised of five (5) citizen representatives and five (5) elected officials representing the three Community Councils. The Grants Committee meetings are open to the public.

ENVIRONMENTAL IMPLICATIONS

Not applicable.

ALTERNATIVES

1. The Grants Committee could amend a recommendation.

ATTACHMENTS

1. Recommended Awards.
2. Recommended Amendments to Conditions of Funding.
3. Appeals Not Recommended for Funding.

A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/cc.html> then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Peter Greechan, Community Developer, Finance & ICT; 490-7310
Peta-Jane Temple, Team Lead Grants & Contributions, Finance & ICT, 490-5469

Original Signed

Report Approved by: Bruce Fisher, Manager, Financial Policy & Planning, 490-4493

Recommended Awards

Environment

Tier 2

1. East Coast Environmental Law Society - Halifax - Program Grant/Web Site

The Society is a registered charity sustained by an operating grant from the Law Foundation of Nova Scotia, also a registered charity. A program grant of \$4,405 requested to fully fund (1) upgrades to replace an out-dated web operating platform, (2) update web library function with cataloguing and classification indexing, (3) graphic design and digital conversion of three documents for public access¹, and (4) add social media links. A grant in the amount of \$2,000 was awarded with a hold-back conditional upon confirmation of the Society's ability to fund the balance. The Society's appeal is based on:

- Savings shown in financial statement are restricted funds for the purpose of hiring a staff lawyer;
- Decrease in operational funding from core financial supporter and an anticipated deficit for the 2013 fiscal year;
- The completion of the web site project is essential to maintaining the group's mandate;
- The relevance of the research documents to HRM's interest in the protection of ecological sites.

A decrease in government funding or corporate sponsorship is not a funding priority for the Community Grants Program. However, given the society's current reliance upon the web site as their primary means of information dissemination, and the link between HRM's interest in protecting sites of ecological and cultural significance, an increase in value of grant is recommended.

An additional program grant in the amount of \$2,118 to the East Coast Environmental Law Society is recommended to fund web site upgrades.

2. Williams Lake Conservation Company - Halifax – Program Grant/Professional Fees

A program grant of \$2,000 requested towards identification and inventory of local flora in the William's Lake area and the significance of wetlands to the flora. The information is to be distributed to the public in a printed brochure (~560) and posted on the web. The society's members will receive the information electronically. A grant of \$2,000 recommended for professional fees (botanists). At the July 25, 2013, Regional Council referred the proposed award back to the Grants Committee to confirm if the proposed project had been completed. Although the consulting biologists have made a preliminary site visit, the plant inventory and dendrochronology (forest fires incidence through tree core samples) has not commenced as of

¹ "Citizens Guide to Protection of Wetlands in the Halifax Regional Municipality", "Aquaculture Regulations in Nova Scotia: Review and Analysis", and "An Environmental Bill of Rights for Nova Scotia".

the July, 2013, appeal review. The project is not a duplicate;² the applicant has confirmed that there has been no prior study of flora.

A grant in the amount of \$2,000 to the Williams Lake Conservation Company is recommended for professional fees for inventory of local flora.

Community History

Tier 1

3. Black Ice Hockey & Sports Hall of Fame Society – Dartmouth – Program Grant/Interpretation

A program grant of \$5,000 requested to fund the fabrication of interpretive panels that highlight the past athletic participation and achievements of African Nova Scotians in a variety of sports (i.e. hockey, basketball, golf). Total costs are estimated to be \$5,290 including printed materials for a public event launch and HST. The panels will be on display at the Black Cultural Centre but are intended to be a traveling exhibit. A grant of \$4,000 was approved. The basis of appeal is:

- An inability to contribute \$1,000 to the project. All four panels are “required to complete the project”;
- Potential exhibit hosting exhibit at the Windsor Hockey Heritage Society Museum;
- The Society has provided modest stipends to volunteer researchers; this year’s project will rely upon volunteers. Funding is for graphic design services, archival photography reproduction, promotional materials, and project coordination.

