October 2020

Application Form

ROUND 2

Emergency Community Support Fund

Eligibility Quiz

The Emergency Community Support Fund (ECSF) is being delivered by Community Foundations of Canada (CFC), United Way Centraide Canada (UWCC), and the Canadian Red Cross (CRC). Each funding partner, and their network, can support communities in various ways.

CFC's funding stream will only receive applications from **qualified donees**. Qualified donees are defined by the Canada Revenue Agency and include the following:

- Registered charities
- Registered Canadian amateur athletic associations
- Registered low-cost housing corporations for the aged
- Registered Municipalities or their housing, cultural and recreational agencies
- First Nations and other registered municipal or public bodies performing a function of government in Canada

If your organization meets the eligibility questions below, you are encouraged to apply for the ECSF operated by CFC and the community foundation network.

Eligibility Questions	Yes/No
1. Is your organization a qualified donee or a non-qualified donee partnering with a qualified donee (such as a registered charity, Canadian amateur athletic association, municipality, First Nation or other municipal or public body performing a function of government in Canada)?	
2. Did you secure funding from the Government of Canada, CFC or its network of community foundations, another ECSF intermediary (Canadian Red Cross, United Way Centraide Canada) or from a provincial, territorial and municipal government to cover the **same project costs**?	
3. Do you grant permission for this application and contact details to be shared with the Government of Canada, United Way, Community Foundations of Canada and the community foundation network, and Canadian Red Cross, for consideration and coordination of funding?	

Application Form

Our goal is to make this application process simple and easy to complete.The **Applicant Guide** provides concrete examples of eligible and ineligible projects and project expenses.

This application form has five sections:

- Section 1: Where Your Application Will Be Reviewed
- Section 2: About Your Organization (Project lead)
    a. About Your Organization (Fiscal sponsor) - If partnering with a qualified donee
- Section 3: Project Information
- Section 4: Grant Request, Budget & Financial Information
- Section 5: Authorization & Declarations

In total, this application should take approximately 30 minutes to complete.

As you prepare your application, please note Community Foundations of Canada and participating local community foundations are required to hold an open, impartial and fair selection and assessment process to fund projects which respect the following principles:

- Addressing a pressing social inclusion or well-being need caused by COVID-19;
- Serving one or more Vulnerable Populations; and
- Is not duplicating funds from another source to cover the same project expenses and budget lines for which the community organizations received funding.

The information you provide in this document will be used by local reviewers in their evaluation as they make funding decisions according to the criteria above.

Section 1: Location Where You Are Applying From

Your application will be routed to a local participating community foundation. Please let us know where your project will be taking place so we can direct your application in a timely and efficient manner.

1. **Please select the local community foundation <u>where your project will be delivered</u>. If you do not see a community foundation serving the region where your project is being delivered, or if you are applying for funding from the <u>National/Provincial stream</u>, select "Community Foundations of Canada". Your application will be routed to the selected community foundation for review.**

Find a community foundation near you using the search tool available on our website.

If you are unsure if the community foundation you are applying to serves the region you are delivering your project, please contact that foundation to confirm your eligibility BEFORE submitting your application. Applications whose project location is outside the region served by a community foundation may experience application review delays.

<u>For applications to Community Foundations of Canada</u>

    a. **Which statement best reflects the nature of your application**
        i. Project is delivered in a region where there is no presence of a local community foundation. (Maximum grant $75,000)
        ii. Application is from a **National or provincial organization, as defined by the Applicant Guide,** delivering a project across Canada or in one or more province(s)/territor(y)(ies) (Maximum grant $200,000).
        iii. Project is delivered in Nunavut or in the Northwest Territories (outside of Yellowknife). (Maximum grant $75,000)

        Applications are reviewed by committees that bring local/national knowledge and community expertise including the lived experiences of equity-seeking communities.

<u>For applications to Community Foundations of Canada's National/Provincial stream</u>

    a. **Is your organization's mission and mandate to deliver programs or services at a provincial, territorial or national level?**
    Yes/No

2. Lead Applicant Contact Information

Who should we contact with any questions about your application?

