

## **COVID-19 Pandemic Social Services Relief Fund**

### **Funding allocation process, April 2021**

#### **Issued by the City of Ottawa**

*Pour une version en français, veuillez contacter [Communityfunding@ottawa.ca](mailto:Communityfunding@ottawa.ca)*

**Purpose of this process:** This process will allocate a portion of the provincial funding available to Ottawa during the COVID-19 pandemic. This funding will assist local non-profit social service agencies to address extraordinary needs or cover extraordinary expenses incurred in serving priority populations due to the COVID-19 pandemic.

**Submission deadline:** See section 1 a) below

**Application form:** [Social Service Relief Fund - April 2021](#)

**Submission instructions:** See Part Three below

**Contact:** See section 1 b) below

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## **PART ONE: KEY INFORMATION ABOUT THIS FUNDING PROCESS**

The City of Ottawa is inviting funding applications from established, local non-profit agencies that are currently open and providing essential services to clients and can have the biggest impact through providing services and supports to priority populations during the COVID-19 crisis and recovery.

### **1 a) Timelines**

Dates	Activities
March 23, 2021	Funding process is released
March 30 2021, 11:59 p.m.	<b>Deadline for submission</b> of applications
April 14, 2021	Applicants are advised of results

### **1 b) Inquiries**

All inquiries regarding this funding process may be directed, by email, to the Community Funding Unit at: [communityfunding@ottawa.ca](mailto:communityfunding@ottawa.ca).

### **1 c) Available funding**

The total amount available for funding through this allocation process is \$2.5M.

### **1 d) Funding period**

The funding will be allocated for a 9-month period starting from April 1 2021 – December 31 2021.

If the COVID-19 situation resolves itself before an agency has used all the funding the agency must either return the un-used portion or apply to the City, proposing an alternate use of the remaining advanced funding, before any further spending. In this case, the City will work with the agency to determine an acceptable alternate use.

### **1 e) Priority populations for this funding allocation include**

- Indigenous communities and residents
- Black, racialized, ethnocultural or immigrant/newcomer communities and residents
- Women, including those fleeing violence
- Low income households
- 2SGLBTQ+ communities and residents
- Older Adults
- Youth
- People living with disabilities
- Rural residents

**1 f) Funding priorities for this funding allocation process:**

Funding is available to help agencies meet extraordinary COVID-19-related expenses.

Funding will be allocated to the following priorities:

1. Basic needs
2. Mental health support
3. Organization capacity

**Priority Descriptions:**

**1. Basic Needs**

Access to basic essential needs including but not limited to:

- access to food, including culturally relevant food;
- access to showers;
- access to transportation to access services;
- access to hygiene products; and/or
- access to other essential basic needs.

**2. Mental Well-Being**

Access to mental health supports including but not limited to:

- specific cultural and or gender relevant mental health supports;
- social connection;
- violence against women and or children;
- youth counselling services;
- older adult counselling services; and/or
- other essential counselling services.

**3. Organization Capacity**

Funding for agencies who support either basics needs or mental-health well-being, have seen an increase in demand for services due to COVID-19 and are currently providing services to priority populations. Expenses can include but is not limited to:

- Cleaning;
- effective and culturally relevant communications;
- staffing;
- technology; and/or
- other essential organization capacity requests.

## **PART TWO: ELIGIBILITY FOR FUNDING – MANDATORY REQUIREMENTS**

For an application to be considered for funding under this process, the eligibility criteria **must** be met in the sole opinion of the City. The City will notify applicants whose application was deemed ineligible.

### **2 a) Eligibility Criteria for Applicant Agencies**

#### **Eligibility**

The applicant agency must:

- i. Be an incorporated non-profit service-provider agency with a recent audited financial statement
- ii. Currently provide services in Ottawa and have an office in Ottawa
- iii. Be open, and providing essential services to clients
- iv. Be financially sustainable to at least December 31st, 2021
- v. Comply with Ontario Human Rights legislation
- vi. Not be in receipt of a Notice of Breach of any existing contracts with the City of Ottawa that have not been rectified to the City's satisfaction by the deadline for application submissions
- vii. Be able to demonstrate reasonableness in the amount of its unrestricted reserves
- viii. Not have been subject to any review, audit or investigation conducted by the federal government, the government of a province or a public body created under the law of a province in the previous three years that concludes there were irregularities in the organization's financial management practices or raises integrity issues, unless the irregularities and issues have been resolved and measures have been diligently put in place to prevent reoccurrence

#### **Ineligibility**

Applicants cannot be:

- i. Faith-based organizations whose proposed services/activities include the direct promotion and/or required adherence to a faith or religious practice
- ii. For-profit organizations or ventures
- iii. Organizations that have ceased operations due to the COVID-19 pandemic
- iv. Organizations which act primarily as a funding source for other groups
- v. Hospitals, clinic-based services or medical treatment programs
- vi. Organizations of political affiliation or which have a mandate to conduct political activities

- vii. Provincial/national organizations, unless a local chapter/branch exists to explicitly serve the residents of the City of Ottawa
- viii. School boards, primary and secondary schools, post-secondary institutions or student associations
- ix. Sports clubs