The applicant’s financial reporting confirms self-generated revenues are modest. A meeting with Society representatives is recommended to confirm the scope of the project and assist with future funding applications.

An additional grant in the amount of \$1,000 to the Black Ice Hockey & Sports Hall of Fame is recommended towards the cost of interpretation panels design and fabrication.

4. Hooked Rug Museum of North America Society - Hubbards – Capital Grant/Site Upgrades

The Society intends to grade and amend site drainage, landscape the premises, upgrade the septic system, and install a wheelchair ramp at an estimated cost of \$100,000 over 4 years. A multi-year capital grant totalling \$20,000 requested. The Community Grants Program does not fund multi-year commitments (Program Guidebook, p.25). The Society’s appeal proposes:

- The value of request be reduced to \$5,000 in 2013 and focus on site grading and drainage issues that must be resolved before landscaping can proceed;
- The Society needs time to resolve the design and construction of an access road with the cooperation of the Nova Scotia Department of Transportation.

² Previous studies include Williams Lake dam, mapping of Williams Lake Watershed and Purcell’s Cove back-lands, and an ornithological survey.

A focus on one aspect of the project conforms to the Society's ability to advance a larger project and the grading work is required prior to construction or planting. A meeting with representatives of the Society and site visit is recommended to assist the proponent develop future submissions in a phased and prioritized manner.

A grant in the amount of \$5,000 to the Hooked Rug Museum of North America is recommended for site drainage.

Tier 2

5. Fultz Corner Restoration Society - Lower Sackville – Capital Grant/Building Upgrades

A capital grant of \$5,000 requested towards furnace replacement and upgraded ductwork costing a total of \$5,060. Funding was denied because the application was incomplete. Upon appeal, the applicant acknowledged that submitting an unsigned application was an oversight and also confirmed \$2,000 in funding from the Society. A meeting with Society representatives is recommended to assist with future funding applications.

A grant in the amount of \$3,060 to the Fultz Corner Restoration Society is recommended towards the cost of heating system upgrades.

6. Cole Harbour Rural Heritage Society - Cole Harbour – Capital Grant/New Construction

A capital of \$25,000 requested towards assorted building and site projects, including a new storage facility, roof repairs, exterior painting, site remediation, and security systems upgrade totalling ~ \$50,500. The application contained multiple projects that do not all fit within one particular funding sector nor are they exclusively eligible capital projects. The basis of the appeal is:

- The applicant acknowledged that the nature of the project to be funded was not clearly explained and provided quotes specific to the construction of a new storage shed;
- The Society will fund the site grading and electrical hook-up;
- The value of grant reduced to \$21,000 to fully fund the construction of a storage building with \$4,000 from the Society for ground preparation and electrical hook-up.

This is not a change in scope of request; a storage building was included in the initial application and cost estimates. Full funding is not recommended based on the relative priority of storage in relation to the funding sector's priorities re: heritage protection, public safety, code compliance etc.

A capital grant in the amount of \$10,000 to the Cole Harbour Rural Heritage Society is recommended towards the costs of constructing a new storage building.

Emergency Assistance

Tier 1

7. Mosaic Ministries – Halifax – Capital Grant/EMO Comfort Centre - Upgrades

A capital grant of \$5,000 requested towards kitchen upgrades to accommodate the installation of a commercial grade propane stove. Total costs of ~\$6,000 exclude the cost of the stove donated by a private party. The application was deemed ineligible because a formal signed MOU with HRM Fire & Emergency Services was not included at the time of application. “The Community Grants Program will not provide funding for comfort centres (emergency evacuation sites) or volunteer rescue without a formal Memorandum of Understanding with HRM EMO/Fire & Emergency Services (Program Guidebook, p.19). The type of eligible expense contributes to the facility’s ability to meet the minimum standards requirement for recognition: funding targets capacity to serve as a temporary shelter for a large number of people and not the on-going operations of the property owner. The basis of appeal is:

- A signed MOU with HRM Fire & Emergency Services (dated March 15, 2013) was in effect prior to the March 31st grant application deadline but not included in the original application.

