

COVID-19

# Emergency Community Support Fund

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## Applicant Guide

Eligibility criteria and steps for applying to the ECSF, as hosted by Community Foundations of Canada and the community foundation network.

# About the fund

**The Emergency Community Support Fund (ECSF) is a \$350 million investment made by the Government of Canada to support vulnerable populations as they manage the impacts of COVID-19.**

The Government of Canada has partnered with Community Foundations of Canada, the Canadian Red Cross, and United Way Centraide Canada to deliver the ECSF.

While intermediaries are managing their respective funding streams separately, they are coordinating to ensure funding flows swiftly to organizations. See the [infographic](#) to learn more about what intermediary is funding and where you can apply.

This document intends to support qualified donee applicants interested in applying to Community Foundations of Canada's ECSF program.

# What partner should I apply to?

## Community Foundations of Canada (CFC)



Local community foundations from across Canada will accept and assess applications from **qualified donees** through a centralized national portal.

## United Way Centraide Canada (UWCC)



Local United Way Centraide members will support **qualified donees** and, in some cases, **non-profit organizations** through an appropriate trustee relationship with a qualified donee, serving vulnerable populations.

## Canadian Red Cross (CRC)



A national granting stream will be managed alongside regional and local partners to support **non-profit organizations**. The Canadian Red Cross will also manage a PPE and PDT program.

About the fund

Which partner should I apply to?

About Community Foundations

Eligible Organizations

Eligible Project & Expenses

Ineligible Expenses

Timeline & How to Apply

Appendix & Glossary of Terms

# What is a community foundation?

**Community foundations are philanthropic organizations that direct grants, leadership and other investments toward community initiatives.**

Across Canada, there are **191 community foundations**, with more than 85% of communities having access to a community foundation.

The ECSF will be managed at the local community level by a network of community foundations, located across the country.

**Visit our website to find the community foundation [nearest you](#).**

## Benefits of working with community foundations

- Knows the needs of the community.
- Local decision making will help flow funds to address the most pressing needs of people in vulnerable populations

About the fund

Which partner should I apply to?

About Community Foundations

Eligible Organizations

Eligible Project & Expenses

Ineligible Expenses

Timeline & How to Apply

Appendix & Glossary of Terms

# Eligible Organizations

**CFC's ECSF program will support qualified donees in running projects at the community level that serve vulnerable populations that have been especially affected by COVID-19.**

Eligible projects include ongoing programs that meet the eligibility criteria outlined in this document. Qualified donees should be in touch with their local community foundation to learn more about available grant sizes.

Applicants will be required to share how their project assists vulnerable populations, the populations they serve, and the impact of the project on the community.

**Examples of qualified donees include:**

- Registered charities
- Registered Canadian amateur athletic associations
- Registered Canadian municipalities
- Registered municipal or public bodies performing a function of government in Canada

**For more information, visit the [Canada Revenue Agency Charities Listing & Qualified Donees](#)**

About the fund

Which partner should I apply to?

About Community Foundations

**Eligible Organizations**

Eligible Project & Expenses

Ineligible Expenses

Timeline & How to Apply

**Appendix & Glossary of Terms**

# Eligible Projects & Expenses

The ESCF will provide immediate financial support for projects that are serving vulnerable populations as they manage the impacts of COVID-19. Qualified donees may apply for more than one grant, as long as each application describes a distinct project.

## Specifically, eligible projects will:

- Clearly address a pressing social inclusion or well-being need caused by COVID-19;
- Serve one or more vulnerable groups (defined on next page);
- Be carried out in a short timeframe with a reasonable budget, before March 31, 2021

About the fund

Which partner should I apply to?

About Community Foundations

Eligible Organizations

**Eligible Project & Expenses**

Ineligible Expenses

Timeline & How to Apply

**Appendix & Glossary of Terms**

# Vulnerable Populations

The fund will support projects that are serving vulnerable populations listed here.

