

## **2023 COVID Recovery Grant Program Guidelines**

Deadline: **February 10, at 3:00 pm**

If you have questions after reviewing these guidelines, you can obtain more information from the Corporate Services Staff. Please contact staff well ahead of the deadline:

Corporate Services  
(250)352-8136  
[adminoffice@nelson.ca](mailto:adminoffice@nelson.ca)

**2023 COVID Recovery Grant Program**

**City of Nelson**

**ATT: Corporate Services**

**Suite 101, 310 Ward Street**

**Nelson, BC V1L 5S4**

**CORE PRINCIPLES**

The City of Nelson's grant opportunities are based on and aligned with Council's Strategic Goals and Vision:

- Strengthen neighbourhoods
- Enhance sustainability of City services and infrastructure
- Expand local jobs and local prosperity
- Achieve excellence in City governance

## **VISION**

Nelson is a prosperous and resilient community with robust ecosystems and safe, welcoming neighbourhoods where we celebrate diversity, history, and culture.

---

## **PROGRAM OBJECTIVES AND DESCRIPTION**

### **Objectives:**

This program aims to help non-profit organizations who continue to be significantly impacted by lost earned revenue as a result of the COVID-19 pandemic. This fund is intended to support organizations impacted by reduced revenues, where attendance and participation have yet to (and may never) return to pre-pandemic levels.

For some organizations, a slow return to pre-COVID-19 levels of revenue have created excessive strain on the future viability of the organization.

This funding is not intended to make an organization whole but rather to assist with recovery while the organization plans for long term sustainability. Organizations are limited to one grant under the 2023 program. This program is not an ongoing source of support.

Broadly-stated outcomes of participation in the Recovery Grant program include:

- increasing the ability of the organization to adapt to a changing environment as a result of COVID-19;
- building organizational strength and resilience for future success;
- enhancing the capacity of the organization to develop a broader and more sustainable funding model; and
- being more strategic in the delivery of impactful programs and services in the community.

### **Description:**

The Recovery & Sustainability Grant Program is a financial contribution to support the long-term viability of community organizations that provide value and contribute to our community and

public wellbeing. This grant funding is intended to assist with recovery and help the organization through challenging circumstances resulting from COVID-19.

The total amount of funds to be allocated from the City of Nelson COVID Recovery Grant Program is \$200,000.

### **Organizational profile:**

Organizations participating in this program are limited to Nelson-based, established, non-profit sport, event, arts, culture, heritage or other community organizations which continue to be impacted by lost revenues as a result of COVID-19. An unregistered non-profit group must be sponsored by a registered non-profit group who agrees to receive and disburse the grant funds and oversee the use of such funds.

The organization must have identified a need for recovery and have committed to the established process contained within these guidelines.

- Organizations are eligible to receive funds to help cover losses in earned revenue to a maximum amount of \$25,000.

### **Eligibility:**

To participate in this program, the organization must:

- Be a registered non-profit society with the BC Registry or a registered charity with the Canada Revenue Agency (CRA) and have been registered for at least two (2) years by January 1, 2023; Or
- Be an unregistered non-profit group who is sponsored by a registered non-profit group who agrees to assume financial responsibility;
- Be physically located, have an active presence and have the majority of programs and services delivered within the City of Nelson for at least to (2) years by January 1, 2023;
- Have a mandate and profile which is consistent with these guidelines;
- Have fulfilled all reporting requirements for any previous grants or funding support from the City of Nelson;
- Be able to demonstrate a loss of earned revenue as a result of COVID-19;
- Be able to identify specific measures that have or are currently being implemented, that will allow the organization to be sustainable over the long-term;
- Have a volunteer Board of Directors that are not remunerated for their services as Director (except for reimbursement of reasonable expenses) nor hold concurrent staff positions; and
- Demonstrate an inclusive, diverse and welcoming approach in their operations and activities.
- Have satisfied any reporting requirement related to previous COVID Recovery Grant Programming.
- Organizations that had received funding from previous COVID Recovery Grant programming through the City of Nelson are eligible for the 2023 program. However, revenues losses compensated under a prior program would not be eligible for consideration under the 2023 program.

**Ineligible organizations are:**

- Publicly funded or private educational institutions (public schools, colleges, training organizations), religious and political groups;
- Organizations which have not fulfilled reporting requirements for any previous grants from the City of Nelson; or
- Unincorporated committees, groups, collectives or individuals.

**Eligible expenses are:**

- Operational expenses (overhead, facilities, equipment);
- Expenses related to a shift in future direction that will stabilize the organization and prepare it for the future.

**Ineligible activities and expenses are:**

- Organization start-up costs;
- Wages;
- Commercial /business activity;
- Bursaries or scholarships;
- Development of capital proposals or feasibility studies; or
- Activities focused on politics, advocacy, education or religion.

**APPLICATION PROCESS**

The application form is available on the City's website ([nelson.ca/covidrecoverygrant](http://nelson.ca/covidrecoverygrant)).

Organizations that are interested in submitting an application are encouraged to do the following prior to completing an application form and well in advance of the application deadline:

- Review these guidelines; and
- Contact City staff if you require more information:  
Corporate Services:  
(250) 352-8136  
[adminoffice@nelson.ca](mailto:adminoffice@nelson.ca)

**Only applications submitted by email to [adminoffice@nelson.ca](mailto:adminoffice@nelson.ca) will be accepted.** If you are having problems with the online system, please contact Madeleine Tetreault at [adminoffice@nelson.ca](mailto:adminoffice@nelson.ca).

Please ensure you receive email confirmation upon submission.

Incomplete or late applications will not be accepted. Submission of an application does not guarantee funding.

## **ASSESSMENT CRITERIA**

Assessments are based on the degree to which organizations meet the described criteria, based on the information they provide and includes:

- Meets the eligibility criteria described in these program guidelines;
- Demonstrates the need for recovery and sustainability planning and organization funding as a result of lost earned revenue;
- Demonstrates capacity and commitment to recovery planning.

All organizations face their own set of unique challenges and opportunities. We encourage all eligible organizations to apply. The assessment criteria provide a framework within which the feasibility of completing the requirements and impact on the organization can be considered.

## **ASSESSMENT OF APPLICATIONS**

### *Staff Review:*

Applications in this program are reviewed by City staff to allow for a streamlined and expedited process.

### *Council approval:*

Eligible applications along with a staff recommendation will be provided to Council for approval.

### *Notification and Distribution:*

Successful applicants will receive an email notification of evaluation and letter of confirmation detailing terms and conditions, follow-up items, within 14 days of approval notification.

### *Final Report:*

Successful organizations will submit a self-evaluation approximately 1 year after receipt of funding and is considered a mandatory component to receive funding.

Successful completion of the self-evaluation process is a pre-condition for future eligibility in any City of Nelson grant programs and may be considered part of the assessment of any future applications but the organization.

**TIMELINE**

<b>Application Deadline</b>	<b>Staff Review</b>	<b>Presented to Council for Approval</b>	<b>Notification</b>	<b>Final Report</b>
February 10, 2023 at 3:00pm	By February 17, 2023	March 14, 2023 Regular Meeting	March 17, 2023 via email	February 2024