



PO Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

## MEMORANDUM

TO: Halifax Explosion 100th Anniversary Advisory Committee  
FROM: Ms. Peta-Jane Temple, Team Lead, Tax, Grants, and Special Projects  
DATE: March 16, 2016  
SUBJECT: **Halifax Explosion 100<sup>th</sup> Anniversary Grant Program: Update as of March 1, 2016**

### Introduction

This brief provides an update in regard to the *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program*.

### Tasks Completed

- Grants Committee meeting February 1, 2016. Recommendation report approved.
- Regional Council approval of awards and transfer to reserve for 2016 program
- Cheque requisitions and letters of notification sent.
- Meeting Bruce Debais, Managing Director Corporate Communications.
  - Advertising in community newspapers
  - Print advert
  - Final report (program evaluation and funded projects)
- Reporting form for (i) progress report and (ii) final report [copy attached].

### Tasks Outstanding

- Revisions to 2016 program guidebook:
  - Remove previous photographs and captions and replaced with new images with focus on individuals, non-profit groups and aid from other towns in NS;
  - Minor edits – this is an opportunity for committee feedback/comment;
  - Added Appendix listing centennial-related grants from HRM (all programs);
  - Revised Appendices for resources (added book titles, Mary Baker Eddy archive).
- Budget confirmation and set 2016 date to open call for application. Set deadline for submissions.
- Schedule 2016 information sessions.
- Update web site and post form, guide and related materials.
- Public notice and stand-alone advertisement.

**Other**

- Corporate Communications planning stakeholder input into design of an **emblem** for the centennial and requested staff advise 2015 award recipients should they wish to participate (staff contact name and email address was included in letters of award).
- The '**A**' **List** on the Advisory Committee's report needs to be addressed in terms of staff response re: "options";
- **HRM Volunteer Awards** has been added to the grant program guide for 2016. The program has categories for youth/adult individuals and non-profit organizations. The committee might consider making some nominations in relation to the upcoming centennial. Note: the awards are for volunteerism.
- **Community Grants Program** deadline March 31, 2016.
- **Time capsule.**
- **Correspondence to Committee** – a letter of acknowledgement is sent by the Clerk's office but this is not the same as a response to the content of the communication. Status of correspondence and any replies outstanding?
- **Program Evaluation** – committee to have input into the design of the evaluation for *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program*. Could be a sub-committee or individual lead. Development could commence in 2016 if schedule permits.

**Attachments**

Progress/Final reporting form for grant recipients.

Correspondence sent by Grants & Contributions staff to inquiries/suggestions from the general public.

**HALIFAX**

## Halifax Explosion 100<sup>th</sup> Anniversary Grants Program Reporting Form

**Final Report Deadline:** March 31, 2017 (as stated in your letter of notification) or

**Progress Report Deadline:** March 31, 2017 and

**Final Report Deadline:** March 31, 2018 (as stated in your letter of notification)

Please mail, courier or drop off only – do not fax or email.

<b>1. Name of Organization:</b>	<b>2. Contact Person:</b>  Telephone: Fax:
<b>3. Value of Award:</b>	<b>4. Purpose of Grant:</b>

### Grant reporting should include the following information.

- A **progress report** if the reporting deadline is on or before **March 31, 2018**.
- A **final report** if the reporting deadline is on or before **March 31, 2017**.
- A **final report should include:** (i) proof that the grant was spent in accordance with the terms and conditions set out in the letter of notification sent to you with payment (ii) proof of payment: copy of invoices paid, cancelled cheques or receipts paid etc. (iii) the total actual expenditures for the project on page 3 of this form.
- A **final report** should also include a description and measure of project outcome(s). For example, if the Municipality's award was towards a performance, event or exhibition we ask you to report on attendance, location(s), and duration (e.g. two performances, or a six-week exhibition schedule, a two-day enactment with interpretation, 4-hour walking tour with interpreter). Other projects might measure the active participation of the public (e.g. number of volunteers, inclusion in the creation of an item or presentation, social media or written commentary, submissions from the public etc.).
- If there is a balance remaining from the grant a refund should be sent payable to Halifax Regional Municipality and mailed c/o of the Municipal Grants and Contributions, PO Box 1749, Halifax NS B3J 3A5.

Please Note: Organizations who do not report on a grant received from the Halifax Explosion 100<sup>th</sup> Anniversary Grants Program will be ineligible for further funding until the conditions of funding are complete. Eligibility to other municipal programs may be revoked or conditional.

*If you need help, please call 902.490.7310.*

Project Description
Project Outcomes
<p>Please confirm the project was completed as described in your grant application, or if there were major changes in the scope or timing of the project. Briefly describe the main "outcomes" of the project (what did you accomplish and who will benefit?).</p>

Project Outcomes (continued)

Project Budget Report (Actual Income and Expenditures)			
Actual Funding		Actual Costs	
Type of Project Income	\$ Amount	Type of Project Expense	\$ Amount
Municipal Grant Received	\$		\$
Other Municipal Assistance	\$		\$
Provincial Assistance	\$		\$
Federal Assistance	\$		\$
\$ Share of Project Budget from your Organization	\$		\$
Project Income (fees, rental, admission, etc.)	\$		\$
Other	\$		\$
Other	\$		\$
Other	\$		\$
<b>Total Actual Income</b>	<b>\$</b>	<b>Total Project Costs</b>	<b>\$</b>

Note if there was a project surplus or deficit here:  Surplus  Deficit Amount \$

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

For clarification or general inquiries, please contact Municipal Grants and Contributions at 902.490.7310.

Photograph permission form on page 4.

Halifax Regional Municipality encourages the submission of project-related photographs (in progress or completed) that may be used in municipal printed material (e.g. a guidebook, annual report) or on the Grants Program web site. To authorize the Municipality's use of photographs submitted by grant recipients we require your signature on this form.

Permission Form		
<p>I hereby grant permission for Halifax Regional Municipality to use the enclosed photograph(s) or materials on the municipal web site or in any publication associated with the expenditure of a municipal grant.</p> <p>The photograph(s) is my/our property. I/we own the copyright in them and/or have the right to permit the Municipality to use them for the purpose noted. No other person has copyright in the photograph(s) or materials whose permission is needed to reproduce them as authorized.</p> <p>I agree to indemnify and save harmless the Halifax Regional Municipality against any liability incurred as a result of the Municipality's use of the photograph(s) on the municipal web site or in publications in breach of the copyright of a person undisclosed by me to the Municipality.</p>		
_____ Signature	_____ Print Name	_____ Date
Name of photographer (so that the Municipality can provide credit):		
Date of the photograph (if known):		
Description (what is shown, location, name of property or group, etc.):		
Please <b>do not</b> write on the photograph (front or back).		

Thank you for your assistance.