

**HRM Grants Committee**  
**May 6, 2013**

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

Original Signed

**SUBMITTED BY:** \_\_\_\_\_  
Greg Keefe, Director of Finance and Information Technology/CFO

**DATE:** April 18, 2013

**SUBJECT:** 2013-2014 Community Grants Program: Ineligible Applications

### **INFORMATION REPORT**

#### **ORIGIN**

This report originates with a request from Regional Council that ineligible applicants to the *Community Grants Program* be notified promptly so as to allow the applicant to seek alternate funding sources or submit an appeal.

#### **LEGISLATIVE AUTHORITY**

Section 70 (1) (av) HRM Charter (2008).

#### **BACKGROUND**

The HRM *Community Grants Program* awards annual project-specific cash grants to registered non-profit organizations and charities located within the geographic boundary of HRM. Each year the program receives submissions that are ineligible for various reasons, including but not limited to: not registered as a non-profit or charity 12 months prior to the application deadline of March 31<sup>st</sup>, late applications, type of project or expense is not funded by the program, incomplete application, debt to HRM, or no reporting for a prior year's grant.

#### **DISCUSSION**

During the initial intake screening twenty-six (26) applications totalling \$174,697.79 have been deemed ineligible for further consideration under the *Community Grants Program* 2013-2014. Once the Grants Committee is advised through an Information Report, ineligible applicants are

notified in writing so they can pursue other funding opportunities or submit an appeal. Appeals are only considered on the basis of new information unavailable to the applicant or the reviewer at the time of submission, or an error in fact or procedure during the review process (Guidebook, p.36). Late applications received after the March 31<sup>st</sup> deadline, or not post-marked March 31<sup>st</sup>, are considered ineligible.

**Appeals:** Applicants deemed ineligible have two weeks from the date of notification to submit a written appeal; the appeal deadline is stated in the letter of decline. These appeals are then considered with any appeals arising from applicants not recommended for funding, the value of an award, or the conditions applied to a grant.

**Assistance:** Groups who have not applied to the program are encouraged to contact Grants Program staff for assistance in completing the application form. Guidance with respect to ineligible projects or expenses, or referral to other grant programs, is also provided. Not all applicants seek assistance, read the applicable support materials (guidebook, application form, web site interpretation bulletins etc), or accept the ineligibility of a proposal. The written notice of eligibility includes a brief explanation and the offer of further feedback or assistance.

### **Applicants Deemed Ineligible 2013-2014**

#### **Environment**

##### **1. St. Mary's University – Community Based Environment Network – Halifax**

A grant of \$1,358 requested to purchase specialized water testing equipment for an existing equipment loan program. Last year the Network received a grant of \$3,000 for specialized equipment but was also issued notice that "...future funding from the HRM Community Grants Program is conditional upon the Network's incorporation as a separate non-profit entity". The intent of the notice was to ensure that public funds were not supporting a university program (ineligible for funding) and that representation from community groups was incorporated on the Network's Board of Directors and had a meaningful role in the equipment lending program. This year's application was submitted under the auspices of St. Mary's University and was incomplete (financial statements). The letter of notification will provide notice of further ineligibility pending separate incorporation and the offer to meet with Grants Program staff for clarification and direction.

#### **Recreation and Leisure**

##### **2. Big Brothers Big Sisters of Greater Halifax – Dartmouth**

A grant of \$5,000 was requested towards the "Big Outdoors" mentorship program for youth that involves activities such as hiking and other "wilderness expeditions"<sup>1</sup>. Refer to Grants Program staff for assistance with future applications.

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<sup>1</sup> The application was incomplete and the project expenses are ineligible for funding. The application was submitted under the Environment funding sector but due to nature of the project it was best suited under the Recreation and Leisure sector.

**3. Blind Sports Nova Scotia – Halifax**

A grant of \$4,000 requested towards the purchase of small equipment and personal items for participants of the 2013 National Goalball Championship trials, April 3<sup>rd</sup>-7<sup>th</sup>, 2013. The request is primarily in relation to a one-time event and the itemized expenses are ineligible for funding. Refer to Grants Program staff for assistance with future applications.

**4. Cornwallis Street Baptist Church – Halifax**

A grant of \$5,000 requested towards purchase of items (public transit, small games, t-shirts, sound equipment, food, etc.) for a summer “Church/Community Picnic”. The request is in relation to a one-time event and the itemized expenses are ineligible for funding. Refer to Grants Program staff for assistance with future applications.

**5. Dartmouth Seniors Service Centre – Dartmouth - Late**

A grant of \$5,000 requested towards the purchase of assorted computer equipment to train seniors in computer and Internet use. Late applications are ineligible. Refer to Grants Program staff for assistance with future applications.

**6. Halifax Circus Cooperative Limited – Halifax**

A capital grant of \$5,000 requested towards the purchase of specialized circus equipment for *Circus Circle*, a free outreach program for “youth at risk”. The application was incomplete.

**7. Maritime Punjabi Cultural & Sports Society - Halifax**

A grant of \$2,500 requested to purchase badminton equipment. The application was incomplete. Refer to Grants Program staff for assistance with future applications.

