



Community Pandemic Recovery Fund Framework and Application Instructions

The City of Kawartha Lakes established the Community Pandemic Recovery Fund (CPRF) to support programs or services that address community pandemic recovery. Administered by the City, the CPRFs primary focus is to increase or maintain supports to residents in meeting their basic human service needs.

Completed forms must be received no later than 4:00 pm on **TBD to:**

City of Kawartha Lakes
68 Lindsay St. N.
Lindsay ON
K9V 0N7
Email: hrussett@kawarthalakes.ca
Fax: 705-328-2875
Telephone: 705-324-9870 ext. 3228

Background

The City of Kawartha Lakes established the Community Pandemic Recovery Fund (CPRF) to support pandemic recovery and relief efforts for non-profit and community service providers in the broader health and human services sector.

The CPRF will foster innovation and collaboration within non-profit and community service providers in the broader health and human services sector that will build strength to move forward in the midst of the global pandemic.

The bolstering of our local service providers so they can survive, thrive and continue to serve is essential for the long-term growth of our community.

The City is therefore conducting this application process to receive applications from eligible organizations that meet the criteria of the CPRF.

Definitions

For the purposes of this application, the following definitions shall be used.

1. 'City' refers to the Corporation of the City of Kawartha Lakes (the municipality)
2. 'Kawartha Lakes' refers to the geographic area of the municipality
3. 'Pandemic' refers to the COVID-19 global pandemic
4. 'Lindsay CHEST Fund' refers to the Legacy Community Hydro Electric Systems Transfers (C.H.E.S.T.) Fund as defined and described in City Council Policy CP2016-011.
5. 'Human services' are those services that meet the economic, health, and social services needs of people, together constituting the "social infrastructure" of a community.

Purpose

The overall purpose of CPRF is to support pandemic recovery and relief efforts for non-profit and community service providers in the broader health and human services sector.

The goals of the CPRF are to:

- Encourage the necessary collaboration and sharing of resources;
- Foster the essential innovation of operations and practices;
- Build capacity to foster long term stability; and
- Establish intentional progressive planning.

Applications for the CPRF will focus on one of the two priority aspects:

1. **Survive** – addressing the immediate needs of vulnerable residents by keeping the organization operational by supporting operating costs, including, but not limited to rent/mortgage, insurance, property taxes, hydro, heat.
2. **Thrive** – creating the opportunity to establish innovative programming, operations and related expenditures in an effort to move towards sustainability

Consideration of the following will assist in the evaluation of requests under the 'Survive' priority:

- Scale of vulnerability of the organization; and
- Distinctiveness of the organization's mandate

Consideration of the following will assist in the evaluation of requests under the 'Thrive' priority:

- Level of impact of the organization and/or program within the community; and
- The organizations demonstrated knowledge of residents' current needs

Applicants must have a willingness to participate in capacity-building opportunities as referred or arranged by the Community Pandemic Recovery Task Force. Collaboration between organizations with similar requirements that are mutually beneficial is strongly recommended.

Eligible Applicants

The application process is open to non-profit and community service providers in the broader health and human services sector. Applicants must be an incorporated non-profit organization or registered as a charity for the purposes of the Income Tax Act (Canada).

To be eligible for funding, applicants must:

- Be based in Kawartha Lakes, and serving residents of Kawartha Lakes (for funds specifically identified as being allocated from the Lindsay CHEST Fund, the applicant must be based in, and benefit the residents of, Lindsay consistent with the criteria of the Lindsay CHEST Fund);
- ensure the funds are expensed within, and benefit the citizens of, the City (for funds specifically identified as being allocated from the Lindsay CHEST Fund, the funds must benefit the residents of Lindsay);
- quantify the impact of the pandemic on their organization and their services;
- clearly identify of the need for the program/service;
- provide a detailed description of the activities to achieve anticipated results;
- demonstrate and define the measureable benefits to the community consistent with the purpose of the fund;
- demonstrate their organizational strengths and capacity to achieve the identified results;

- demonstrate that they have sound financial management practices; and
- submit a completed application form and other reports as requested.

Eligible Expenditures

The application for CPRF requires the specific identification of the expenses. The funds requested through the application must relate directly to impacts of the pandemic, or be specific to core operating expenses that are unable to be paid due to the impact of the pandemic.

Eligible expenditures that may be supported through CPRF include:

- Expenses associated with the organization's standard operating costs (eg: occupancy costs, insurance etc)
- Purchase of Personal Protective Equipment (PPE) specific to the applicant's needs for safe operation.
- Minor capital expenses to install or retro-fit space to allow for appropriate physical distancing and or barriers, such as temporary or permanent shields or barriers in place, retro-fitting spaces to protect volunteers and employees
- Outsourcing professional cleaning
- IT training for staff and/or volunteers and outsourcing IT requirements if/when necessary
- Purchase of hardware and/or software that supports operations
- Staff time/training on innovations specific to adapting operations to COVID
- Compensate volunteer to put in extra, required work to make necessary adaptations
- Hire a qualified candidate for short term project (6-month max) that will increase organizational capacity or viability
- Professional development
- Memberships for one year, including but not limited to: Foundation Registry, Techsoup, other
- Consultants that can demonstrate increased organizational capacity or viability
 - Planning: Fundraising/Business/Strategic/Operations/Communications
 - Professional fundraiser
 - Website/social media
 - Event planner

Proposals, unless otherwise exempted, will **not** be considered for the following:

1. Purchase of property;
2. Organizations where the service component is conditional upon participation in the religious activities of the organization;
3. Organizations which have direct political affiliations;
4. Programs or services where the federal and/or provincial government have the primary program delivery or funding responsibility, including, but not limited to, health-care programs, medical research, education;

5. Projects normally administered at the national or provincial level unless a locally based branch exists and a direct local benefit can be demonstrated;
6. Agencies or organizations acting in the capacity of a funding body, fundraising drives or events;
7. Agencies or organizations that duplicate service in the same geographical area; and
8. Proposals made exclusively by government.