The purchase and/or installation of commercial grade appliances conforms to the funding requirements stated in the Community Grants Program Interpretation Bulletin: Community Comfort and Evacuation Centres (2008).

A capital grant in the amount of \$4,000 to Mosaic Ministries is recommended towards the cost facility’s upgrades to meet the requirements of an EMO Comfort Centre.

Tier 3

8. Parish of St. John’s Anglican Church - Halifax – Capital Grant/EMO Comfort Centre - Upgrades

The Parish plans the construction of a new place of worship and applied for a capital grant of \$25,000 towards installing showers (\$3,800), kitchen equipment (\$42,000), and electrical upgrades (\$8,100) so that the facility may be used by the community as a comfort centre. These amenities are expected to cost \$53,900 out of a total capital project budget of \$2,855,158. The request was declined. The Community Grants Program will not provide funding for comfort centres (emergency evacuation sites) or volunteer rescue without a formal Memorandum of Understanding with HRM EMO/Fire & Emergency Services (Program Guidebook, p.19). The appeal is based on:

- A signed MOU with HRM Fire & Emergency Services (dated June 14, 2012) was in effect prior to the March 31st grant application deadline but not included in the original application.

The type of expenditure showers (\$3,800) and an exterior electrical transfer switch for generator hook-up (\$8,100) are eligible expenditures Community Grants Program Interpretation Bulletin: Community Comfort and Evacuation Centres (2008). Elements of the kitchen fit-up (commercial

grade propane appliances) are eligible for funding consideration but itemized quotes were not provided.

A capital grant in the amount of \$10,000 to the Parish of St. John's Anglican Church is recommended towards the cost of shower installation and electrical upgrades to establish the facility's capacity to meet the requirements of an EMO Comfort Centre.

9. Faith Tabernacle Church – Halifax – Capital Grant/EMO Comfort Centre - Upgrades

A capital grant of \$25,000 requested towards church hall kitchen upgrades: the purchase and installation of new kitchen cabinets and countertops (\$25,771), range hood and ventilation system (\$18,360), fire suppression system (\$3,459), plumbing for new kitchen sinks, electrical for lighting fixtures and space heaters (\$11,601), appliances (\$19,515). The basis of the application was access to the church hall for members of the community. The frequency of on-site recreational/leisure programming appears limited and some of the upgrades appear to be aesthetic or in relation to social meals and refreshments for users. Overall, the application ranked lower than other applicants to the Recreation & Leisure sector which was heavily over-subscribed. The basis of appeal is:

- A signed MOU with HRM Fire & Emergency Services (dated July 9, 2013);
- The church's support of various community feeding programs;
- Kitchen enhancements would enable the church to seek registration as a feeding centre.

Although not technically a change in scope of project, the applicant acknowledged that the signed EMO agreement was not in effect at the time of application, hence a submission to the Recreation & Leisure sector and not Emergency Assistance. In reviewing the appeal, staff have prioritized the individual expenses in relation to emergency assistance and excluded aesthetic considerations and upgrades that would be expected of any property owner in maintaining a standard of good repair. A recommendation to contribute towards a kitchen stove and associated fire suppression system would be a priority consideration for an emergency centre while also supporting the development of a community feeding program.

A capital grant in the amount of \$10,000 to the Faith Tabernacle Church is recommended towards the cost of the purchase and installation of a stove and fire suppression system. Hold-back pending confirmation of cost-share.

Arts & Crafts

Tier 2

10. Mocean Dance Society - Halifax – Program Grant/Professional Fees

A grant of \$5,000 requested towards artist's fees for a multi-disciplinary production *Burnwater: A Blacksmith's Dream* featuring dance, an iron sound sculpture, spoken word, and music. The application lacked sufficient detail to align the value of request with costs. The applicant provided further detail through the appeal process.

