



COVID-19 COMMUNITY RELIEF FUND

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Purpose

As part of the municipality's efforts to support the community during this time, the Township established a Covid-19 Community Relief Fund to invest in programs and initiatives that meet identified community needs resulting from the Covid-19 pandemic. The fund allows the municipality the opportunity to provide financial assistance to non-profit, community-based organizations that provide direct programs, services, events or activities that support community needs resulting from the Covid-19 pandemic.

Eligibility

The following types of organizations are eligible to apply for funding through the Covid-19 Community Relief Fund:

- Incorporated not-for-profit organizations;
- Registered charities;
- Community associations;
- Unincorporated groups with not-for-profit goals and governance structure; or
- Other groups or organizations with programming that meets the intent of the Fund, at the discretion of the Review Panel.

*Funded activities must take place within the Township of Muskoka Lakes.



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In addition, organizations and community groups would not be able to use grant funding for the following expenses:

- Capitals projects;
- Deficit reduction;
- Retroactive activity;
- HST;
- Costs for programming that takes place outside of the Township of Muskoka Lakes; or
- Costs for programming that would be eligible for funding through other sources (i.e. District of Muskoka, Province of Ontario, Government of Canada, etc.)

Timeline

Applications may be submitted throughout the year 2020. Grants will only be awarded provided funding remains available. The duration of the Fund is at the discretion of the Council of the Township of Muskoka Lakes and intake of applications may be halted at any time.

Program Budget

The Covid-19 Community Relief Fund has a budget of \$40,000. Applicants should consider their funding request in the context of multiple applications being submitted to the Township of Muskoka Lakes. Grant funding will not normally exceed \$5,000.00.

Application Process

Application/Review Process

1. The review process begins immediately after submission of an application. Staff begin by reviewing applications for completeness and eligibility. Ineligible and incomplete applications will not be assessed.
2. Applications must demonstrate good use of public funds to provide community support in response to the Covid-19 Pandemic.
3. A Review Panel composed of the Mayor, the Deputy Mayor, the Standing Committee Chairs, the Director of Finance Services and the Chief Administrative Officer will assess eligible applications.
4. Final approval of funding through the Covid-19 Community Relief Fund shall be provided by members of the Review Panel.



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Payment

1. The term of a grant shall be for one year only unless Council has endorsed a multi-year commitment.
2. Renewals are not automatic nor are any increase in funds.
3. Grant recipients will be notified in writing of the grant amount approved following approval.
4. Payments shall be made upon completion of a terms and conditions agreement (Schedule B). The letter of award will state, if any, particular restrictions that apply to the grant.
5. The recipient shall repay the whole or any part of the grant, as determined by the Township of Muskoka Lakes, if the recipient;
 - a. ceases operations within 12 months of funding;
 - b. ceases to operate as a non-profit organization and/or community-based group;
 - c. merges or amalgamates with another party;
 - d. has knowingly provided false information in its application;
 - e. uses funds for purposes not approved by Council;
 - f. breaches any of the terms and conditions.
6. Any unused portion of a grant remains the property of the Township of Muskoka Lakes. If any unused portion has already been paid to the recipient, it shall be repaid by the recipient upon request.
7. The granting of financial assistance in any year is not a commitment to, or a guarantee of, assistance in future years.
8. Following completion of the grant activity, the applicant shall provide the Township a completed evaluation form (Schedule C).

Records Management and Privacy

All records relating to any issue pursuant to this policy shall be maintained in accordance with the Municipality's record retention schedule. Throughout all processes outlined in this policy, all Members of Council and municipal employees shall adhere to all applicable legislation regarding privacy in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Individuals should be aware that certain circumstances may identify them during an investigation.