



Emergency Resiliency Fund 2022 Grant Program Guide (Civic Partners/Community Partners)

September 2022

Background

In 2020, City Council approved revised [Emergency Resiliency Fund Terms of Reference](#) to enable non-profits, including The City's Civic and Community Partners, to continue to serve Calgarians during the response phase of the COVID-19 pandemic event by ensuring adequate services are available, and to pursue partner capacity to support Calgary's social, economic and cultural recovery from the event.

Given the current timing of the COVID-19 pandemic, The City is offering a 2022 Emergency Resiliency Fund grant program focused on supporting critical funding gaps impacting organizational capacity during the recovery stage. This guide outlines the key principles and approaches for the program.

How to Apply

1. Review the guide in full and determine if your organization is eligible to apply.
2. Complete the [online grant application](#) and submit the required documents by midnight on Monday, October 17, 2022 including:
 - projected Statement of Cash Flow for 2022 (actuals at least to July 31, 2022),
 - projected Statement of Operations for 2022 (excluding depreciation/amortization or any other non-cash items), and
 - copy of your most recent Audited Financials (at minimum for 2021).
3. Provide any additional documents that may be requested during the review process.
4. To ensure a timely and fair process, no late applications will be accepted. Information submitted in grant applications may be made public.
5. If you have any questions, please contact your City partnership liaison (Civic Partnership Consultant or other partnership liaison) or email partnerships@calgary.ca with "ERF Application" in the subject line.

Application Deadline

Applications and all required documents must be submitted by midnight on Monday, October 17, 2022.

Eligibility

Funding is available for current City of Calgary Civic Partners and Community Partners as defined in the [Investing in Partnerships Policy](#) that are in good standing with The City.

The following types of organizations are not eligible to apply through this program as they have access to other sources of City COVID recovery funding: Preventive Social Service Partners funded through the Family and Community Support Services program, Community Associations, or Social Recreation Groups.



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Program Focus

In alignment with the [ERF Terms of Reference](#), and the current stage of the COVID-19 pandemic, the 2022 ERF Grant Program focuses on supporting organizational capacity during the recovery period and the grant is one-time emergency funding.

Ineligible Expenses

ERF Funding cannot be used for any of the following costs:

- Lost revenues.
- Increased staff compensation that is not legislated or otherwise required.
- Net new programs or services including the development of new program streams.
- Replacement of reserve funds used to respond or recover from the pandemic.
- Capital or lifecycle costs.
- GST payable.
- Expenses that are eligible for reimbursement through a different government subsidy program.

Application Assessment Process

All applications will undergo a fair and consistent review process. City Administration will review all funding applications. Funding decision will be based on the following criteria that align with the revised ERF Terms of Reference approved by Council:

- Significant impact on operations due to COVID-19.
- Demonstration that the organization has challenges using existing cash flow and reserves to meet operating costs.
- Development of a plan to address operating challenges longer term to demonstrate that funding request is a one-time requirement.
- Identification that the organization has first accessed all other available funding programs including programs from other orders of government to address operating budget gaps.
- Review of the organization's financial capacity including available funding, reserve funding and related foundations, and governance and risk management practices; and assessment of any projected year end operating surpluses or deficits.
- Consideration for supporting critical financial gaps during the response and as regular revenue sources stabilize and return to normal.

After you have applied

It is anticipated that funding decisions will be confirmed by the end of November 2022. All applicants will be notified on the outcome of their application. All funding will require the execution of a formal grant agreement between The City of Calgary and the applicant.

Reporting



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Grant recipients will be required to provide a final report about the use of the funds, and may be requested to provide proof of how the funds were spent. They will also be required to submit audited financial statements for 2022 within three months of year end.

In an effort to maintain transparency and accountability, The City will make the names of all recipients and funding allocation amounts available publicly.

Agreements & Payments

- If your organization does not have a current funding agreement in place with The City that has existing terms to cover this funding, or can be amended to cover this funding, a new funding agreement must be executed with The City.
- If your organization has a 2020 or 2021 Emergency Resiliency Fund Grant Agreement in place for previous ERF funding, it may be amended to cover any 2022 funding.
- Payments schedules will depend on the partner and type of funding required.
- Partners not already set up for Electronic Fund Transfers (EFTs) from The City will need to complete a Supplier Direct Deposit Enrolment Application (F2347).

