



City of Revelstoke

P.O. Box 170, Revelstoke, British Columbia V0E 2S0

revelstoke.ca

COVID-19 Safe Restart Grant Application Form

This application form is for a one-time funding program supported by the COVID-19 Restart Grant Funds received by the City of Revelstoke. Please submit the application form with attachments to tattiah@revelstoke.ca by 4:00PM on March 31st, 2022.

Eligibility Criteria:

- Be a registered charity and/or registered non-for-profit in good standing
- Provide core community services to vulnerable populations, as defined by the Province:
 - services for vulnerable persons (*for example*: persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities)
- Demonstrate a financial need by providing financial information signed by the organization's treasurer. • Provide details of any financial assistance received from other sources in the year, applied for in the current year or intended to be applied for in the current year.
- Be in compliance with all municipal policies, plans, bylaws and other applicable regulations.
- Be aligned with the general intent of the COVID-19 Safe Restart Grant Funding received by the City.
- Submit their request for funding using the application form provided by the City of Revelstoke
- If awarded a grant, the organization must submit a narrative and financial report outlining the use of the grant funds.

Eligible Expenses

Expenses must be directly related to the delivery of core community services for vulnerable populations. Requests need not be limited to examples, provided that they are supporting the overall intent.

- Examples as identified by the Province of BC, are included in:
 - [City of Revelstoke - Covid Restart Grant Letter \(civicweb.net\)](http://civicweb.net)
 - [COVID Safe Restart Grant - FAQs \(gov.bc.ca\)](http://gov.bc.ca)

Application Process

- Applicant organizations may submit one (1) application for funding
- Applications are reviewed by the Social Development Committee working group for eligibility and completeness
- A staff report, including applications, will be presented to Council for approval
- Council may request further information
- Maximum Grant Award
 - The maximum amount awarded to any organization is \$10,000, except for projects that address an issue of paramount community concern, as determined by Council.



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Evaluation

Council will use the following criteria to assess the applications:

- Evidence of community need for the proposed program/service
- The potential benefit to vulnerable populations
- Evidence of financial need due to the impact of COVID-19 on the delivery of the program/service
- Capacity to deliver the program/service

Maximum Grant Award

The maximum amount awarded to any organization is \$10,000, except for projects that address an issue of paramount community concern, as determined by Council. Grant requests over the maximum may be required to present to Council as part of the application process.

1. Name of Organization

2. Organization Type

Non-profit

Charity

3. Registration Number

4. Address

5. Contact Person

6. Contact Title

7. Contact Email & Phone



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8. Please give a brief description of your organization:

9. What amount of funding is requested?

**(Grants over \$10,000 may be required to present to Council)*

10. Please summarize the programs & services your organization currently provides:



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11. How were these services affected by COVID 19 safety measures, closures, or restrictions?

12. Did any of these financial impacts affect your organization & go unrecovered?

- Lost Revenue
- Increased demand for services
- Increased operating costs
- Increased or new costs - PPE, Sanitizer, Masks, etc.
- Staff Time - i.e. adapting program delivery
-

13. Please provide any further details regarding how the current or ongoing impact of COVID-19 on your organization or the population(s) you serve.



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15. Provide any relevant financial information to the unrecovered impacts your organization faced, signed by the organizations' treasurer. Attach documents to the email containing your application form & list the titles below.

Attachments:

a.
b.
c.
d.

Please include:

- Details of any financial assistance received from other sources in the previous year, applied for in the current year or intended to be applied for in the current year
- Invoices or receipts for any retroactive costs incurred
- Relevant program details that support the requested amount