Evaluation Criteria

1. Demonstrated need for the program/service;
2. The measurable outcomes, either demonstrated or anticipated, of the program/service;
3. Qualifications and experience and of the agency/provider to deliver the program/service;
4. The proposal aligns with the Applicant's mission and core values;
5. Capacity and mandate of the Applicant to deliver the program or service;
6. Scale of vulnerability of the organization;
7. Level of impact of the organization and/or program within the community;
8. Distinctiveness of the organization's mandate;
9. Demonstrated knowledge of the community's current needs;
10. The demonstrated ability of the Applicant to establish and maintain effective outcome monitoring and reporting processes;
11. Willingness to participate in capacity-building opportunities as arranged by the Community Pandemic Recovery Task Force; and
12. Collaboration between organizations with similar requirements that are mutually beneficial is strongly recommended.

Consideration may also be given to other pandemic relief funding the organization has received.

Funding Terms

Individual funding allocations will be determined and approved by the Evaluation Committee and will vary depending on the total amount of funding requested and the number of approved requests. Final funding decisions will be made on a ranked basis, up to the total available allocation in the CPRF. Notwithstanding individual submissions, the Evaluation Committee may award less funding than requested by an applicant.

There is no set maximum for the amount that may be awarded to a single successful applicant; however, in awarding funding, the Evaluation Committee will give

consideration to the maximum potential benefit that may be accomplished for the funding.

Following the Evaluation Committee's approval of grants, successful applicants will receive a funding letter from the City that will identify the terms and conditions.

Funding allocations will be onetime only, for a period of up to no more than 12 months.

Successful applicants will ensure that any and all communication activities, publications, advertising and press releases referring to services provided pursuant to this program include an appropriate acknowledgement, in terms satisfactory to the City, of the City's contribution.

If the grant request is successful, the Applicant agrees to the following:

- If the grant request is not used for the program or service described in the funding letter, or if there are any misrepresentations in the application, the full amount of the grant (including any interest earned, if applicable) will be returned by the Applicant, made payable to The City of Kawartha Lakes.
- No changes are to be made with respect to the funding of the program or service from that described in the application without the approval of the City.
- The Applicant will keep proper books of accounts of all receipts (proof of payment in the form of invoices/receipts and bank statements) and expenditures relating to the program or service for which the grant was given and will retain these documents for a period of at least seven (7) years.
- The Applicant will allow the City Treasurer, or a delegate, to examine any records of the Applicant to ascertain that the funds granted by the City to the Applicant have been properly expended for the purposes herein described.
- If the program or service described on the Applicant's application are not commenced or are not completed and there are grant funds on hand, or are completed without requiring the full use of the grant, such funds (including any interest earned, if applicable) will be returned by the Applicant, made payable to The City of Kawartha Lakes.
- Should the Applicant receive grant funding and subsequently disband, the Applicant must immediately advise the City of Kawartha Lakes to ensure grant funds are returned as outlined above.
- The Applicant commits to completing a post-project financial report upon the completion of the program or service to identify the complete expenditures of and the measured results of the project. The deadline for reports to be received are as follows:
 - within sixty (60) days of completion of the program or service funding; or
 - by February 28, 2022; whichever comes first.

Selection Process

The selection process will consist of three steps:

1. **Screening:** Each application will be initially screened for completeness and compliance with mandatory requirements. If an application does not include one or more of the mandatory requirements as outlined in the application process, the application may be disqualified from further evaluation. The City is the sole evaluator and arbiter of whether or not an application meets these requirements.
2. **Review, Analysis and Recommendations:** Applications will be reviewed by an Evaluation Committee appointed by City Council, analyzed and rated in accordance with evaluation criteria set out in the application to determine which Applicants best meet the CPRF requirements.
3. **Decision:** The Evaluation Committee will make the final funding decision and report the outcome to City Council, via a staff report.

No assumptions should be made in the application process that the City or the Evaluation Committee has any knowledge of any Applicant or its members, its experience, expertise and performance on other projects other than those submitted by the Applicant.

Criteria listed are not necessarily in the order of importance.

Criteria	Weight
Applicant's qualifications and capacity to effectively deliver service/program	10
Meeting objectives of the fund	35
Program outcomes	40
Program/Service efficiency	15
Total	100

Applicant's qualifications and capacity: This includes the experience, qualifications and capacity of the Applicant to develop and/or deliver the program/service in the most effective manner.

Meeting objectives and program requirements: this includes the extent to which the program or service addresses needs of the community that may not otherwise be met.

Program outcomes: this is the impact of the program or service on the community. It includes the number of individuals to be served and the range of services to be provided in relation to the requested funding level.

Program/service efficiency: this includes the amount, comprehensiveness and credibility of the proposed operating budget for the proposed service to meet the identified outcomes.