**8. Nova Scotia Table Tennis Association - Halifax**

A capital grant of \$15,894 requested to purchase table tennis tables for initial use at the National Table Tennis Championships, Halifax, July 8<sup>th</sup> to 14<sup>th</sup> 2013. The *Community Grants Program* does not fund events. Referred to HRM Community & Recreation Services, Events & Cultural Initiatives.

**9. St. Paul's Family Resources Institute - Halifax**

A capital grant of \$700 requested to purchase an additional sink for the church hall kitchen. The application is not the property owner; the *Community Grants Program* does not fund leasehold improvements (Guidebook, p. 14).

**10. Vietnamese Association of Nova Scotia – Hammonds Plains**

A grant of \$5,000 requested towards the cost of members' camping trip. The application is incomplete. Refer to Grants Program staff for assistance with future applications.

### Affordable & Supportive Housing

#### **11. Halifax Peninsula Housing Cooperative – Halifax - Late**

A capital grant of \$19,000 requested to purchase and install 20 windows in a 3-unit duplex. In 2008, the cooperative received a capital grant of \$4,000 and reporting is overdue (Guidebook, p. 34). Eligibility is suspended pending receipt of a final report and confirmation of eligible expenditures. Late application.

### Emergency Assistance

#### **12. Family Services Association - Halifax**

A grant of \$5,000 requested for *Dads Make a Difference* parenting program. The application was incomplete. Refer to Grants Program staff for assistance with future applications.

#### **13. Maritime Harvest Food Market Cooperative – Halifax**

A capital grant of \$4,008.79 requested towards kitchen construction in space leased in a commercial building. The applicant has not been registered 12 months prior to the program application deadline (Guidebook, p.2). The project appears to be a leasehold improvement and ineligible for funding. Refer to Grants Program staff for assistance with future applications.

#### **14. Mosaic Ministries – Halifax**

A capital grant of \$5,000 requested towards kitchen renovations for use in relation to a proposed EMO Comfort Centre. The application is incomplete: “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 (Guidebook, p.19). The applicant was notified of this requirement prior to submitting an application. Refer to Grants Program staff and EMO for assistance with future applications.

#### **15. Parish of St. John’s Anglican Church – Halifax**

A capital grant of \$25,000 requested towards showers, kitchen equipment, and electrical work for proposed EMO Comfort Centre. The application is incomplete: “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 (Guidebook, p.19). Refer to Grants Program staff and EMO for assistance with future applications.

### Community History

#### **16. Canadian Lebanon Society of Halifax - Bedford**

A grant of \$5,000 requested to construct a monument in honor of the Canadian Lebanon Society’s 75<sup>th</sup> Anniversary. The applicant submitted two applications; therefore one had to be withdrawn (Guidebook, p.3).

**17. Fultz Corner Restoration Society – Lower Sackville**

A capital grant of \$5,000 requested to purchase and install a new furnace. The application was incomplete.

**18. Moser River Historical Society – Moser River**

A capital grant of \$4,400 requested to replace eight (8) windows. The application was incomplete. Refer to Grants Program staff for assistance with future applications.

**19. Regional Firefighters Interpretation Centre – Fall River**

A grant of \$5,000 requested towards the repairs to an antique fire truck. The application was incomplete. Refer to Grants Program staff for assistance with future applications.

**Community Diversity**

**20. Braveheart Support Society – Upper Tantallon**

A grant of \$3,000 requested to purchase “care packs” consisting of personal items for children undergoing heart surgery at the IWK Health Centre. Then project expenditures are ineligible for funding.

**Arts and Crafts**

**21. Maritime Conservatory of Performing Arts – Halifax**

A capital grant of \$25,000 requested towards the cost of a comprehensive building assessment. In 2012, the organization received a grant of \$1,200 and reporting is overdue (Guidebook, p.34). Eligibility is suspended pending receipt of a final report and confirmation of eligible expenditures.

**22. Mocean Dance Society – Halifax**

A grant of \$5,000 requested towards a multi-media production. The application is incomplete.

**23. St. Cecelia Concert Series – Halifax**

A grant of \$5,000 requested towards the cost of web site development. The application was incomplete.

**24. Tradition of Sail Society – Halifax**

A grant of \$3,000 requested towards the cost of theatre presentation on the Halifax waterfront. The applicant has not been registered 12 months prior to the program application deadline (Guidebook, p.2). Refer to Grants Program staff for assistance with future applications.

**25. Unicorn Theatre Society – Hubbards**

A capital grant of \$5,000 requested towards the construction of storage, changing and makeup units, interior wall repairs and painting. The Society currently sub-leases space in a HRM owned

facility community operated facility. The *Community Grants Program* does not fund leasehold improvements (Guidebook, p.31). Refer to Community & Recreation Services.

**26. YWCA of Halifax – Halifax**

A grant of \$1,837 requested towards the purchase video equipment, computer and software for a summer youth program. The organization submitted two applications: therefore one had to be withdrawn (Guidebook, p.3).

**FINANCIAL IMPLICATIONS**

This is an Information Report only.

**COMMUNITY ENGAGEMENT**

Not applicable.

**ATTACHMENTS**

None.

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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.

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