Your Name	
Email Address	
Phone Number	
Preferred language for correspondence (French or English)	

3. How did you hear about this grant opportunity?

CFC communications (Twitter, Facebook, website)
Local foundation communications (Twitter, Facebook, website)
Government of Canada Communications
Other: (please specify)

Section 2: About Your Organization (Project Lead)

Question	Answer
4. Organization Name	
5. Street Address	
6. City / Town / Community	
7. Province / Territory	
8. Postal Code	
9. Select what type of organization you are:	- Registered charity - Registered Canadian amateur athletic association - Low-cost housing corporation for the aged - Registered Canadian municipality or its housing, cultural and recreational agencies - First Nation and other registered municipal or public body performing a function of government in Canada - Non qualified donee applying with a fiscal sponsor ***If the application is from a non qualified donee complete section 2.a.***
10. Charitable number or other qualified donee status. Find your organization's charitable number using CRA's list of registered charities and other qualified donees	*If you are a municipality, enter the full name of your municipality as it appears on the Government of Canada municipality listing* *If you are a registered First Nation, enter the full name as it appears in the Government of Canada First Nations listing.* *If you are a housing corporation for the aged enter the full name as it appears in the Government of Canada list of low-cost housing.* *If you are a non qualified donee partnering with a qualified donee, enter: "Sponsored"*
11. Every registered charity or qualified donee has a webpage on the CRA website. Please include the URL weblink found on the CRA website for your organization.	

For example, here is the [Community Foundations of Canada's web listing on the CRA website]().	
12. Please describe the mission and main activities of your organization (max 200 words)	
13. Do you have a digital platform (website, Twitter, Facebook, Instagram, other)? If so, please include the links.	
14. Are you applying in collaboration with other community partners to deliver the project?	No/Yes
15. If yes, please name the collaborating organizations and their roles with the project (max 200 words)	
16. Have you previously received a grant from the community foundation to which you are submitting an application?	No/Yes

Section 2.a: About Your Organization (Fiscal sponsor)

This section is only to be completed if the applicant identifies as a "Non-profit organization applying with a fiscal sponsor " in question 9 in section 2.

Please provide the contact information of the qualified donee you have partnered with to deliver your project. Should you be successful in securing a grant, payment will be issued to the qualified donee to disburse funds to the partnered non-qualified donee.

Question	Answer
Qualified Donee Contact Name	
Qualified Donee Contact email address	
Qualified Donee Contact Phone Number	
Qualified Donee Name	
Street Address	
City / Town / Community	
Province / Territory	
Postal Code	
Select what type of organization you are:	- Registered charity - Registered Canadian amateur athletic association - Registered Low-cost housing corporation for the aged - Registered Canadian municipality or its housing, cultural and recreational agencies - First Nation and other registered municipal or public body performing a function of government in Canada
Charitable number or other qualified donee status. Find your organization's charitable number using CRA's list of registered charities and other qualified donees	*If you are a municipality, enter the full name of your municipality as it appears on the Government of Canada municipality listing* *If you are a registered First Nation, enter the full name as it appears in the Government of Canada First Nations listing.* *If you are a registered housing corporation for the aged enter the full name as it appears in the Government of Canada list of low-cost housing.*
Every registered charity or qualified donee has a webpage on the CRA website. Please include the	

URL weblink found on the CRA website for your organization. For example, here is the Community Foundations of Canada's web listing on the CRA website.	
Please describe the mission and main activities of the fiscal sponsor organization (max 200 words)	
Please upload a copy of the fiscal sponsorship agreement between your non-profit organization and a qualified donee. A template agreement between organizations can be found here.	