Return of Funds

Similar to previous ERF funding programs, agreements will specify that if organizations have a year-end operating surplus during any of the terms of the grant they must notify The City, and The City will either direct them to defer the excess to the following fiscal year to address the impact of COVID-19 as outlined in the original application; or request the return of the surplus (up to the grant amount) to The City.

Application Details

Please see below for an overview of the application.



2022 Emergency Resiliency Funding Grant Application - Civic Partners and Community Partners

In recognition of the ongoing recovery from COVID-19, The City is offering a 2022 Emergency Resiliency Fund Grant Program. Funding is available to support current City of Calgary Civic Partners and Community Partners as defined in the [Investing in Partnerships Policy](#).

Please review the Emergency Resiliency Fund Grant Program Guide before completing this application. If you are unsure if your organization is eligible, or need a copy of the Guide please reach out to your City of Calgary liaison or email partnerships@calgary.ca.

Please note that information submitted in this application may be made public.

To start filling out a grant application, click the 'Start' button below.

* Organization Name:

Mailing Address:

Type of City of Calgary partner:

- Civic Partner
- Community Partner

Organization Contact:

* First Name

* Last Name

Title

Phone

* Email Address

Description of need:

Briefly outline the critical financial gaps and challenges your organization is facing in 2022 and identify the impact on your organization's ability to maintain the delivery of programs and services for Calgarians.

Funding Request

Amount Requested:

\$

Please provide a detailed description of how the funds will be used. As appropriate, please include the breakdown by category of expense.

Does the amount requested include any funding for increased staff compensation?

Yes

No

Please describe the type and amount of increased staff compensation.

2022 Funding: What other funding sources, including government subsidies and other programs, have you received to date in 2022 to address recovery from COVID-19.

	Program/Source	Amount Received	Purpose
1			
2			
3			

4

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5

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What other programs do you anticipate accessing for support in 2022?

Program

1

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2

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3

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How will your organization manage the key financial risks related to your organization's operations and sustainability if no ERF grant funding is available?

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Please identify any reserves your organization has, and how they will be, or are being, used to support your recovery work. If they are already committed for another purpose, please describe how they are committed, and the impact of using the reserves for the pandemic response instead.

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Did your organization have an operating surplus at year end 2021?

Yes

No

Amount of the surplus.

\$

Given that your organization is requesting ERF funding, how are you using these surplus funds in 2022?

Is your organization anticipating an operating surplus at year end 2022?

Yes

No

Please note that organizations anticipating a surplus by year end 2022 may not be eligible for ERF Grants. Agreements for ERF funding will specify that if your organization has a surplus at year end 2022, excluding depreciation/amortization or any other non-cash items, you may be required to return ERF grant funds to The City.

Supporting Materials:

The next three pages ask you to attach the following documents as indicated. If you are unable to submit these documents through this online application, please contact your City liaison or email partnerships@calgary.ca for support. The cash flow should include revenue from grants at the program level and revenues and expenses in enough detail to see the impact of COVID-19 recovery on operations. Do not include any capital expenditures.

1. Projected statement of cash flow for 2022:

2. Projected statement of operations (excluding depreciation/amortization or any other non-cash items):

3. Audited Financials for 2021:

* By submitting this application my organization agrees to meet reporting requirements about the use of the grant as requested.

Agree

* By submitting this application, I confirm that my organization is experiencing challenges funding the operating expenses within existing revenues and reserves, and project the organization will have a shortfall in cash flow without the support of the requested ERF grant.

Agree

* As required under the Program Guidelines, I confirm that the funding requested will not be used for net new programs or services, increased staff compensation that is not legislated or otherwise required, to replace reserve funds, to develop new program streams, capital costs, GST payable, booking or program refunds, or expenses that are eligible for reimbursement through a different government subsidy or grant program.

Agree

* I certify that our organization has first accessed all other available funding program including programs from other levels of government to address operating budget gaps.

Agree

* I certify that that information contained in this application is true, accurate, and complete and that I am a representative with designated signing authority/decision-making authority in my organization.

Agree
