



Village of Burns Lake Non-profit Society Grant Guidelines

The Village of Burns Lake received a *COVID Restart Grant for Local Governments* from the provincial government in November of 2020. From the award letter received, "The provincial government understand the fiscal impacts that COVID-19 has placed on local service providers." The Village of Burns Lake council also recognizes the impact on local service providers and has created the *Non-Profit Society Recovery Grant* opportunity for organizations that have felt negative financial impacts resulting from the pandemic.

The fund will be a continual intake until the funds are fully allocated.

Who can apply?

Incorporated non-profit organizations that provide programming within the municipal boundary of Burns Lake are eligible to apply. The organization must have a membership that is inclusive and reasonably open to anyone with an interest in the organization and the programs offered.

A copy of your society's registration document from the government is required. Programming includes recreational and non-recreational services provided **within the municipal boundary**.

The municipal boundary:

- West to Pederson Rd.
- East to the Sunshine Inn restaurant property
- North including Woyenne Reserve
- South to the bridge, including Ts'il Kaz Koh First Nation (Burns Lake Band)

What organizations are not eligible to apply?

- For-profit organizations
- Organizations that are not a registered society

What costs can be reimbursed or funded?

Four funding areas can be accessed for expenses incurred from March 2020 to present:

1. COVID-19 related costs retroactive from March 2020 to present

- Costs directly attributable to the pandemic, sneeze guards, increased costs for sanitization, increased digital costs (internet, software etc.) and other direct costs.

2. Lost budgeted revenues

- Organizations will need to provide a copy of their budgeted self-generated revenue(s) for 2020 and a copy of the actual self-generated revenue(s) for 2020 and 2019. The decrease could be eligible.

3. Reimbursement of annual or monthly costs (for example, rent, insurance)

- Due to the inability to generate revenue (i.e. events cancelled or inability to offer programming due to provincial restrictions), rent and other fixed costs may be eligible.

4. New programming costs due to the pandemic March 2020 to present

- For organizations that were creative and found new ways to deliver programming, or if your organization would like to provide new programming targeting vulnerable populations, your expenses may be eligible. Direct programming costs are eligible for reimbursement for programs that are already running.

Non-Profit Recovery Grant Application

Continual Intake

Name of the organization: _____

Society Number: _____

Address of the organization: _____

Contact Person for the grant application: _____

Contact person's phone number: _____

Contact person's email: _____

Tick which area(s) apply to your request

- COVID-19 related costs retroactive from March 2020 to present (i.e. sanitizer, plexiglass etc)
- Lost budgeted revenues
- Reimbursement of annual or monthly costs due to lower revenues or increased costs due to COVID
- New programming costs due to the pandemic March 2020 to present

Description of the expenses and why they were required for your organization to remain operational during the COVID-19 pandemic (attach additional documentation if required):

Application Checklist

- Attach a copy of the organization's society papers
- Attach a letter from your board (or a resolution) supporting the submission of an application
- For reimbursement of expenses, a copy of the invoice(s) to be reimbursed and proof of payment (i.e. copy of the cancelled cheque, online banking, visa statement etc.)
- For lost revenues, attach a copy of your budgeted self-generated revenue for 2020 and your **actual** self-generated for 2019 and 2020. Your organization's financial statements will need to be attached.
- Attached a letter signed by the applicant confirming you have not received a reimbursement from another organization for the expenses claimed.
- New program? Contact Village of Burns Lake staff to determine whether the proposed program aligns with this grant opportunity.

Program contact Val Anderson at 250-692-7587 or vanderson@burnslake.ca