Eligibility criteria for the Emergency community support fund

(Funded by the Government of Canada)
COVID-19 is a priority for everyone and impacts the way we are supporting vulnerable people in our communities. For example, the pandemic has increased demand for local services and caused supply shortages and disruptions in services to the population.

The Emergency Community Support Fund (ECSF) is a $350-million investment from the Government of Canada allocated through Employment and Social Development Canada (ESDC) to help vulnerable populations manage the impacts of COVID-19.

The Government of Canada has partnered with Centraide United Way Canada, Community Foundations of Canada (the Foundation of Greater Montreal in our territory), and the Canadian Red Cross to distribute the ECSF across the country.

This document sets out the guidelines for community service agencies applying for ECSF funding through Centraide of Greater Montreal (Centraide).

1. ADAPTED TO THE UNIQUE REALITY OF GREATER MONTREAL, CANADA’S COVID-19 EPICENTRE

Centraide thanks the Government of Canada for allowing it to continue its community support efforts and adapt them to meet the needs of vulnerable people in our communities. Centraide has been entrusted with a $7M ECSF envelope.

With its understanding of local and regional issues, nurtured by close ties with local communities and an analysis of requests received since March 25, 2020, Centraide aims to allocate this $7M to support communities and the community sector in three different and complementary ways:

a) Respond to immediate urgent needs
   (up to 30% of the envelope, or just over $2M)
   (funding eligible for four weeks)

i  Since March 25, Centraide has completed two 4-week cycles of emergency funding through its own COVID-19 Emergency Fund. As of May 19, requests for short-term financial support will be directed to ECSF-Component 1.
ii Access to Centraide’s COVID-19 Emergency Fund will therefore be suspended until June, when requests received before May 19 will then be finalized.
iii In June, Centraide will announce how the remainder of its COVID-19 Emergency Fund will be allocated and invested in the most appropriate way based on the context.
b) Support our collective response to needs during the summer
(at least 51% of the envelope, or over $3.5M)
(funding eligible until September 30, 2020)

i Needs remain high, especially in “hot zones” where the public health directorate has observed a high concentration of confirmed cases. Many agencies will not experience a summer slow-down this year, in contrast to what they usually experience during this season. They will need additional resources and staff who are rested. They also need to prepare for the usual summer events that will pose an additional challenge in the context of COVID-19: moving season, heat waves, etc.

ii Beyond responding to individual agencies, Centraide will look at collective approaches that are coordinated at the local community level.

c) Maintain efforts in fall and winter
(up to 20% of the envelope, or $1.4M)
(funding eligible until March 31, 2021)

At this point, it is difficult to predict realistically and responsibly what will happen in the fall and winter. Will we be in “recovery” mode after the stay-at-home orders are lifted? Or will we be preparing for a second wave of the pandemic? In either case, existing needs will intensify. The responsible course of action is to plan right now to respond to these issues: food security, the effect of social distancing over the past months, helping students succeed in unusual conditions once they get back to school, etc.

2. DEPLOYMENT TIMETABLE FOR THE THREE ECSF COMPONENTS

<table>
<thead>
<tr>
<th>2020</th>
<th>Request submission start date</th>
<th>Request submission deadline</th>
<th>Expected response date</th>
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</thead>
<tbody>
<tr>
<td>Component 1</td>
<td>May 19</td>
<td>Continuously</td>
<td>Starting June 1 and depending on the number of requests</td>
</tr>
<tr>
<td>Component 2</td>
<td>May 19</td>
<td>May 31 (for projects submitted by a single agency)</td>
<td>Monday, June 22 (at the latest)</td>
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<tr>
<td></td>
<td>May 19</td>
<td>June 7 (for collaborative projects)</td>
<td>Monday, June 22 (at the latest)</td>
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<tr>
<td>Component 3</td>
<td>June (TBD)</td>
<td>TBD</td>
<td>July 31 at the latest</td>
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3. ELIGIBLE AGENCIES

a) Agencies that have a contract with Centraide.

b) Non-profit organizations recognized as charities by the Canada Revenue Agency or having a contract with a recognized organization, that are currently funded by another public partner (municipality, public health, ministry, etc.).

i) For Component 1: A partner must provide Centraide with an attestation as to the agency’s capacity to implement the project submitted for financial assistance and the soundness of its administrative and financial management.

ii) For Components 2 and 3: (1) Agencies must have financial statements that have been audited by a chartered accountant or, if their annual revenues are under $100,000, that have undergone a financial review.

4. AGENCY COMMITMENTS

a) Community service agencies applying for ECSF funding must provide different types of information, such as a budget, a description of their proposed services and activities, the vulnerable populations they will serve, and whether the services will be provided in urban, rural or remote communities.

b) Agencies must commit to providing eligible support to one or more groups of vulnerable people, as defined by ESDC, and commit to fully using the funds by March 31, 2021.

c) Agencies must attest that they have not received funding for the same expenses from the Government of Canada or from any other source, including Community Foundations of Canada (CFC), the Canadian Red Cross (CRC), or Centraide.

d) For the proposed activities, agencies must agree not to receive more than 100% of the required funding from government sources, including the ECSF.

i. Combined funding from all government sources must not exceed the total expenses required to provide the service in question for the duration of the funding request period.

e) Agencies must agree that the details of their requests/proposals and their contact information can be shared with the CFC and CRC for a funding review in order to coordinate funding.
5. **VULNERABLE POPULATIONS**