## Marginalized Communities in Canada

- Racialized communities\*
- Indigenous peoples
- Official Language Minority
- Women & girls
- LGBTQ2s+ communities
- Newcomers (Permanent and temporary residents including immigrants and refugees)

\*Arab, Black, Chinese, Filipino, Japanese, Korean, Latin American, South Asian, Southeast Asian, West Asian, Other racialized groups

## Children, youth and Elderly

- Children and youth: Ages 0-29
- Youth ageing out of care
- Seniors & Elders - in and not in care

## Workers who are vulnerable

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

About the fund

Which partner should I apply to?

About Community Foundations

Eligible Organizations

Eligible Project & Expenses

Ineligible Expenses

Timeline & How to Apply

Appendix & Glossary of Terms

# Vulnerable Populations Cont.

The fund will support projects that are serving vulnerable populations listed here.

## Populations Requiring Specific Care or Supports

- People experiencing homelessness
- People with 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\*
- Prison populations (detained and incarcerated)
- Veterans
- Students (post-secondary)

\* Under the age of 55

About the fund

Which partner should I apply to?

About Community Foundations

Eligible Organizations

**Eligible Project & Expenses**

Ineligible Expenses

Timeline & How to Apply

**Appendix & Glossary of Terms**



# Eligible Projects & Expenses

All budget items must be project-related and must be incurred between April 1, 2020 and March 31, 2021.

Eligible expenditures include reasonable and essential expenditures to carry out the project. These include:

- Wages and employment-related costs for existing or additional staff;
- Fees for professional service;
- Disability supports for staff of the grant recipient;
- Materials and supplies;
- Printing and communication;
- Travel costs;
- Utilities;
- Insurance;
- Rental of premises;
- Lease, purchase and maintenance of equipment;
- Performance monitoring and reporting costs;
- Data collection;
- Knowledge development activities; and
- Other administrative costs associated with the project.

## Eligible Activities

Eligible activities for funded projects can include things such as:

- 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

About the fund

Which partner should I apply to?

About Community Foundations

Eligible Organizations

**Eligible Project & Expenses**

Ineligible Expenses

Timeline & How to Apply

**Appendix & Glossary of Terms**

# Examples of Eligible Projects

Please visit the Appendix for additional examples of eligible projects and services

- Addition of meal service staff at a women’s shelter to meet public health guidelines
- Technology purchase and service enabling seniors in-residence to connect with their families virtually
- Increased staffing and supplies at a shelter for women and children fleeing violence
- Preparing and delivering food for persons with disabilities
- Remote arts programming for vulnerable youth
- Procurement and delivery of educational materials to Aboriginal Friendship Centre families
- Development of online social skills curriculum for individuals with special needs, replacing in-person programming

# Ineligible Expenses

## Ineligible projects include:

- Projects that are designed for fundraising purposes,
- Profit generating projects or activities,
- Any activity taking place outside of Canada
- Projects that have received funding through another ECSF intermediary (Red Cross or United Way)

The following expenditures are **ineligible**, and will not be supported by the ECSF:

- Purchase of real property (land or building)
- Expenses incurred prior to April 1, 2020
- Expenses incurred after March 31, 2021
- Any expenses that are covered by another funding source (including the Government of Canada, Canadian Red Cross and United Way Centraide Canada or their local affiliates). Projects may receive funding from other sources, but those funds may not cover the same expenses as this grant.

**Projects may receive funding from other sources, but those funds may not cover the same expenses as this grant.**

About the fund

Which partner should I apply to?

About Community Foundations

Eligible Organizations

Eligible Project & Expenses

**Ineligible Expenses**

Timeline & How to Apply

Appendix & Glossary of Terms

# Timeline & How to Apply

**The community foundation network is accepting applications beginning on May 19, 2020.**

Applications must be submitted before July 27, 2020 for activities occurring between April 1, 2020 and March 31, 2021.

If you are eligible and would like to apply, please reach out to your local community foundation to discuss your project and application.