In general, the Community Grants Program does not fund salaries, wages, or stipends but may assist with project-specific professional fees for “....services that require accreditation or technical knowledge and experience that exceeds the capacity of volunteers or an organization’s own staff” (Program Guidebook, p.5). The inclusion of a local blacksmith/sculptor’s original work and a free public performance on site in East Dover furthers the sector focus on originality, innovation, and the inclusion of traditional crafts and their contemporary expression. In this context the artist’s fee includes fabrication of a permanent structure. A free performance in a rural community also presents an opportunity to acknowledge the region’s rural artisans.

A grant in the amount of \$5,000 to Mocean Dance is recommended towards fabrication of an original sound sculpture for the production Burnwater: A Blacksmith’s Dream.

**Recommended Amendment to Terms and Conditions of Funding
Emergency Assistance**

Tier 3

11. Community Care Network Society - Halifax – Program Grant/Equipment

A program grant of \$5,000 requested towards launching a food bank delivery service. Most of the project expense were ineligible under the Community Grants Program but a grant of \$2,788 for advertising the new service (\$1,610) and computer software (\$1,178) was approved. The basis of appeal is:

- Prior to any advertising the Society has received numerous requests for home delivery. The applicant has requested a re-allocation of HRM's award towards advertising (\$1,610) towards the purchase of a new computer, GPS system, and cell phone enabling the office to locate client addresses, track the movement of the vehicle, and to maintain communication with the driver.

Given the unanticipated and unadvertised response to the prospect of the new service, it may be beyond the Society's capacity fulfill all requests. Hence, additional promotion could be counter-productive. The ability to efficiently identify and/or map delivery locations appears to be a more cost-effective service enhancement. The purchase of a personal communications device is not covered by the Community Grants Program. Therefore, the proposed grant is towards computer equipment/software and GPS.

It is recommended that the \$1,610 to the Community Care Network Society for advertising be re-allocated to the purchase of a computer and GPS tracking system in support of a home delivery food program.

Neighborhood Safety

Tier 3

12. YWCA Halifax - Halifax - Capital Grant/Building Upgrades

A capital grant of \$4,247.51 requested to fully fund the purchase and installation of a security system, exterior lighting, and mail boxes for a residential apartment building that currently provides affordable supportive housing for women and children, some of whom have experienced domestic violence. A capital grant in the amount of \$3,176 awarded to fully fund the security system (\$586) and exterior lighting (2,590) conditional upon confirmation of the YWCA's purchase and installation of the mailboxes. The basis of the appeal is:

- Due to unanticipated repairs and upgrades to the facility the applicant requests the cost-share condition be removed: the mailbox aspect of the project will be deferred pending the funds to purchase and install.

It is recommended that the cost-share condition applied to the capital grant of \$3,176 to the YWCA be revoked.

**Appeals Not Recommended for Funding
Recreation & Leisure**

Tier 1

13. Vietnamese Association of Nova Scotia – Halifax – Program Grant/Rental Fees and Materials

A grant of \$5,000 requested to fully fund a campground rental (\$3,000) and materials for individual skills workshops (arts, resume writing etc.). The application was incomplete (no quotes to align with expenses) and the costs are ineligible for consideration. The applicant submitted a further description of expenses. The Community Grants Program does not fund individual/personal skills development workshops (Interpretation Bulletin: Educational and Instructional Workshops), entry fees or small consumable items. The nature of the funding request remains ineligible. The offer of assistance with future funding applications will be provided.

It is recommended that the appeal from the Vietnamese Association of Nova Scotia be declined.

