

MUNICIPALITY OF THE DISTRICT OF ARGYLE <b>POLICY AND ADMINISTRATION MANUAL</b>	REFERENCE NUMBER _____
SECTION <b>PROCEDURE AND ORGANIZATION OF COUNCIL</b>	SUBJECT <b>COMMUNITY HALLS  GRANTS PROGRAM</b>

## 1. PROGRAM INTENT

- 1.1.** This policy shall work hand in hand with C4 – Grants to Organizations policy. This policy provides additional detail and guidance for a special funding program initiated by Council, supporting Community Halls in capital funding. A pilot project was achieved in 2016, funding nine community halls over the course of four years for a total of \$163,920. This policy outlines a second funding stream available to our halls, effective April 1, 2020.
- 1.2.** The Municipality of Argyle will fund eligible not-for-profit community halls to provide financial support through the Community Hall Grant program for eligible facilities and projects in pursuit of the following goals:
- a) 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
  - b) Maximize the use of funds from other sources for investment in community facilities.

## 2. AUTHORITY

- 2.1.** Section 65, *Municipal Government Act*, Section 65 enabling legislation.
- 2.2.** Section 65C (1) – The council shall adopt a policy that requires the Municipality to disclose to the public a list of recipients of grants made by the Municipality and the amounts of those grants. 65 (2) A policy adopted under subsection (1) must include the:
- (a) frequency and timing of disclosure
  - (b) content to be included in a disclosure; and
  - (c) Form in which the disclosure must be made

## 3. GENERAL APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

- 3.1.** All applications under this policy shall be completed using the online application process, and follow the deadlines outlined in C4 – Grants to Organizations Policy.
- 3.2.** The applicant must be a not-for-profit community hall legally registered (and in good standing), under the Societies Act of Nova Scotia.
- 3.3.** Fire halls and museums are **not** eligible for this funding stream and will continue to be eligible under the provisions of C4 - Grants to Organizations Policy.

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#### **4. PROJECTS ELIGIBLE FOR FUNDING**

- 4.1. Facility expansion – expansion of an existing facility beyond the existing footprint. 15% of project costs may be utilized for furnishings.
- 4.2. Retrofit existing facility space – redevelop existing space for a new use or purpose. 15% of project costs may be utilized for furnishings.
- 4.3. Renovate existing facility space – remodel or restore condition of space. 15% of project costs may be utilized for furnishings.
- 4.4. Facility technology upgrade – upgrade facility mechanical, security and other systems essential to operation of facility.
- 4.5. 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.

#### **5. ORDER OF PRIORITY**

- 5.1. 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.
- 5.2. 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.
- 5.3. 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.

#### **6. GENERAL FUNDING CRITERIA**

- 6.1. In applying for Community Hall Capital Project Grant funding, the following will be taken into consideration in assessing applications:
  - a) The demonstrated need for the project including description of special circumstances and/or emerging needs or interests.
  - b) Benefits related to the improved facility operations and services.

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- c) Benefits related to the community hall’s ability to provide emergency services (i.e. comfort centers, shelters, etc.)
- d) Financial investment in community facilities from other sources.
- e) 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.
- f) Willingness to contribute towards the project, either in fundraising, cash contribution or in-kind contribution
- g) Timing of the initial pilot project funding (ie when the organization was last supported with Municipal funds).

**7. LEVEL OF FUNDING**

- 7.1. Maximum level of funding for any one facility and any one organization will be determined by Council on an annual basis. For the 2020-2021 fiscal year, the maximum funding per eligible community hall is \$10,000.
- 7.2. No organization can participate in this grant program a second time, unless and until the other eligible halls have had an opportunity to apply and receive funds.
- 7.3. The total community hall grant amount will be established by Council on an annual basis.
- 7.4. Council will decide how many halls they wish to fund. If the total funding amount requested from the applications does not reach the amount decided on for that particular year, other applications will be considered providing the total disbursed amount does not exceed the maximum funding amount.

**8. APPLICATION ASSISTANCE**

- 8.1. An orientation meeting may be provided by municipal staff to outline the grant process, review the application requirements and review accounting and reporting obligations.
- 8.2. The municipal building inspector shall conduct a condition assessment of all halls which will be used as part of the evaluation.

**9. FUNDING ALLOCATION AND ACCOUNTABILITY**

- 9.1. The Municipality of Argyle will review the organization’s status and verify project details and completeness of application. Each application will be assessed against an evaluation criterion by a staff led Evaluation Committee.
- 9.2. Municipal Council will only allocate funding based on evaluation criteria scoring. The final decision shall be recommended by the Evaluation Committee and approved by

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Council.

- 9.3. Due to limited funds, not all applicants meeting the established criteria may receive grant funding.
- 9.4. Applicants will receive a grant agreement outlining the approved grant amount and obligations.
- 9.5. 80% of the funding shall be issued at the time of approval, with the remaining 20% to be released upon receipt of a final report confirming the project has been completed. This report shall include actual financial revenues and expenses related to the project
- 9.6. The final decision on funding shall be made by Council, however, Council’s decisions on this policy may be appealed. The appeal process provides applicants with the opportunity to seek reconsideration of a funding decision.
- 9.7. Community halls can appeal a decision if they believe that the Municipal Staff or Council made an error in their determination of the urgency of the work. This is the only reason that Council will consider an appeal under 9.6.
- 9.8. 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 (admin@munargyle.com) or formal letter to Council.

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DRAFT

<u>Chief Administrative Officer's Annotation for Official Policy Book</u>	
Date of Notice to Council Members Of Intent to Consider [7 days minimum]: February 11, 2020	
Date of Passage of Current Policy:	
I certify that this Policy was adopted by Council as indicated above.	
_____ Warden	_____ Date
_____ Chief Administrative Officer	_____ Date