

## Emergency Fund – Application Guide

### Individuals Application

#### Process to apply

1. Read through Application Guide
2. Download the appropriate application
3. Complete the application
4. Sign and complete the cover letter
5. Submit application and cover letter to [emergencyfund@guelph.ca](mailto:emergencyfund@guelph.ca)

Overall, the application is intended to be brief to ensure that funds can be allocated to the community quickly. Note that all character limits include spaces. Try to keep your responses concise and focused. A short application hopefully allows applicants to complete the application more quickly and for the City of Guelph to review all applications and award funds in a timely manner.

Be sure to read through the Terms and Conditions for the Emergency Fund that can be found at the end of the guide. You will need to sign off that you have read the terms and conditions as part of your cover letter when submitting your application.

**Important note:** Please save the application to your computer before filling out the form. Working on the PDF form in your browser could lead to a loss of information.

#### Part 1 General Information

Complete the general information for your organization. The contact name and information given is important should the City of Guelph need to contact your organization if there are any questions about your application, and to notify you of the funding decision.

Include a website if you have one, and select which sector best represents the project or initiative you are applying for.

#### 1. Eligibility Requirements

**To be eligible, individuals need to be able to answer “yes” to the following questions:** This section is to ensure that you fit the basic eligibility requirements of the fund for individuals. The following offers additional information about each requirement.

**Are the funds being requested to be used to support community needs during the COVID-19 pandemic?** This question is to ensure that the funds will go to benefit Guelph residents during the pandemic. If your project or initiative is not supporting community needs, then it is not eligible.

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**Are the funds being requested for a project or initiative and not for personal gain?** This is to ensure that Emergency Funds only go towards initiatives that are for the benefit of the community and not the applicant.

**Do you and the members of your group reside in Guelph?** This question is to ensure that the funds will go to benefit Guelph residents. If your project or initiative is not in Guelph, or not primarily for Guelph residents, then it is not eligible.

**To be eligible, unincorporated groups need to be able to answer “no” to the following questions:**

**Are either you or any members of your group employed with the City of Guelph?** This is to ensure that City of Guelph Emergency Funds do not go to City of Guelph employees.

**Do you or any members of your group perceive there to be a conflict of interest?** Applicants should consider whether they have a real or perceived conflict of interest with the City, including any direct or indirect pecuniary interest with the City.

For example (this list is not exhaustive), a conflict of interest may be considered:

- A personal financial interest in the success or failure of the project/initiative
- The financial interests of spouses and dependents are also to be considered when assessing Conflicts of Interest

**Are the funds requested being used to generate a profit for a business?**

Will any revenues or surplus generated through the project/initiative be used to generate profit for a business? To be eligible, the applicant will need to be able to answer ‘no’.

Other funding exclusions include:

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

## 2. Funding Request

**What is your funding request (up to a maximum of \$5,000)?**

\$ \_\_\_\_\_

**If the City is not able to fully fund your request, is partial funding acceptable?**

Yes

No

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While the maximum request amount for individuals is \$5,000, it may not be possible to award the full amount to a given applicant. Please ensure the ask is for the amount needed, and let us know if you are able to use partial funding.

This means that if you request \$5,000 and the City is able to offer \$2,000, is the \$2,000 still useful, or is the full amount required to be able to implement the project or initiative?

### Part 2 Project / Initiative Information

#### **3. Briefly describe what other projects/initiatives you have delivered, or currently deliver to benefit the community. (Use 300 characters or less)**

This question will give us a sense of the kind of work you have a track record of doing. The intention is again, to be brief.

#### **4. Briefly describe the project/initiative which you are applying for funding. (Use 300 characters or less)**

In a couple sentences, tell us about the project or initiative you are applying funds to. What does the project or initiative look like? What will it do?

#### **5. Describe in detail why funding is essential to achieve your project/initiative? (Use 200 characters or less)**

Briefly describe why funding is needed for the project/initiative and cannot be fully funded in other ways (through donations, other funds, etc.)

#### **6. How many Guelph residents do you foresee benefiting from your project or initiative? \_\_\_\_\_**

Please estimate the number of Guelph residents that are more directly impacted by the project or initiative. They might be audience members, participants, or clients.

### Part 3 Fund Goals & Pandemic Response

**Select the Emergency Fund goal that best reflects your project/initiative. Briefly explain how you plan to achieve this goal and the effect achieving the goal will have in the future.**

#### **7. Emergency Fund Goal**

#### **How will you achieve this goal? (Use 1000 characters or less)**

This is your main opportunity to tell us about how the project or initiative will help the community. The intention of the Emergency Fund is to support you to respond to the pandemic and benefit the community. How will your project or initiative do that?

Select the goal that best represents this work, and describe.

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### **How will achieving the above goal effect the future of your project/initiative? (Use 500 characters or less)**

If you are able to achieve the goal you selected, how will that affect the future of the project or initiative? Maybe it will help you be more responsive to the needs of the community, maybe it will help you test out new and innovative projects.

### **8. Tell us about the impact your project/initiative will make in the lives of Guelph residents. How will the community, or lives of residents, be different as a result of your work? What will change for them? (Use 500 characters or less)**

How will Guelph residents be impacted by your work? If your project or initiative is a success, what change will you see in the lives of residents?

### **9. Who and how will you collaborate or partner with in delivering your project/initiative? (Use 500 characters or less)**

Are there other organizations, groups, or individuals that you are collaborating or partnering with to deliver your project or initiative? Please name the groups and briefly describe what your relationship with them, and how they are supporting you.

## **Part 4 Financials**

**Please complete the budget below for the year in which you intend to spend the Emergency Fund. Include any and all projected revenues and expenses to the end of the year.**

For the budget, please include the project budget for the year which you are planning to spend the Emergency Fund. Include all relevant revenues and expenses.

If you have any further questions, please contact [emergencyfund@guelph.ca](mailto:emergencyfund@guelph.ca)

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### **TERMS AND CONDITIONS OF FUND AWARDS**

Successful Emergency Fund recipients (Grantees) will be subject to terms and conditions relating to the fund. All applicants will be expected to acknowledge their agreement to be bound by the following terms and conditions at the time of application.

1. Confirmation by the Grantee that the information contained in the Emergency Fund Application and supporting documentation is true and correct in every respect.
2. Confirmation that the fund shall be used by the Grantee for the activities set out in the Emergency Fund application
3. The Grantee shall immediately notify the City, if the funds cannot be used for the approved activities, or if all or part of the funds has not been spent after completion of the activities. The City may, at its sole discretion, permit the Grantee to use the remaining funds for a different, related purpose, or may require their immediate return.
4. The fund shall comply with all laws, regulations, by-laws and other governmental directives or orders in the course of spending the fund.
5. The Grantee shall indemnify and hold harmless the City against any claims, costs, causes of action, fines, or any other losses or other penalties the City suffers relating to the giving of the fund to the Grantee
6. The Grantee shall notify the City immediately, in writing, of its impending or actual bankruptcy, insolvency, appointment of a receiver, dissolution, cessation of carrying on business or bulk sale of assets.
7. The Grantee shall acknowledge the financial support of the City in all publicity material related to the services and the fund.
8. The Grantee shall immediately notify the City, in writing, if any of the information provided by the grantee to the City is determined to be inaccurate in any material respect, or if there has been any material adverse change in any of the information provided.
9. The Grantee must comply with all the reporting requirements.
10. The Grantee consents to the City using information regarding the details of the grant awarded, including the name of the Grantee, the activities carried out and the community impact of the activities in reports and on the website and other relevant media, provided that the City shall not release any information, including financial information and personal information of members, which is confidential pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.