Agencies must identify the main populations targeted by the services and activities to be supported under the ECSF.

a) **Marginalized communities, including:**
   - Visible minorities*
   - Indigenous peoples: First Nations, Inuit and Métis
   - Official language minority communities
   - Other language minorities
   - Newcomers: all, permanent residents (immigrants and refugees), temporary residents and international students
   - Women and girls
   - Members of the LGBTQ2S+ community

*South Asian, Chinese, Black, Filipino, Latin American, Arab, Southeast Asian, West Asian, Korean, Japanese, or other group(s) not included elsewhere

b) **Children, youth and seniors, including:**
   - Children and youth: all, youth once in care and now independent, aged 0 to 18 years, and aged 19 to 29 years
   - Post-secondary students
   - Seniors: those not in long-term care and those receiving care

c) **Vulnerable workers, including:**
   - Essential workers
   - Temporary foreign workers
   - Workers in the informal labour market
   - Caregivers

d) **Populations requiring special care or support:**
   - People in a situation of homelessness
   - People with a low income or living in poverty
   - People living with a mental illness
   - People struggling with addiction
   - People with disabilities
   - Victims of domestic or gender-based violence
   - People living in group homes or supervised housing (under 55 years of age)
   - Prison populations (detained and imprisoned individuals)
   - Veterans
6. ELIGIBLE ACTIVITIES AND SERVICES

The ECSF will provide financial support to community services that:
- Respond to an urgent need related to social inclusion or well-being caused or exacerbated by COVID-19.
- Serve one or more vulnerable groups (defined below).
- Can be carried out within a reasonable budget for the allocated period and by no later than March 31, 2021.

Types of activities, as defined by ESDC:
- Community awareness and engagement
- Development or implementation of new models, tools, programs, services or resources
- Dissemination of information and knowledge
- Mobilization and recruitment volunteers
- Other

Types of services, as defined by ESDC:

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Description</th>
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<tbody>
<tr>
<td>Food security</td>
<td>Prepared meals; delivery service; food baskets</td>
</tr>
<tr>
<td>Financial welfare</td>
<td>Financial literacy or coaching; access to income support</td>
</tr>
<tr>
<td>Home care or personal support services</td>
<td>For seniors and people with disabilities</td>
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<tr>
<td>Health and hygiene</td>
<td>Health information; access to medication, personal hygiene products and medical supplies</td>
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<tr>
<td>Information and referral</td>
<td>Providing information; referring people to relevant community support</td>
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<tr>
<td>Legal aid</td>
<td>Tools and resources; legal clinic, etc.</td>
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<tr>
<td>Mental health and well-being</td>
<td>Peer support; crisis support</td>
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<tr>
<td>Shelters</td>
<td>Housing; crisis support</td>
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<tr>
<td>Personal safety</td>
<td>Information; support for violence and abuse; prevention of violence and abuse</td>
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<tr>
<td>Social inclusion and learning</td>
<td>Friendly chats; social activities; learning</td>
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<tr>
<td>Transportation</td>
<td>Access to reliable transportation for appointments or essential errands</td>
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<tr>
<td>Other</td>
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7. ELIGIBLE AND INELIGIBLE EXPENSES

All budget items must relate to the project and be used by March 31, 2021.

Eligible expenses include salaries and benefits, professional service fees, travel and accommodation expenses, materials and supplies, printing and communication expenses, equipment rental/maintenance, administrative expenses, capital expenditures, and the help required to support people with limitations.

For Components 2 and 3, the agency must submit a budget using the Excel sheet, which can be found on the Centraide website next to the request submission form.

Ineligible expenses:

- Purchase of land or buildings and expenses covered by another source of funding.

- Costs that are already being funded.

- Reimbursement or compensation for financial losses resulting from the cessation or decrease of incomegenerating activities (sales or fundraising).

- The Emergency Fund cannot be used to top up salaries: please consult and apply to the provincial program set up for this purpose (https://www.revenuquebec.ca/en/press-room/news/details/167331/2020-04-03/).

8. GUIDELINES REGARDING REQUEST EVALUATIONS, CONTRACTS, COMMUNICATIONS AND REPORTING

Centraide will continue to apply the guidelines that it has used to manage its financial allocations since the beginning of the pandemic:

i) Administrative efficiency (simple and fast but with the required oversight).

ii) Quick impact on individuals most at risk of poverty, vulnerability and social exclusion (short-term actions to meet needs created by the crisis).

iii) Reinforcement of the collective effort of partners across neighbourhoods, municipalities or the region.

iv) Inclusive approach: everyone must have access to assistance and services.

v) No political or partisan interference (requests are analyzed and recommendations are made by an independent committee).
EMERGENCY COMMUNITY SUPPORT FUND

Centraide will confirm its allocation decisions with an email sent to the agency’s executive office. The agency and Centraide must sign a **specific ECSF contract** that meets the expectations of ESDC.

Once the allocation is confirmed, Centraide will release the names of the agencies supported and the amount paid.

**Reporting** for the ECSF includes the following aspects:

- Within 30 days after the funding period ends, the agency must submit:
  - a financial report
  - the number of people helped
  - the number of actions taken
  - a brief report on the impacts of the project on the target individuals and lessons learned by the agency
- ESDC may request progress reports about the number of people helped and the number of actions taken during the project

If you have any questions about the ECSF, please email us at: **fonds_urgence2020@centraide-mtl.org**.