



## INTRODUCTION

Community Comfort Centre / Emergency Shelter Generator Grant Program is geared towards ensuring facilities throughout the County of Annapolis have backup power during emergencies, enabling community halls and other venues to serve as comforting spaces offering warmth, mutual support, and crucial information. This program extends support to community organizations prepared to operate their halls as Comfort Centres or Emergency Shelters during crises or emergencies.

## ELIGIBLE ORGANIZATIONS

To be eligible for consideration for funding under this program, an organization must:

- Be a Community Hall or similar facility registered under the *Societies Act* of Nova Scotia.
- Be a Fire Department registered with the Municipality of the County of Annapolis and registered under the *Societies Act* of Nova Scotia.
- Has fulfilled the requirements outlined in *the Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters Policy*, to attain recognition as a comfort centre. This includes completing and signing the Annapolis REMO facility comfort centre agreement; or  
Has expressed in writing to the Regional Emergency Management Coordinator, interest in becoming a comfort centre or emergency shelter and is in the process fulfilling the requirements outlined in *the Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters Policy*, to attain recognition as a comfort centre. This includes completing and signing the Annapolis REMO facility comfort centre agreement.
- Complete the Community Comfort Centre / Emergency Shelter Generator Grant Program application form and submit all required documents along with the application.

## FUNDING

This program will provide funding of up to \$2500 for small facilities and up to \$5000 for large or regional facilities. This funding can be used in whole or in part with other provincial / federal or other funding programs to support the costs associated with a facility generator.

Facilities shall seek professional advice from certified electrician / technician on the location, size, and power requirements for their facility.

Eligible expenses must be directly related to the purchase and / or installation of the generator including:  
(Note: all work must be completed by certified electrician and or technician)

- Power Transfer switches;
- Disconnect switches;
- Fixed gasoline, propane, or diesel generators;
- Exterior mounted generator connections;
- Wiring conduit for the electrical connections to the generator;

- Upgrades to an existing electrical system for a generator connection system to provide adequate lighting, heat, plugs, etc.;
- Maintenance of existing systems (i.e. rebuild or repairs to existing systems); and
- Concrete pads for generator placement.

Ineligible expenses are:

- General renovations to buildings;
- Structure, buildings to house/store the generator.

Note: Only one application per organization can be submitted under this program in each fiscal year.

## APPLICATION PROCEDURE

All requests for funding must be made in advance of any work being started or any expenses being incurred and must include:

- Applications Form in full;
- Proof property ownership;
- Annapolis REMO facility comfort centre signed agreement OR Letter of intent to Annapolis REMO to become a comfort centre ;
- List of at least 3 key contacts for the organization;
- Financial Statement for the last fiscal year.
- Budget for the current fiscal year
- Budget/Cost estimate for the work to be completed and/or the equipment/service to be acquired along with quotations.

### Applications Criteria

In reviewing the applications for funding to equip a facility as a Comfort Centre and / or Emergency Shelter, the following criteria is taken into consideration and shall include, but not limited to the following:

- Geographic Location of the building;
- Availability of other equipped facilities in the near vicinity;
- Accessibility of the building;
- Availability of kitchen facilities;
- Availability of potable water;
- Number of road access points to the facility;
- Natural or other hazards in near proximity of the building (i.e. flooding, hazards, etc.)
- Capacity of the organization that is responsible for the facility to operate the facility and the commitment to do so;
- Efforts of the organization that have been put into organizing themselves for this purpose including establishment of a special purpose committee, fundraising, etc.
- Agreement between the County and the facility.

## OTHER REQUIREMENTS

- Each organization shall execute and comply with the requirements of the *Annapolis Regional Emergency Management Comfort Centres and Emergency Shelters Policy*. Guidelines and Agreement as executed by both parties.
- Each organization that receives funding for a generator and its connection to the buildings electrical system shall ensure that the generator become the property of that Organization.

- Ongoing Testing and Maintenance shall be the responsibility of the Organization.
- Each organization shall always maintain the generator and the emergency electrical system in a “ready state” and keep the records showing the same.
- The applicant is responsible to comply with all the necessary legislative requirements such as, but not limited to, the *Fire Safety Act*, the *Building Code Act* (including barrier-free standards), the *Technical Safety Act*, the *Heritage Property Act*; AND ensure they, and any persons hired to complete the project, have the appropriate insurance.

## APPROVAL PROCESS

Regional Emergency Management Coordinator for the Municipality of the County of Annapolis shall review applications ensuring that all information is accurate and complete and recommend an amount for approval to the CAO or designate.

### Funding Priorities:

- As a general principle, priority will be given to ensuring that sufficient facilities throughout the Municipality are capable of being connected to a generator provided either by the County or through Nova Scotia EMO.
- Priority would then be given to assisting organizations in acquiring generators for their own use.
- The County of Annapolis may choose, in their sole discretion, to fund other priorities as they become apparent or necessary.
- No organization shall be considered for funding in consecutive years.

Organizations that receive funding must submit a final report within 30 days of the project date. As part of this report, organizations will be required to submit copies of final paid invoices and proof of payment (i.e. paid receipts) for purchases / services rendered in completion of the project.

Each facility shall be required to sign an Annapolis REMO Comfort Centre/Emergency Shelter (if not already completed) at the end of the project.

Once funding has been provided, no substantial changes can be made to the project without the written consent of the Regional Emergency Management Coordinator. Funds are to be returned if not completely used for the project.

<b>Please send your completed application along with required documents to us by email, mail, fax, or drop off at the address below:</b>	
<b>E-mail:</b> <a href="mailto:borde@annapoliscounty.ca">borde@annapoliscounty.ca</a>	<b>Mail:</b> County of Annapolis - Community Comfort Centre/Emergency Shelter Generator Grant Program Attn: Regional Emergency Management Coordinator PO Box 100 752 St. George Street, Annapolis Royal, NS B0S 1A0
<b>Phone:</b> (902) 532-0258	
<b>Fax:</b> (902) 532-2096	