

## Guidelines for Community Service Organizations Seeking ECSF Round 2 Funds

COVID-19 is top of mind for everyone and it is affecting the ways we support those who are vulnerable in our communities. This pandemic has created an increase in demand for local services, shortages in supplies, and disruption in service.

The Emergency Community Support Fund (ECSF) is a \$350 million investment made by the Government of Canada, through Employment and Social Development Canada (ESDC), to support vulnerable populations as they manage the impacts of COVID-19.

The Government of Canada has partnered with United Way Centraide Canada, Community Foundations Canada, and the Canadian Red Cross to distribute the Emergency Community Support Fund (ECSF) across the country. United Way Centraides (UWCs) are working locally to support community service organizations to aid vulnerable populations impacted by the COVID-19 pandemic.

This document summarizes guidelines for community service organizations seeking ECSF funds through **United Way/Centraide Windsor-Essex County**.

### Where Should Community Service Organizations Seek ECSF Funds?

#### United Way Centraides

Local United Way Centraides will manage ECSF processes for charities and other qualified donees  
[weareunited.com/funding](http://weareunited.com/funding)

#### Community Foundations

A network of community foundations across Canada will accept funding applications from qualified donees.  
[communityfoundations.ca](http://communityfoundations.ca)

#### Canadian Red Cross

National, regional and local partners will manage a granting stream for nonprofits. Canadian Red Cross will also manage a Preventing Disease Transmission Training & Equipment Program.  
[redcross.ca/communityorganizations](http://redcross.ca/communityorganizations)

### About our United Way

United Way/Centraide Windsor-Essex County has been in the local community for over 70 years. Our mission is to Ignite the desire in everyone to improve lives and build strong communities. We are pleased to support this vital investment by the Government of Canada in critical services for vulnerable people in our community.

## Timelines

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October 5, 2020      Launch of ECSF Round 2

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October 5 –            Application Period  
October 30, 2020      Deadline to Apply is **October 30, 2020**

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November 27, 2020    Decisions Announced

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December 1, 2020    Funding Begins

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March 3, 2021        Final Day to Use Funds

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## Eligibility

United Way/Centraide Windsor-Essex County funds charities and other qualified donees. Applications may be considered from non-profit organizations who have a partnership with a registered charity to act as Lead Agency. Contact us if you have questions about your eligibility.

Examples of Qualified Donees include:

- Registered charities
- Registered Canadian Municipalities
- Registered municipal or public bodies performing a function of government in Canada

Organizations may seek ECSF funds acting alone, or as part of a partnership. Organizations may also seek funds for more than one service. Separate applications should be completed for each service.

## Community Services

The ECSF will provide financial support for community services that:

- Address a pressing social inclusion or wellbeing need caused or worsened by COVID-19,
- Serve one or more vulnerable groups (defined below),
- Will be carried out with a reasonable budget before March 31<sup>st</sup>, 2021.

Community Service Organizations seeking ECSF funds will be asked to provide details including a budget, the services and activities they propose, the vulnerable populations these services will reach, and whether the services will be delivered in urban, rural, or remote communities.

**Types of Activity, as defined by ESDC, include:**

- Community outreach and engagement
- Delivering or developing new models, tools, programming, services or resources
- Disseminating information and knowledge
- Volunteer engagement and recruitment
- Other

**Types of services, as defined by ESDC, include:**

<b>Food Security</b>	prepared meals; delivery service; hampers/baskets
<b>Financial Wellness</b>	financial literacy or coaching; access to income supports
<b>Home Care or Personal Support</b>	for seniors, Elders, and persons with disabilities
<b>Health &amp; Hygiene</b>	health info.; medication; personal hygiene & medical supplies
<b>Information &amp; Navigation</b>	providing information; navigating supports
<b>Legal Support</b>	tools & resources; legal clinics, etc.
<b>Mental Health &amp; Wellness</b>	peer support; crisis support
<b>Shelter</b>	housing; crisis support
<b>Personal Safety</b>	info.; violence & abuse support; violence & abuse prevention
<b>Social Inclusion &amp; Learning</b>	friendly conversation; social activities; learning
<b>Transportation</b>	access to safe transport to essential appointments and errands
<b>Other</b>	