Section 3: Project Information

Project Questions	Answers
17. Project Title (max 10 words)	
18. Summarize your project in one sentence.	
19. How does this project address an urgent community need caused by COVID-19? (50-500 words). Your answer should cover all of the following: a) the project objectives and the activities to be funded; b) how the project fills a gap or meets an identified need; and c) how the project outcomes will benefit the community.	
20. How will your organization reach the populations/communities that you wish to serve? Please speak to specific outreach strategies. (250 words)	
21. The ECSF will prioritize applications that value and embody the concept "nothing about us, without us" within their organizational structure and programming. Are individuals representative of the population(s) you're seeking to serve involved in the decision making and delivery of your project/initiative? *If you answered "Yes" in question #21, complete question #22*	Yes No N/A
22. How will individuals representative of the population(s) you're seeking to serve, be involved in the	

decision making and delivery of your project/initiative? (250 words)	
23. Have you applied to either the Canadian Red Cross or United Way for funding to cover **the same project costs?** *Select all that apply* *If you selected either/both options in question #23, complete question #24*	❏ United Way ❏ Canadian Red Cross
24. Was funding approved?	❏ Yes ❏ No ❏ Decision pending
25. This project primarily serves community members of the following vulnerable group(s) (select up to 3):	

Populations: By Children, Youth or Elderly

Primary	All That Apply	
❏	❏	Children and youth: All
❏	❏	Children and youth: Ageing out of care
❏	❏	Children and youth: Ages 0-18
❏	❏	Children and youth: Ages 19-29
❏	❏	Seniors and Elders - not in care
❏	❏	Seniors and Elders - living in care

Vulnerable Workers

❏	❏	Essential Workers
❏	❏	Temporary Foreign Workers
❏	❏	Workers in the informal labour market
❏	❏	Caregivers

Populations Requiring Specific Care or Supports

❏	❏	People experiencing homelessness
❏	❏	People experiencing low income or living in poverty
❏	❏	People living with mental illness

❏	❏	People struggling with addiction
❏	❏	Persons with disabilities
❏	❏	People experiencing domestic or gender-based violence
❏	❏	People living in group homes or supportive living (under the age of 55)
❏	❏	Prison populations (detained and incarcerated)
❏	❏	Veterans
❏	❏	Students (Postsecondary)

Projects Supporting Indigenous People

❏	❏	Indigenous: All
❏	❏	Indigenous: First Nations
❏	❏	Indigenous: Inuit
❏	❏	Indigenous: Métis

Racialized Communities

❏	❏	All
❏	❏	Arab
❏	❏	Black
❏	❏	Chinese
❏	❏	Filipino
❏	❏	Japanese
❏	❏	Korean
❏	❏	Latin American
❏	❏	South Asian
❏	❏	Southeast Asian
❏	❏	West Asian
❏	❏	Group(s) not otherwise specified (specify)

Gender & Diversity

❏	❏	Members of LGBTQ2S+ communities
❏	❏	Newcomers: All
❏	❏	Newcomers: Permanent Residents (immigrants and refugees)

❏	❏	Newcomers: Temporary Residents
❏	❏	Women and girls

Linguistic Minorities

❏	❏	Official Language Minority Communities (OLMCs)

Other

❏	❏	Other (specify)

26. Select all the types of services you will provide through your project:

	Services	Examples Include
❏	Food security	Prepared meals, delivery service
❏	Financial wellness	Financial literacy or coaching; access to income supports
❏	Home care or personal support services	For seniors and persons with disabilities
❏	Health and hygiene	Health information; access to medication; personal hygiene & medical supplies
❏	Information and navigation	Providing information; navigating community supports;
❏	Legal support	Tools and resources; legal clinic for community members, tenants etc.
❏	Mental health and wellness	Peer support; crisis support
❏	Shelter	Housing, rent support
❏	Personal safety	Information; access to violence and abuse support; violence and abuse prevention
❏	Social inclusion and learning	Friendly conversation; social activities; learning activities
❏	Transportation and mobility	Access to safe transport to essential appointments or errands
❏	Other (specify)	

27. Select all the types of activities intended to be provided in your project:

	Activities (Select All that Apply)
❏	Community outreach and engagement

❏	Delivering new models, tools, programming, services or resources
❏	Developing new models, tools, programming, services or resources
❏	Disseminating information and knowledge
❏	Volunteer engagement and recruitment
❏	Other (specify)

