

Lac La Biche County *Policy*

TITLE: COVID Relief Support Program

POLICY NO: FIN-71-026

RESOLUTION: 20.913

EFFECTIVE DATE: November 10, 2020

DEPARTMENT RESPONSIBLE: Finance and Grants

NEXT REVIEW DATE: July 10, 2021

POLICY STATEMENT:

Lac La Biche County recognizes that, because of COVID-19, community organizations may face additional costs. Alternatively, organizations may have unanticipated deficits or losses in operational revenues.

To this end, Lac La Biche County will offer the COVID Relief Support Program. This program offers funding to community organizations for incremental cost increases due to COVID-19, or for operating losses or other deficits faced by these organizations for the same reason.

By helping these organizations offset COVID-19 related costs and losses, organizations can focus their resources on continuing to provide services and programs to the community.

Administration shall establish a procedure for this policy and shall be responsible to ensure the spirit and intent of the policy is being adhered to.

PRINCIPLES:

- Lac La Biche County Administration will administer the program, including approving funding to eligible applicants.
- Priority will be given to organizations which are not regularly subsidized by the County, nor have been recently supported with significant contributions.
- Funding will only be available to incorporated non-profit organizations which provide ongoing programming or activities, in addition to any special events.
- Funding will be provided at up to a maximum of \$1,000 per application.
- Funding will be available for previous incremental cost increases, or revenue deficits and operating losses because of COVID-19 which have already occurred.

"Original Signed"

Chief Administrative Officer

November 16, 2020

Date

"Original Signed"

Mayor

November 18, 2020

Date

SPECIAL NOTES/CROSS REFERENCE: COVID Relief Support Program Procedure FIN-71-026
AMENDMENT DATE:

Procedure

TITLE: COVID Relief Support Program

PROCEDURE NO: FIN-71-026

RESOLUTION:

EFFECTIVE DATE: November 10, 2020

DEPARTMENT RESPONSIBLE: Finance and Grants

NEXT REVIEW DATE: July 10, 2021

GENERAL GUIDELINES:

This program offers funding to community organizations for incremental cost increases due to COVID-19, or for operating losses or other deficits faced by these organizations because of COVID-19.

PROCEDURE:

Roles and Responsibilities:

1. County Council will:
 - a. Determine the high-level policy direction of the Program, including the basic mechanisms that significantly impact funding levels.
 - b. Authorize Administration to manage the Program;
 - c. Provide oversight for the Program, and approve amendments or changes to the Program;
 - d. Authorize Administration to sign agreements related to the Program in accordance with this procedure;
 - e. Annually, allocate funding for the program;
2. Administration will:
 - f. Manage and administer the Program in accordance with the procedure;
 - g. Communicate funding opportunities and provide support with the application process;
 - h. Monitor and evaluate the effectiveness of the program;
 - i. Make recommendations to Council regarding the overall nature of the Program, when necessary;
 - j. Make annual funding recommendations following the receipt and review of applications;
 - k. Review and approve funding for requests, subject to budgetary and eligibility considerations;
 - l. Report to Council annually, or as required, regarding awarded funding.

Organization Eligibility

3. In order to be eligible for funding, organizations must meet the following criteria:
 - a. The organization is a non-profit organization;
 - b. The organization is provincially or federally incorporated and in good standing;
 - c. The organization's beliefs and values are compatible with those of Lac La Biche County; and
 - d. The organization is based in Lac La Biche County.
 - e. The organization must provide ongoing programming or activities, in addition to any special events.
4. The previous notwithstanding, the County may, on a case-by-case basis, consider other relevant factors when determining whether an organization is eligible for funding.
5. An organization may only receive funding once per application intake.

6. the County may issue more than one application intake. In this case, organizations which have already received funding under this program may reapply.

Eligible Expenses and Activities

7. Grant funding may be used to support either:
 - a. Incremental cost increases as a direct result of COVID-19. This includes (but is not limited to), increased cleaning expenses, increased rental costs to accommodate social distancing, or increased expenses due to modifications to program or services that are required to maintain said programs and services.
 - b. Revenue deficits, operational revenue losses, or cashflow decreases as a direct result of COVID-19. This may include things like reduced enrollment fees, or reduced income due to a lack of fundraising events, etc.
8. Applicant organizations must sufficiently demonstrate that the increased expenses or revenue losses for which they are seeking grant funding is a direct result of COVID-19.
9. Applicant organizations must sufficiently demonstrate that the grant funding will assist in the continuation of its programming and activities.
10. Lac La Biche County reserves the right to determine whether an applicant qualifies for funding.
11. Costs which have already been fully supported by other COVID-19 relief funding are ineligible.

Application Submission Deadlines

12. Lac La Biche County will advertise application submission deadline dates.
13. County Administration will determine application submission deadline dates.
14. The County may issue multiple grant intakes, depending on budget availability.

Application Submission Process

15. Organizations may apply at any time prior to the deadline, once a call for applications has been initiated.
16. Applicants must apply using the prescribed application forms.

Funding Priority

17. Qualifying applications will be recommended for funding based on the considerations below, in the following priority.
 - a. Priority One: Organizations which have not received funding under the Program will be prioritized over those which have.
 - b. Priority Two: Organizations which are not regularly subsidized by the County, nor have been recently supported with significant contributions will be prioritized over those that are regularly subsidized.
 - c. Priority Three: Applications submitted first will be given priority over later applications.
18. If a call for applications is over-subscribed, eligible but unapproved applications may be retained and subsequently approved later if the program receives additional funding.

Funding Review and Approval

19. Lac La Biche County Administration will review applications to determine whether the organization and costs qualify.

- 20. Administration may seek additional information to supplement what the organization has originally provided.
- 21. Organizations which are approved or denied for funding will receive written notification.

"Original Signed"

Chief Administrative Officer

November 16, 2020

Date

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