**Vulnerable Populations, as defined by ESDC, include:**

- Marginalized Communities, including:
  - Racialized communities\*

- Indigenous peoples: First Nations, Inuit, and Metis
- Official Language Minority Communities
- Other linguistic minorities
- Newcomers: all, permanent residents (immigrants and refugees), temporary residents, and international students
- Women and girls
- LGBTQ2S+ communities
- \*South Asian, Chinese, Black, Filipino, Latin American, Arab, Southeast Asian, West Asian, Korean, Japanese, groups not otherwise specified*
  
- Children, Youth, and Elderly, including:
  - Children and youth: all, ageing out of care, ages 0 to 18, and ages 19 to 29
  - Post-Secondary Students
  - Seniors and Elders: not in care, and living in care
  
- Workers Who are Vulnerable, including:
  - Essential Workers
  - Temporary Foreign Workers
  - Workers in the informal labour market
  - Caregivers
  
- Populations Requiring Specific Care or Supports:
  - People experiencing homelessness
  - People with low income or living in poverty
  - People living with mental illness
  - People struggling with addiction
  - Persons with disabilities
  - People experiencing domestic or gender-based violence
  - People living in group homes or supportive living (under the age of 55)
  - Prison populations (detained and incarcerated)
  - Veterans

## Geographic Area Served

You will be asked to identify the geographic area served by your service/program and to indicate whether the areas are urban or rural/remote.

The following definitions are offered by United Way Centraide Canada for urban and rural/remote areas:

**URBAN AREAS (POPULATION CENTRES)** are areas with a population of at least 1,000 and no fewer than 400 persons per square kilometre. Population centres are classified into three groups, depending on the size of their population:

- Small population centres, with a population between 1,000 and 29,999

- Medium population centres, with a population between 30,000 and 99,999
- Large urban population centres, with a population of 100,000 or more

**RURAL AND REMOTE AREAS** include all territory lying outside urban areas (population centres). Taken together, urban and rural areas cover all of Canada. Rural population includes all population living in rural areas of census metropolitan areas (CMAs) and census agglomerations (CAs), as well as population living in rural areas outside CMAs and CAs. Included in rural areas are:

- Small towns, villages and other populated places with less than 1,000 population according to the current census (2016)
- Rural areas of census metropolitan areas and census agglomerations that may contain estate lots, as well as agricultural, undeveloped and non-developable lands
- Agricultural lands
- Remote and wilderness areas.

### **Eligible Expenses for ECSF:**

All budget items must be project-related and incurred by March 31, 2021.

Eligible expenses include wages and benefits, professional fees, travel and accommodations, materials and supplies, printing and communication, equipment rental/lease/maintenance, administration costs, capital costs, and disability support for staff. Purchase of lands or buildings, and any expenses that are covered by another funding source, are ineligible.

### **ECSF Fund Commitments:**

In order to seek ECSF funds, community service organizations will be asked to confirm that they:

- are eligible to receive ECSF dollars
  - i.e. the community service organization is a qualified donee or non-profit
- maintain a volunteer Board of Directors that meets regularly
- host a public Annual General Meeting
- have financial statements that have been audited by a licensed public accountant or, for those with annual revenues less than \$100,000, a financial review.
- commit to providing eligible supports to one or more groups of vulnerable people, as defined by ESDC, with funding used in full by March 31, 2021

- have not already received funding for the same activities from the Government of Canada or other source, including Community Foundations, Canadian Red Cross, or United Way Centraide
  - i.e. the same dollar of expense is not funded twice
- will not receive funding, for the activities proposed, in excess of 100% from government sources, including the ECSF
  - i.e. combined funding from all government sources does not total more than the expenses of the community service during the eligible period
- grant permission for application/proposal details and contact information to be shared with CFC, and CRC for funding consideration in order to coordinate funding

### **Other Application Details:**

All applications will be submitted using an online form. If you require an application in French, please contact United Way/Centraide Windsor-Essex County.