Emergency Assistance

Tier 3

14. Parish of St. George - Halifax – Capital Grant/Building Accessibility

A capital grant of \$25,000 requested towards replacement of the church hall's heating system and conversion to natural gas, electrical upgrades, asbestos removal, and new flooring. Total project costs were estimated to be \$216,000. The project was submitted under the emergency assistance category so as to align the request with use of the hall for a one day a week soup kitchen. On May 18, 2013, the applicant requested a change in project because requests to provincial and federal government grant requests had been declined. Staff advised that a change in scope would have to be addressed in the appeals process and requested further details. The basis of the appeal is:

- A grant application for \$161,000 to the Affordable Housing Association of Nova Scotia for the installation of a new natural gas heating system was declined;
- An application to the Human Resources and Skills Development Canada's *Enabling Accessibility Fund* for \$50,000 for six new accessible washrooms was declined (October, 2012);
- The cost of installing a new natural gas heating system was much higher than initially anticipated;
- A new capital grant of \$25,000 requested for accessible washrooms.

The appeal represents a change in scope of application. Precedence: On May 6, 2013, the Grants Committee declined a similar appeal for a change in scope of project.

It is recommended that the appeal from the Parish of St. George be declined and the applicant be referred to staff for assistance with future funding applications.

Tier 3

15. Society of St. Vincent de Paul (Hand in Hand) - Halifax - Capital Grant/Demolition

A capital grant of \$18,000 requested to fully fund the demolition of a former storage building; the first step in plans to construct a new storage/garage facility to house donated furniture. The total cost was estimated to be \$33,000 (\$18,000 for demolition and \$15,000 for new storage facility). Due to vandalism in April, 2013, the Society subsequently demolished the building prior to any decision on their application to the Community Grants Program. The application was subsequently declined because the demolition had taken place. The basis of appeal is:

- The initial quotes for demolition did not include costs associated with “back filling” the site;
- The need to raise additional funds. The demolition and remediation was funded by “outside financing”.

In effect, the applicant is requesting a change in scope of project from demolition to the future construction of a storage facility. Subsequent to the vandalism the Society received provincial support (\$37,500), a discretionary District Capital Fund grant (\$3,000), and a portion of the expenses would have been covered by insurance. The receipt of government assistance towards demolition and remediation was not anticipated in the original submission but the appeal does not reference these funds. If the recommendation to decline the appeal is upheld, the applicant could make application to next year’s program with a detailed description of the scope and cost of work remaining.

It is recommended that the appeal from the Society of St. Vincent de Paul be declined.

Community Diversity

Tier 3

16. Halifax Association for Community Living - Halifax – Program Grant/Web Site

A grant of \$5,000 requested towards developing a *Peer Support Program*. The application was declined on the basis that (a) a majority of costs are ineligible for funding under the Community Grants Program, the eligible expenditures lacked sufficient detail aligning the value of request with costs, and the project’s viability relied upon unconfirmed third party funding. The basis of the appeal is:

- Confirmation of funding from two (2) funders;
- Additional information related to the proposed program and the overall mandate of the Association including academic studies, support letters, and a more detailed description of the proposed project.

The appeal appears to confirm that professional fees for web upgrades have been funded (\$3,800) but revised quotes were not submitted for other eligible expenses to align with the value of grant requested. A meeting with representatives of the society is recommended to assist with future funding applications.

It is recommended that the appeal from the Halifax Association for Community Living be declined.

Arts & Crafts

Tier 3

17. Maritime Conservatory of Performing Arts – Halifax – Capital Grant/Building Condition Assessment

A capital grant of \$25,000 requested to fully fund a professional building assessment as a part of a proposed facility upgrade. The application was declined due to delinquent reporting for a prior project. The applicant appealed disqualification on the basis that due to staff changes both the reporting and follow-up reminders from HRM was not addressed. The notice of appeal was late (received June 30th; deadline May 24, 2013) and a final reporting remains outstanding. The proponent remains ineligible for consideration.

It is recommended that the Maritime Conservatory of Performing Arts request for the reinstatement of eligibility be declined.