When you are ready to apply, please visit the [Application Portal](#). Please review this video (link forthcoming) for instructions and help with submitting your application.

If your organization is located in an area that is not served by a community foundation and you are interested in applying, please contact CFC at [covid19@communityfoundations.ca](mailto:covid19@communityfoundations.ca)

About the fund

Which partner should I apply to?

About Community Foundations

Eligible Organizations

Eligible Project & Expenses

Ineligible Expenses

Timeline & How to Apply

Appendix & Glossary of Terms

# Application, Grant & Reporting Summary

If you decide to apply, the online portal will allow you to create & submit your application.

## Eligibility Quiz

- Eligibility
- See next slide

## Grant Application

- Five sections
- Approximately 15 minutes to complete

## Electronic Banking Info

- Banking information
- Voided Cheque

## Grant Agreement

- Terms & Conditions
- Confirming Reporting Requirements

## Grant Reporting

- Due by March 31st, 2021
- Simple Reporting

About the fund

Which partner should I apply to?

About Community Foundations

Eligible Organizations

Eligible Project & Expenses

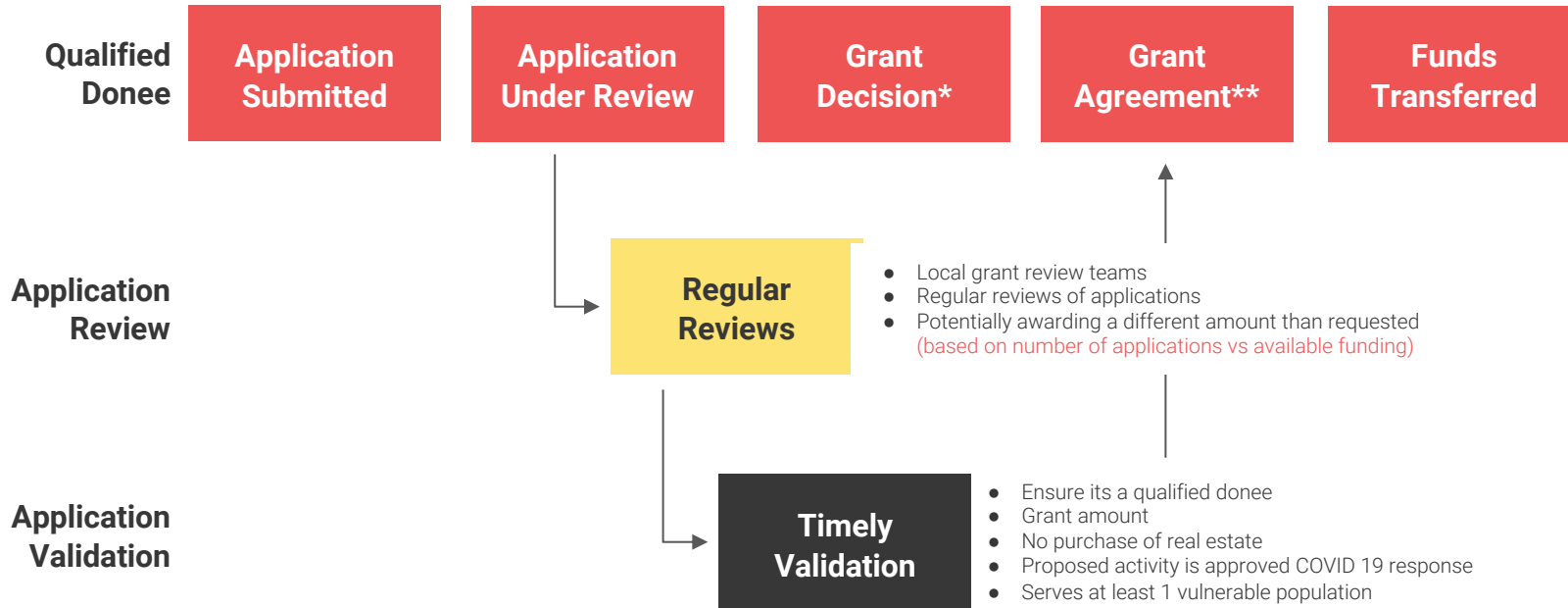
Ineligible Expenses

Timeline & How to Apply

Appendix & Glossary of Terms

# Grant Decision Turnaround Times & Adjudication

As this is an emergency fund, we have developed a responsive granting process. Applications will be assessed on a weekly basis.



