



COVID RELIEF SUPPORT PROGRAM

PROGRAM GUIDELINES

LAC LA BICHE COUNTY

- For additional questions, contact Carl Kurppa, Grants and Policy Coordinator, at 780-623-6794 or by email at carl.kurppa@laclabichedcounty.com
- Application forms are available on the Lac La Biche County website under the Community Grants heading.

1. Overall Program Objective

The COVID Relief Support Program provides funding to eligible organizations to offset incremental, previously-incurred expenses or previously-incurred deficits as a direct result of COVID-19.

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.

2. Program Structure

Lac La Biche County will announce a call for applications with a specific intake deadline. All applications will be screened for eligibility and then prioritized. Prioritized applications will be funded, subject to budget availability.

Organizations may apply once per intake. Multiple intakes may be offered, depending on the number of applications and budget availability.

3. Eligible Organizations

Eligible organizations must meet the following criteria:

- Must be a non-profit organization.
- Must be provincially or federally incorporated and in good standing;
- The organization's beliefs and values are compatible with those of Lac La Biche County;
- The organization is based in Lac La Biche County; and
- The organization must provide ongoing programming or activities, in addition to any special events.

The County may, on a case-by-case basis, consider other relevant factors when determining whether an organization is eligible for funding.

4. Eligible Activities and Expenses

Grant funding may be used to support the follow activities and expenses:

- 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.

- 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.

5. Important Considerations

- 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.
- Applicant organizations must sufficiently demonstrate that the grant funding will assist in the continuation of its programming and activities.
- Lac La Biche County reserves the right to determine whether an applicant qualifies for funding.
- Costs which have already been fully supported by other COVID-19 relief funding are ineligible.

6. Funding Request Requirements

Organizations must use the application forms prescribed by the County. The County may request additional information or clarification, in addition to the application submission.

An authorized individual is required to sign off on the application.

7. Application Submission Deadlines

The first call for applications closes November 30, 2020. Additional application intakes may be offered, subject to budget availability.

8. Funding Levels

Up to \$1,000 will be awarded per application.

9. Funding Review and Approval

Applications will be screened for eligibility and then prioritized.

Organizations which are approved for funding or denied funding will receive written notification.

10. Payment of Grant Funding

Approved funding will be released in full.

11. Transparency and Accountability

During the application review process, or following the approval and/or receipt of funding, an organization must provide (when asked to do so) additional information or documentation which provides evidence of the additional costs or revenue deficits identified in the application. This may include:

- Invoices for cleaning supplies and masks;
- Invoices for facility rentals; and
- Comparative income statements.