When completing the application, you can expect to have to answer the following questions:

#### **Section 1 – Eligibility**

This section will require you to complete a checklist of minimum requirements for eligibility for ECSF funds (found in ECSF Fund Commitments section of this document). You will also be expected to indicate other funding applications you have made for this service. All three intermediaries delivering the ECSF will be sharing application information to ensure no duplication of funds.

#### **Section 2 – Your Organization**

This section will require you to complete primary contact information and general agency details, including your organization's charitable registration number.

#### **Section 3 – Service Information**

This section will require you to describe the service you plan to implement:

- One-line description of your service (25 words)
- Vulnerable population served, service type, and activity type (per ESDC definition stated above)
- Service outputs you will track (examples are provided but you can indicate other outputs not included)
- Geographic areas you will serve (urban and rural/remote)
- Service start/end dates

- Who your service will help (250 words maximum)
- How it will help them (250 words maximum)
- Difference or benefit it will make in lives (250 words maximum)
- How you know the service is needed (250 words maximum – can be data driven or anecdotal)
- How many individuals you plan to serve and how many interactions you plan to provide
- If it is an existing service, how many additional individuals do you plan to serve
- If the service is being delivered by a coalition, you will describe the coalition, its members, and their roles
- If it is a newly proposed service, you will be asked to comment on how you plan to terminate, transition, or sustain the service past the grant end date
- If you plan to involve volunteers, businesses, or donors and, if so, how many of each

#### **Section 4 – Grant Request, Budget, and Financial Information**

This section will ask for your requested grant amount and if you plan to deliver your service if a lesser amount is approved.

You will also be asked to submit a completed Budget Worksheet. All applications must include a completed budget worksheet to be considered for funding. The budget worksheet can be found on the UWWEC application page. We recommend that you download, review, and complete the budget worksheet prior to beginning your application submission.

The application form will prompt you to email your budget for submission. Please follow the instructions included on the application form.

#### **Section 5**

This section will ask you to confirm your submission with signature information for two individuals who have authority to legally bind the organization.

Once your application is submitted, it will be reviewed by United Way/Centraide Windsor-Essex County's Community Impact Council.

Review dates depend on the Application Round to which you have applied. Round One applicants will be notified of decision by June 26, 2020. Round Two applicants will be notified by July 24, 2020. If you apply to Round One, your application may be held for consideration in Round Two. You will be notified if this is the case.

## Frequently Asked Questions

### 1. How well did the Emergency Community Support Fund work for community organizations in the first round?

The Canadian Red Cross, Community Foundations of Canada and United Way Centraide Canada funded more than 7,000 projects over about three months during the Fund's first round. Those projects spanned the country and met the needs of many different communities, including Black, Indigenous, and LGBTQ2 communities.

### 2. Why is the Emergency Community Support Fund opening a second round when many organizations applied and were rejected for lack of funds in the first round?

The Government of Canada kept back a portion of the Emergency Community Support Fund to give it the flexibility to adjust to evolving needs and cover any gaps from the first round.

In the first round of grant funding, the three intermediaries were able to reach all vulnerable groups through funding distributed to all provinces and territories. Building on the success of the first round, the three intermediaries will distribute the remaining funds of \$73.9 million through a second round of open and transparent processes, while also using a targeted approach in their outreach efforts to ensure equitable distribution across vulnerable populations.

### 3. Why should I donate to United Way Centraide when you are receiving large grants from the Government of Canada?

The Emergency Community Support Fund is only providing short term grants to community serving agencies and must be spent by March 31, 2020. The funds raised by United Way Windsor-Essex are intended to provide longer term sustainable funding to our network of community agencies.

### 4. What size are the grants being administered by United Way Centraide for ECSF Round 2?

United Way Windsor-Essex has not established a minimum or maximum grant amount. We will be issuing grants based on the proposed services, associated amounts requested and overall demand. It is important to note that approved projects must be completed by March 31, 2021; requested amounts should be reasonable based on the service type and this timeframe.

