



Village of Burns Lake Non-profit Society Recovery Grant Guidelines

Application for organizations located in RDBN Areas B & E

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 understands the fiscal impacts 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?

The program has been expanded to include incorporated non-profit organizations in RDBN Areas B & E who provide programming participated in by residents of Burns Lake. The organization must have a membership that is inclusive and reasonably open to anyone interested 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.

For example, the organization may apply for lost revenues due to an event cancelled due to COVID.

What types of organizations are not eligible?

- 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. The total maximum grant for organizations in **Areas B & E** is **\$2,000**.

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

- Costs directly attributable to the pandemic include sneeze guards, increased sanitization costs, digital costs (internet, software, virtual meeting programs etc.), and other direct costs.
- Copies of the expenses must be included in the application.

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.

What is the deadline to submit an application?

There is no deadline, and applications are accepted continuously until the fund is fully allocated. Applications will be assessed as they are received, and a decision should be received within one week.

Non-Profit Recovery Grant Application Area B & E Organizations
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.)
- Reimbursement of 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):

Please note below how your organization serves the residents of Burns Lake – for example: *Residents of Burns Lake are members of our organization or Residents of Burns Lake attend our annual _____.*

Application Checklist

Ensure all necessary documentation is included in your application

- 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.)
- If you are claiming reimbursement for an expense, attach a letter signed by the applicant confirming you have not received a reimbursement from another organization for the expenses claimed.
- For lost revenues, attach a copy of the **actual** self-generated income for 2019 and 2020. Your organization’s financial statements must be attached.
- New program? Contact Village of Burns Lake staff to determine whether the proposed program aligns with this grant opportunity.
- Email your application to vanderson@burnslake.ca or drop your application at the Village of Burns Lake office, weekdays from 8:00 am to 4:00 pm

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