

POLICY NAME	COVID-19 Safe Restart Grant for Non-Profits and Charities	POLICY NO.	2.5.7
POLICY OWNER	Arts, Culture & Communications Coordinator	REVIEW PERIOD	N/A
EFFECTIVE DATE	June 3, 2021	RESOLUTION NO.	2021-06A-4
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

The purpose of this policy is to outline the process for assessing and awarding the one-time District of Sechelt COVID-19 Safe Restart Grant funding for Non-Profits and Charities.

OBJECTIVE(S)

This policy seeks to:

- Establish Eligibility Criteria and Eligible Expenses
- Outline the Application Process
- Establish the Maximum Grant Amount
- Establish Evaluation Criteria

SCOPE

This policy pertains to funds from the COVID-19 Safe Restart Grants for Local Governments awarded to the District of Sechelt in 2020.

DEFINITIONS

“Vulnerable Populations” means economically disadvantaged or otherwise vulnerable individuals including seniors, children, or individuals with disabilities.¹

POLICY

1. Eligibility Criteria

To be eligible for a COVID-19 Safe Restart grant, an organization must meet all of the eligibility criteria outlined below:

- 1.1 The applicant organization must be a registered charity and/or registered not-for-profit in good standing;

¹ Definition provided by the Province of BC document “COVID-19 Essential Services” available online at <https://www2.gov.bc.ca/gov/content/covid-19/info/essential-services>

- 1.2 The applicant organization must provide core community services to vulnerable populations in the District of Sechelt;
- 1.3 The applicant organization must demonstrate a financial need by providing financial information signed by the organization's Accountant, Auditor, or Treasurer, in the form of:
 - 1.3.1 Prepared Financial Statement (Notice to Reader)
OR
 - 1.3.2 Society-produced Financial Statement consisting of a Statement of Operations (Expenses/Revenues) and a Balance Sheet;
- 1.4 The applicant organization must submit their request for funding using the forms provided by the District of Sechelt; and
- 1.5 If awarded a grant, the organization must submit a narrative and financial report outlining the use of funds.

2. Eligible Expenses:

Expenses must be directly related to the delivery of core community services for vulnerable populations. Examples of core community services for vulnerable populations, as identified by the Province of BC²:

- 2.1 Organizations that provide care, food, shelter, social, and support services, and other necessities of life
- 2.2 Service delivery staff who provide access to income and disability assistance and supports
- 2.3 Foodbanks
- 2.4 Community kitchens
- 2.5 Voluntary and community service providers
- 2.6 Substance use and addictions services, including:
 - 2.6.1 Overdose prevention sites
 - 2.6.2 Licensed and registered treatment and recovery facilities
 - 2.6.3 Transitional, social and supportive housing
 - 2.6.4 Residential and care facilities
 - 2.6.5 Single room occupancy housing
- 2.7 Community services and outreach for immigrant, refugees, vulnerable populations and non-market housing
- 2.8 School and other entities that provide free food services to students or members of the public
- 2.9 Childcare services for essential workers
- 2.10 Public washrooms and hygiene facilities (toilets, handwash, showers) for unsheltered persons

² See Province of BC document "COVID-19 Essential Services" available online at <https://www2.gov.bc.ca/gov/content/covid-19/info/essential-services>. Examples related to for-profit businesses were removed since Section 25 of the *Community Charter* prohibits local governments from providing direct assistance to business.

2.11 Parks and greenspace for public health and sheltering for unsheltered persons

3. Application Process

- 3.1. Applicant organizations may submit one (1) application for funding
- 3.2. Applications are reviewed by staff for eligibility and completeness
- 3.3. A staff report, including all applications, will be presented to a Committee of the Whole meeting for review
- 3.4. Committee of the Whole will review and make recommendations to Council for approval
- 3.5. Council may request further information or a presentation from the Applicant

4. Maximum Grant Award

- 4.1. The budget for all COVID-19 Safe Restart Grants is \$100,000; and
- 4.2. The maximum amount awarded to any organization is \$10,000, except for projects that address an issue of paramount community concern, as determined by Council.

5. Evaluation Criteria:

Council shall use some or all of the following criteria to assess the applications:

- 5.1. Evidence of community need for proposed program or service
- 5.2. Potential benefit to vulnerable populations in the District of Sechelt
- 5.3. Evidence of financial need due to impact of COVID-19 on delivery of program or service
- 5.4. Capacity to deliver the program or service.

APPROVAL, MANAGEMENT AND REFERENCES

This policy shall expire one (1) year from its effective date, or whenever the COVID-19 Safe Restart Fund has been spent, whichever is sooner.