### 5. How much money is available through this second round of funding? Is it possible to find out how much is available for our region?

The ECSF is a \$350 million investment made by the Government of Canada, and a significant portion is being delivered through United Way Centraide Canada, Community Foundations of Canada and Canadian Red Cross across the country. United Way Windsor-Essex will be allocating \$416,819 in our region.



**6. If we have received other federal and/or provincial or territorial Covid-19 related funding, can we still apply?**

Yes, ECSF resources can enhance and expand your current COVID-19 funded community service so long as expenses are not counted twice.

**7. What if we are not currently a United Way or Centraide funded agency?**

You do not need to be a current funded agency to apply. We are committed to ensuring that funds are broadly available to community service organizations and agencies working to provide services and support vulnerable populations impacted by COVID-19. In Round 1, 50% of funding was disbursed to new UWC partners.

**8. Which kinds of community service organizations are eligible?**

Organizations providing front-line services to vulnerable populations impacted by COVID-19 are eligible to apply, including registered charities, and other qualified donees. Check the Canada Revenue Agency list of qualified donees by [clicking here](#).

**9. We are a non-profit, how can we access and partner with United Way Centraides to provide support to vulnerable communities?**

Non-profits in Canada are playing an important role in helping to respond to local needs. Non-profit community organizations delivering front-line services may be supported through a qualified donee of registered charity that is acting as the Lead Agency (trustee).

**10. Will you pay for activities that meet the criteria that are already underway?**

If activities or services are underway, you can apply for additional resources to expand and/or extend the delivery of service for a longer time (up to March 31, 2021).

**11. If my agency is receiving the Canada Emergency Wage Subsidy, are we still eligible to apply for funding?**

Yes. ECSF funds cannot fund any expenses (including wages) already covered by another source, but can complement existing sources, including the wage subsidy.

**12. How many funding requests can be made by one organization?**

Community Services Organizations may apply for more than one service. Please submit separate applications for each proposed service.

**13. How will decisions about the funding be made? How quickly can we anticipate a decision?**

Applications will be reviewed between November 2 – November 25, 2020. All funding allocations will be made public on or before November 27, 2020.

**14. The front-line services we are delivering are at risk of closing without new funding. Are we able to apply for funding under this program?**

The purpose of the ECSF is to resource front-line services supporting vulnerable populations impacted by the COVID-19 pandemic. Eligible expenses include staffing, equipment, supplies, and related operating costs that allow organizations to provide and deliver services that respond to the current crisis.

**15. May we apply to United Way Centraides, Community Foundations and Canadian Red Cross?**

Yes. Applicants may not, however, apply to more than one funder for the same program activities and related costs. The three intermediaries will be coordinating locally to ensure that funds are being distributed to have the best possible local reach to serve vulnerable populations.

**16. What are the reporting requirements?**

The reporting requirements for this funding will focus primarily on number of services and clients served, and organizations will be expected to periodically provide updates to these numbers throughout the period of the grant. Additional details will be shared with successful applicants.

**17. How will United Way Centraides ensure that this funding is reaching the most vulnerable communities? Is there a commitment to access and equity for these resources?**

United Way Windsor-Essex is committed to ensuring an open and fair application and review process. We will be working to promote this funding opportunity throughout our community and to support organizations seeking to apply.

**18. We're part of national organization network, but we are governed locally. Should we look to apply to our local United Way Centraide for ECSF funds or should our national office coordinate our applications?**

No. For national networks or federations, each local member or chapter must submit its own application directly to their local United Way or Centraide in the area where the activities take place.

**19. Can a national or provincial organization apply to support its own services to vulnerable people?**

Yes. For ECSF Round 2, national or provincial charities that deliver services to vulnerable people can apply to [Community Foundations of Canada](#). National or provincial non-profits that deliver services to vulnerable people can apply to the [Canadian Red Cross](#).

**20. Where can we find more information? Will assistance be provided in the application process?**

Organizations can find further information by referring to our website at [www.weareunited.com/funding](http://www.weareunited.com/funding).

Support with the application process will be available as requested. Please contact:

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519-259-6174