



Community  
Hall Capital  
Project  
Grant

April 2019

# 2019 Information & Application Package

## Grant Description

The Municipality of Argyle will partner with eligible not-for-profit community halls to provide financial support through the Community Hall Capital Project Grant for eligible facilities and projects in pursuit of the following goals:

- Capital support not-for-profit organizations to maximize the services they provide to their members and community;
- Provide financial assistance for not-for-profit organizations in their efforts to renovate or retrofit facilities, or to purchase major equipment to improve operational efficiency or secure longevity of building;
- Maximize the use of funds from other sources for investment in community facilities.

The Municipality of Argyle partners with not-for profit organizations to improve the quality of life for the citizens of Argyle. The Community Hall Capital Project Grant has been established to assist not-for-profit community halls to expand and upgrade the network of community-use facilities and to address capital project requests, encouraging flexibility and creative solutions. The grant is designed to assist with smaller capital projects.

## Organizations Eligible for Funding

The applicant must be a not-for-profit community hall legally registered (and in good standing), for a minimum of 5 years, under the Societies Act of Nova Scotia.

The organization's primary mandate must be to provide sports, recreation, arts, cultural, family and/or community services. Fire halls and museums will continue to be supported through the usual grants to organizations.

Facilities and major equipment used for sports and recreation, arts and culture, family and community services within the Municipality's boundaries are eligible.

## Projects Eligible for Funding

**Facility expansion** – expansion of an existing facility beyond the existing footprint. 15% of project costs may be utilized for furnishings.

**Retrofit existing facility space** – redevelop existing space for a new use or purpose. 15% of project costs may be utilized for furnishings.

**Renovate existing facility space** – remodel or restore condition of space. 15% of project costs may be utilized for furnishings.

**Facility technology upgrade** – upgrade facility mechanical, security and other systems essential to operation of facility.

**Capital equipment** – replacement or addition of major equipment (fixed asset or operational equipment essential to direct delivery of program and services) supporting program and maintenance programs and services which have a lifespan of five years or greater.



## Level of Funding

Maximum level of funding for any one facility and any one organization will be \$15,000 within the duration of the program. Therefore, no organization can participate in this grant program more than once in a 5 year period.

The total grant amount each year is \$45,000. If the total funding requested from the top 3 applications does not reach that amount, other applications will be considered providing the total disbursed amount does not exceed \$45,000.

## Operating Cost Responsibility

Operating costs resulting from completion of the project must be identified and a financial plan must be provided detailing how the organization intends to meet the costs. The intention is to increase operation efficiency through capital investment.

## **Project Accountability, Reporting and Recognition**

Within two years of the cheque date, the applicant MUST submit a financial accounting statement for the project to support the expended grant amount.

In addition to a financial accounting statement, a project completion report including outcomes is required upon completion of the project or no later than two years of receiving the initial grant cheque. All reporting must be in accordance with the original project budget and description as presented and approved. Credit to the Municipality of Argyle for financial support will be acknowledged in any publicity prepared in relation to the project.

## **Grant Application and Allocation**

An annual deadline will be used for grant allocation and all organizations must apply to receive consideration.

Applications must be fully completed and received at the office of the CAO, 27 Courthouse Road, Tusket by 4:30 pm of the application deadline date.

Incomplete applications will not be accepted. Please review the application instructions for full details.

Applications must be approved for grant submission by the organization's governing executive body.

## **Application Assistance**

An orientation meeting will be hosted annually to describe the grant program, outline the grant process, review application forms and requirements, review accounting and reporting obligations, review assistance available from staff and to learn of the organizations planned projects.

Organizations are invited to contact the municipal office to discuss the proposed project, to determine what information is required and if necessary, assistance in obtaining information necessary to complete the application.

The municipal building inspector will conduct a condition assessment of all halls which will be used as part of the evaluation.

The applicants are also invited to present the details of their project to Council during one of their regular meetings.

## Funding Allocation

The Municipality of Argyle will review the organization's status and verify project details and completeness of application. Incomplete applications will not be submitted for review.

Each application will be assessed against an evaluation criteria by an Evaluation Committee. This committee will consist of the CAO, a member of the Department of Property Inspection and Public Works, a member of the Recreation Department and the Director of Finance, if required.

Municipal Council will only allocate funding based on evaluation criteria scoring. The final decision shall be recommended by the committee and approved by Council.

Grant funding approved will equal application request, to a maximum of \$15,000. The Municipality seeks to support projects that can be brought to completion.

Due to limited funds, not all applicants meeting the established criteria may receive grant funding in the first year of the grant.

Applicants will be notified of funding decisions approximately six weeks after the application deadline.

Applicants will receive a grant agreement outlining the approved grant amount and obligations.

Each applicant will receive their evaluation results and a ranking based on that evaluation. This ranking will help the community halls determine when they could expect funding.



## Appeal Process

The final decision on funding shall be made by Council. The appeal process provides applicants with the opportunity to seek reconsideration of a funding decision. Community halls have the opportunity to appeal a decision if they believe there was an error in our evaluation of the urgency of the work. An appeal process is submitted to Council, and does not result in a full re-assessment of an application, only a re-assessment of the urgency of the work required. As part of their process, the Municipality would re-evaluate the evaluation criteria of all successful applicants, as well as the appellant.

Appeals must be submitted in writing **within fourteen (14) days of receipt of the decision letter**. An appeal may be submitted in the form of e-mail (ecanning@munargyle.com) or formal letter to Council.

## General Funding Criteria

In applying for Community Hall Capital Project Grant funding, the following will be taken into consideration in assessing applications:

- The demonstrated need for the project including description of special circumstances and/or emerging needs or interests.
- The level of organization support including identification of need in organizations planning documents and membership communication.
- How the project will benefit community residents and the organization's membership.
- Benefits related to the improved facility operations and services.
- Benefits related to the organization goals and stability.
- Benefits related to the community hall's ability to provide emergency services (i.e. comfort centers, shelters, etc.)
- Impact of operating costs on the organization and community operating budgets.
- Financial investment in community facilities from other sources.
- An applicant's ability to communicate the organization goals and the current operational and financial situation.
- An applicant's ability to complete the project successfully, including how the project will be funded, the timeline and ability to complete the accounting requirements.

- Willingness to contribute towards the project, either in fundraising, cash contribution or in-kind contribution

## **Order of Priority**

### **1. Condition of the Building**

Based on the current condition of the building and the urgency of capital repairs. 10 represents a building in terrible condition and in desperate need of capital repairs. 0 represents a building in excellent condition and in no need of capital repairs.

### **2. Activity**

Based on the board activity of the club/hall and the associated not-for-profit organizations. 10 represents a highly active board which holds more than 6 fundraisers and 25 activities a year at its location and has over 50 members in its associated not-for-profit organizations. 0 represents no active board which holds no fundraisers or activities during the year and has no members in its associated not-for-profit organizations.

### **3. Potential Capital Projects**

Based on prior applications for a grant to organization and planned capital projects. 10 represents more than 3 potential capital projects and 0 represents no potential capital projects.