## **2 b) Eligibility Criteria for Costs**

### **Eligible Costs**

Eligible costs, as listed on the application form called “Application, SS Relief Fund” are as follows:

- i. Food, grocery vouchers and items needed for the safe handling and storage of food
- ii. Supplies to ensure a clean environment for staff and clients
- iii. Provision of transportation
- iv. Additional staffing, including security
- v. IT and other equipment to support the agency’s COVID-19 response
- vi. Other - Addressing other essential needs in response to COVID-19

### **Ineligible Costs**

- i. Financing of deficits and/or debts
- ii. Charges related to administration costs of this funding
- iii. For-profit ventures
- iv. For services or agencies that have ceased operations due to COVID-19
- v. For any costs associated with the development of this application
- vi. Software development, or the purchase of hardware that would duplicate functions of, or perform similar functions to, or result in an inability to participate in, the National Homelessness Information System (for the collection and management of homelessness data
- vii. To replace or duplicate funding from another source
- viii. To pay a pre-existing debt or to reimburse agencies for costs incurred before April 1, 2021 or after December 31st, 2021

## **PART THREE: HOW TO SUBMIT AN APPLICATION**

### **3.a) Submit the Completed Application**

Applications need to be submitted online. Use this link:

[Social Service Relief Fund - April 2021](#) to access the application. You will be asked to answer questions in the online form.

At the very end you will be asked to download and fill in a Budget sheet in Excel format, and upload it back in to complete your application.

Should you have any questions regarding the application form, please **email** to the following address: [communityfunding@ottawa.ca](mailto:communityfunding@ottawa.ca)

### **3 b) Deadline for Submissions**

See Section 1 a) of this document.

## **PART FOUR: ASSESSMENT OF APPLICATIONS**

### **4 a) Process**

Eligible applications will be assessed by City staff using the assessment criteria outlined in sections 4 b) to 4 d) below, combined with their knowledge of the respective agency and its work.

The draft list of allocations will then be reviewed and validated by members from the Human Needs Task Force to prevent funding duplication and ensure maximum impact. The City will then review all input and make final allocation decisions.

### **4 b) Prioritization in Making Allocation Decisions**

Allocation decisions will be prioritized based on the following criteria:

1. Initiatives or expenses that would have the biggest impact for clients
2. Addressing the human needs of the stated priority population communities as resulting from the COVID-19 pandemic.

### **4 c) Assessment Criteria**

Eligible proposals will be assessed based on:

#### Needs and Impact

- the level of need for the proposed service/program;
- the likelihood that proposed services/programs will address the needs of priority populations (as defined above).

#### Geography

- how resources are targeted and aligned to areas of the city facing greatest needs or greatest inequities.

#### Efficiency

- the practicality of the budget requests;
- the alignment of the organization's service mandate to this funding, and their demonstrated ability to deliver the service/program in a timely manner.

#### **4 d) Notifications of Funding Decisions**

See Section 1 a) above.

#### **4 e) No right of Appeal**

The City reserves the following rights:

- To allocate any amount, none, or all of the available funding;
- To fund any of the proposals that meet the eligibility criteria stated in 2 a) and 2 b) above;
- Not to fund any particular proposal or any part of any proposal;
- To base future funding allocations decisions on proposals received in this process.

There shall be no right of appeal to any of the allocation decisions made in this process.

### **PART FIVE: FUNDING AGREEMENTS - PROCESS AND REQUIREMENTS**

The provisions below will only come into effect after a funding award has been made.

#### **5 a) Contracting and Payment Process**

In making a funding offer to an applicant, the City will email information about the offer to the recipient agency. Then a funding agreement between the agency and the City will be signed. Or, if the agency already has a funding agreement with the City, a contract-amending agreement will be signed.

The funding will be allocated based on the nine-month budget (April 2021 – December 2021) approved through this process.

The agency may use the funding for expenses that fit within one or more of the Funding Categories and project types described in Section 2 b) above, as allocated.

If the COVID-19 situation resolves itself before an agency has used all the funding already **advanced** to it, the agency must either return the un-used portion or apply to the City, proposing an alternate use of the remaining advanced funding, before spending it. In this case, the City will work with the agency to determine an acceptable alternate use.

**However, for allocations not yet advanced, the City may change the amount of the total allocation to be made to an agency, as the COVID-19 situation evolves.**

#### **5 b) Information about the Funding Commitment**



- i. The City is under no obligation to pay for services based solely upon announcement of a funding allocation made under this process. The City's obligations will be based upon a legally binding contract or contract amendment negotiated between the City and a Service Provider.
- ii. Expenses and liabilities the agency incurs before April 1, 2021 or after the contract's expiration, cannot be reimbursed.
- iii. Contracts resulting from funding awards made under this process **do not provide a "grant" or "block" amount of total funding. Rather, the funding amount or "contribution" is the maximum amount that will be paid to reimburse an agency for actual, eligible, documented expenses** incurred during the period specified in the contract amendment that will provide this funding.
- iv. Applicants will be liable for any costs above the maximum funding amount allocated for the project and contained in the contract/ contract amendment.
- v. If additional funding becomes available, the City reserves the right to award additional funding to a successful applicant as negotiated between the applicant and the City at that time, without issuing an additional open call for applications.