



Halifax Foundation

Grant Applications

Halifax Foundation is an independent non-profit organization created by an Act of the Nova Scotia Legislature, with mandate to support, from earnings on invested contributions, existing and new endeavours in arts and culture, education, environment, health, heritage, recreation and social response that enhance public places, facilities and public services in the Halifax Regional Municipality.

The Foundation initiates public projects itself and, to the extent its available funds allow, considers applications for financial assistance from other charities that comply with these guidelines. As a registered charity itself, the Foundation can make such grants only to “qualified donees”, a defined term in the Income Tax Act which may usefully be interpreted as confined to registered charities. **Participation by the Foundation will customarily be limited to single time or short term assistance.**

To ensure accountability and effectiveness in grant-making, the Foundation has developed the following guidelines for those seeking its financial support:

- Applicants must have Revenue Canada status as qualified donees and provide official charitable registration number with their applications;
- Projects assisted by the foundation must benefit the people of Halifax Regional Municipality;
- Applicants must demonstrate a clear need for each project, how the project will benefit the community and that the funding sought from the Foundation is not otherwise available;
- Capital requests must include a maintenance and replacement program;
- Pilot or demonstration projects must include an evaluation process

The Foundation will **NOT** make Grants to or for:

- Individual applicants
- Annual fund-raising appeals
- Regular or ongoing operating costs
- Outside travel and/or conferences
- Deficit Funding
- Endowment funds
- Any partisan political or religious programming or activity

Grant Applications

Applications, in appropriate detail and with supporting documentation, must be made on the prescribed application form, which follows. Applications should be addressed to:

Grants Review Committee
Halifax Foundation
P.O. Box 2635
Halifax, NS B3J 3A5



Halifax Foundation

Grant Application Form

Name of Applicant Organization: _____

Mailing Address: _____

_____ (Postal Code) _____

Telephone: _____ Email: _____ Fax: _____

Contact person for proposal:

Name: _____ Title: _____

Telephone: _____ Email: _____ Fax: _____

Revenue Canada Charitable Registration number: _____

Amount of Grant requested: \$ _____

Which of these categories best describes your project:

| | | | | | | | |
|------------------|--------------------------|------------|--------------------------|-----------------|--------------------------|--------|--------------------------|
| Arts and Culture | <input type="checkbox"/> | Education | <input type="checkbox"/> | Environment | <input type="checkbox"/> | Health | <input type="checkbox"/> |
| Heritage | <input type="checkbox"/> | Recreation | <input type="checkbox"/> | Social Response | <input type="checkbox"/> | | |

Note: Priority will be given to Heritage and Cultural projects.

On pages you will attach, please provide the following information:

- What is the location of the proposed project?
- Please list the total estimated cost of your project, along with any relevant budget details.
- Please list sources of funding other than the Halifax Foundation (note confirmed, or proposed).
- Please provide your most recent audited financial statement.
- Describe how your project will enhance Public Places, Facilities, or Public Services within HRM, or otherwise benefit the people of Halifax Regional Municipality.
- If this is a Capital Project, please explain your proposed maintenance and replacement plans.
- If this is a Pilot or Demonstration Project, please explain how you will evaluate its success.
- Any additional information on your organization or project that may assist the Foundation in reviewing your proposal. This might include other fundraising efforts, recent operating results, Board membership, sample publications, etc.

All **complete** applications will be evaluated, but there is no guarantee that you will receive funding from the Foundation.

Signature _____ Position _____ Date _____