

# City Emergency Fund 2021 – Program Overview

## Program Description

The City Emergency Fund is a new program that started in 2020 and offers one-time funds and support to not-for-profit organizations and unincorporated groups and individuals that offer a significant benefit to Guelph residents and the City across all sectors. These groups are seeking support to adapt and respond to the pandemic to better sustain themselves and build a more resilient community.

The program offers funds and support to explore alternative business models, develop program innovation, and strengthen their capacity. The program is funded out of the Community Investment Reserve, and is being re-launched in April 2021.

The total Emergency fund of \$350,000 will be allocated by the end of October 2021. Funded organizations, groups and individuals are expected to start spending funds in the 2021 calendar year, but may use the funds up until end of July 2022.

## Eligibility

In order to apply to the grant program, applicant organizations and funding request must meet ALL of the following eligibility requirements.

Note that organizations that are tourist focused establishments, events, or organizations in Guelph should apply for the Tourism Recovery Fund at [Guelph.ca/grants](https://guelph.ca/grants). Applicants can only apply for either the Emergency Fund **OR** the Tourism Recovery Fund but not both.

For not-for-profits:

1. Both the organization and the investment sought must benefit Guelph residents.
2. The organization must be an incorporated not-for-profit organization. This means that it is incorporated under provincial or federal legislation, with or without charitable status.
3. The organization must have a volunteer board of directors with the exception of ex-officio members.
4. The organization has been in operation for at least one year.
5. The organization must have either a location in Guelph or over half of the participants be from Guelph.
6. The organization is in good standing with the City and, if applicable, its own governing bodies.

Informal and un-incorporated groups and individuals can apply for the fund directly, or can access funds through a partnered organization. Eligibility for unincorporated groups and individuals includes the following:

1. The program/project is available to the benefit of all Guelph residents.
2. The program/project is not be for personal gain.
3. The applicant and any group members reside in Guelph

Ineligible requests include:

- Request for retroactive expenses that have already been incurred
- Multiple applications per applicant
- Organizations that formed for a political purpose or engage in partisan political activities
- Organizations that are a mandated responsibility of other levels of government (for example hospitals and school boards)

### Application Process

There will be a public call for applications via City website and other relevant media, and through existing City and Community Investment networks. Application in pdf form will be available on-line (alternate formats can be requested). While there will be a single point of access for the Emergency Fund application, two applications will be developed, one for not-for-profits, and one for unincorporated groups and individuals.

Funds will be allocated to successful organizations in two phases of funding; phase one by end of May 2021 and phase two in October 2021. Approximately 50% of funds will be awarded in phase one, and the remaining amount awarded in phase two. Exact proportions will vary depending on the number, quality, and timing of applications received.

The call for applications will be open from April 6, until the end of September, 2021.

Application asks will be one-time projects/programs and will be capped at \$20,000 for incorporated not-for-profits, and \$5,000 for unincorporated groups and individuals. Unincorporated groups are welcome to partner with not-for-profits to make asks above \$5,000.

### Decision-making Process

Grant applications will be evaluated by the City of Guelph Social and Community Response Table (an internal working group formed in response to the pandemic), consisting of staff from Community Investment, Culture, Recreation, Corporate Services, and Intergovernmental Affairs. Members of the table will review and assess applications compiled by Community Investment staff. The table will then make recommendations for funding based on consensus.

Utilizing recommendations submitted by the Social and Community Response table, the DCAO will allocate appropriate funds to successful applicants.

Recipients will be notified in May and October 2021.

### Assessment Criteria

All applications that are submitted by eligible organizations will be assessed against the following criteria:

1. **The initiative is a clear response to the pandemic:** The applicant has proposed a clear project or initiative that is a response to the pandemic. The applicant has a history of doing similar work, and the initiative is an attempt for the organization to adapt.

2. **The initiative will impact the lives of Guelph residents:** The applicant is able to describe the impact that their initiative has on the lives of Guelph residents. The application should show what will be different in the community and for residents as a result of this work, as well as the collaborations and partnerships needed to achieve this impact.

3. **The initiative will help the applicant in dealing with the pandemic:** The application should show how the proposed initiative will support the applicant to be more responsive and resilient during the pandemic. As an example, this could be by building the applicant's skills or technological capacity, adapting and maintaining revenue streams for greater financial sustainability, or finding a way to continue providing community benefit and maintaining the reputation of the organization.

4. **There is a need for City funding:** Evidence that the applicant needs the funding in addition to other efforts to raise funds. Organizations that have budgets or financial statements indicating a significant surplus should be able to explain healthy accumulated surpluses and how the organization intends to use it.

#### Reporting

Successful applicants who receive funding must report on how the funding was spent and the impact the funding achieved. Final reports must be submitted a year following the receipt of the grant, and by September 2022 at the latest. Delay in submitting reports may affect future funding applications.

Information obtained from the reports will be compiled and submitted to council for review. Reports and lists of recipients will be made public via City website and other media sources.