About the fund

Which partner should I apply to?

About Community Foundations

Eligible Organizations

Eligible Project & Expenses

Ineligible Expenses

Timeline & How to Apply

Appendix & Glossary of Terms

# Eligibility Quiz

The community foundation network is accepting applications beginning on May 19, 2020.

Eligibility Questions	Yes/No
<ul style="list-style-type: none"> <li>Is your organization a qualified donee (such as a registered charity, Canadian amateur athletic association, municipality, or municipal or public body performing a function of government in Canada)?</li> </ul>	
<ul style="list-style-type: none"> <li>Did you receive/apply for funding from <b>the Government of Canada</b>, another ECSF intermediary (Canadian Red Cross, United Way Centraide Canada) or from a provincial, territorial and municipal government to cover the <b>same project costs</b>?</li> </ul>	
<ul style="list-style-type: none"> <li>Do you grant permission for this application and contact details to be shared <b>with the Government of Canada</b>, United Way, Community Foundations Canada and Canadian Red Cross, for consideration and coordination of funding?</li> </ul>	

About the fund

Which partner should I apply to?

About Community Foundations

Eligible Organizations

Eligible Project & Expenses

Ineligible Expenses

Timeline & How to Apply

Appendix & Glossary of Terms

# Grant Agreement & EFT Information

If your application is successful, your local community foundation partner or in areas where there is not a participating community foundation, CFC will collect a signed grant agreement and banking information.

## Grant Agreement:

- Section 1: Confirming Purpose of Grant
- Section 2: Acknowledgements
- Section 3: Use of Funds/Reporting

**View and sign the grant agreement.**

## Electronic Fund Transfer (EFT):

- Bank Information (Transit/Routing/Institution #)
- Voided Check\*

JANE SPECIMEN  
2345 MAIN STREET  
VANCOUVER, BC V6A 4G2

DATE 20 11 - 00 - 00  
Y Y Y Y M M D D

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

**Vancity** VANCOUVER CITY SAVINGS CREDIT UNION  
183 TERMINAL AVENUE, TEL: 604.677.7013  
VANCOUVER, BC V6A 4G2

MEMO \_\_\_\_\_

⑈00 1⑈ ⑆2345⑆8090⑆ 100000026054⑆

■ Branch/Transit #

■ Financial institution #

■ Account #



COVID-19

# Emergency Community Support Fund

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## Appendix & Resources

# Appendix & Glossary of Terms

## Additional Examples of Eligible Projects (slide 10)

- Volunteer-based home delivery of groceries and medications.
- Transportation services, such as those driving seniors or persons with disabilities to appointments.
- Scaling up help lines that provide information and support.
- Helping vulnerable Canadians access government benefits.
- Delivering training and supplies to volunteers.
- Replacing in-person, one-on-one contact and social gatherings with virtual contact through telephone, texts, teleconferences or the Internet.

Eligible service categories on the following page.

About the fund

Which partner should I apply to?

About Community Foundations

Eligible Organizations

Eligible Project & Expenses

Ineligible Expenses

Timeline & How to Apply

Appendix & Glossary of Terms

Services	Descriptions
Food security	Prepared meals, delivery service
Financial wellness	Financial literacy or coaching; access to income supports
Home care/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

About the fund

Which partner should I apply to?

About Community Foundations

Eligible Organizations

Eligible Project & Expenses

Ineligible Expenses

Timeline & How to Apply

Appendix & Glossary of Terms