ROUND 2
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COMMUNITY FONDATIONS
FOUNDATIONS COMMUNAUTAIRES
OF CANADA DU CANADA

Location & Timing of Project

Question	Selection
28. What is the start date of your project activities?	**Date**
29. What is the end date of your project activities? (**Note:** Project activities must be completed and project expenses must be spent by March 31, 2021)	**Date**
30. In which area(s) is the project primarily taking place? (select all that apply) Urban areas (over 1,000 people) Rural & remote areas (under 1,000 people)	❏ Urban ❏ Rural & Remote
31. Is your project being delivered in the same location as where your organization is located? If you are applying for the national/provincial stream, select "No". Example: A charity with a regional service area may be targeting a specific community they cover - not where the head office is located. In this case the organization would answer "No".	No/Yes
32. In what City/Town/Community/First Nation will the project primarily be delivered? Specify all project locations.	
33. What Province /Territory will the project primarily take place?	

If there is any supplementary material you would like to upload for the reviewers, please do so here (PDF)

If there is any supplementary material you would like to upload for the reviewers, please do so here (Google Doc)

Section 4: Grant Request, Budget & Financial Information

34. Grant amount requested

    Check with your community foundation to confirm the maximum grant amount available in your community.

    Grant amount: $_____

35. Will your project continue if you are awarded a smaller grant?

    ○ Yes ○ No

Project Budget (mandatory)

Please ensure that your budget accounts for the full amount of the grant that you have requested.

- All budget items must be project-related and must be incurred during the grant period (April 1, 2020 - March 31, 2021).
- Eligible expenditures include: wages and benefits, professional fees, travel and accommodations, materials and supplies, printing and communication, equipment rental/lease/maintenance, administration costs, and disability support for staff.
- Ineligible expenditures include: purchase of real property (land or buildings).
- Specific eligible costs and expenses funded by an ECSF grant cannot receive funding from other sources.
- Note that funds received through this program can not be used to generate a profit or an income in excess of project expenses for the recipient organization.
- Refer to the ECSF Applicant Guide for a detailed list of eligible and non-eligible expenses.
- Download Template: Budget Template

Section 5 Authorization & Declarations

36. Does the recipient organization owe any amount to the Government of Canada?
(yes/no)
   a. If yes - What is the name of the program through which you have secured Government of Canada funding (loans or otherwise), what amount of funding was secured and what is the repayment plan?

37. Please disclose if there will be involvement of former public servants who are subject to the Post-employment Measures of the Values and Ethics Code for the Public Service, the Conflict of Interest and Post-Employment Code for Public Office Holders, the Conflict of Interest Act, the Parliament of Canada Act and the Lobbying Act.
(yes/no)
   a. If yes - Detail who these individuals are, their roles and responsibilities as public servants as well as the ways in which they will be working on the ECSF-funded project.

Authorization: Recipient Community Organization

By completing this section, the applicant confirms that the Recipient Community Organization is a qualified donee and is supportive of this grant application.

❏ In checking this box, we declare our interest in submitting this application for consideration under the Emergency Community Support Fund. We confirm that the information provided in this application is accurate, and that it may be shared with Community Foundations of Canada and the community foundation network, United Way Centraide Canada, Canadian Red Cross and the Government of Canada.

❏ In checking this box, the applicant confirms that this project has not secured funds from another Emergency Community Support Fund provider (the Canadian Red Cross, United Way Centraide Canada), or another source of funding to cover the specific **costs and expenses of the activities described in this application.**

❏ In checking this box, you have appropriate signing authority to submit this proposal on behalf of the organization.

Upon submission, your application will be shared with your local community foundation for review. If your application is approved, electronic payment speeds up the disbursement process by approximately two weeks. If your organization is not set up to receive Electronic Fund Transfers (EFT), you may wish to set that up now. If you prefer, you can receive a cheque via mail.