



United Way
East Ontario

LOCAL LOVE IN A GLOBAL CRISIS (COVID-19): EMERGENCY COMMUNITY SUPPORT FUND

FREQUENTLY ASKED QUESTIONS (FAQs)

UNITED WAY EAST ONTARIO INVESTMENT TEAM CONTACT

INFORMATION:

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Please contact us through this email as opposed to reaching out directly to staff members. This will allow us to respond to you in a more timely manner.

FREQUENTLY ASKED QUESTIONS (FAQ)

Q Can I submit a hard copy of my Proposal?

A No. Proposals must be submitted by email. We are not able to accept late requests or those that are not submitted by email.

Q Can my Proposal be handwritten?

A No. Proposals must be typed up and completed on a computer. We are not able to accept handwritten submissions.

Q Are there restrictions that make a program ineligible to receive funding?

A Yes. Your organization must not have secured funds to cover the costs of the same activities for which they have applied from another intermediary, another federal COVID-19 response program or a different source.

Q Can I submit a proposal for a program that has partners from other organizations?

A Yes. United Way East Ontario encourages a collaborative approach and is interested in programs that work with partners, and / or the program is delivered at multiple locations. We also encourage applicants to consider programs that have a region-wide impact.

Q What are the Areas of Support available to receive funding?

A Local community service agencies are invited to submit a proposal to address one of the following needs:

Basic Needs	Access to life's essentials, such as food, cleansers and hygiene products, or other resources essential to helping the most vulnerable stay healthy.
Help for Seniors	To support those who are already vulnerable as they are isolated. Funds raised can support activities such as virtual programming, telephone check ins, low risk engagement activities, transportation and basic needs product delivery for those who are self-isolating.
Capacity for Community Services	To ensure that community organizations can continue to do their vital local work.
Mental Health Support	Enabling crisis lines and system navigation services that benefit us all. Services such as youth and adult mental health crisis lines, counselling, and other virtual and online crisis and mental health supports have already seen an increase in use.
Support for Volunteers	To bring together amazing people rallying to support others through online platforms, targeted volunteer recruitment, coordination and systems supports.

Q Are there restrictions to our budget?

A Yes. Your organization must have a reasonable budget.

If the funds are enabling individuals and families in vulnerable situations to better access needed services and resources within the community, expenditures are permissible. This includes capacity building and/or capital expenses that is needed to run the program. The expenditure should be focused on enabling direct service (for example: training on the safe use of personal protective equipment, or computers). In these instances, reporting should focus on people served, as a result of the enhanced capacity.

Program costs are defined as: wages and mandatory employment related costs (MERCs) for project staff; professional fees; evaluation costs; honoraria; hospitality; participant costs; printing, advertising, distribution and other communication costs; travel costs within Canada; rental, repair, renovation and/or maintenance of facilities; purchase and/or rental of equipment, materials and supplies; and shipping costs for equipment, materials or supplies. Funds cannot be used for Capital projects, such as infrastructure.

Q When do I need to spend the funding by?

A The program must be carried out in a short time-frame (from signature date on agreement to March 31st 2020).

Q Should an applicant agency submit letters of support?

A No. Letters of support are not required. No supporting documentation will be accepted or considered as part of the assessment process.

Q Do you require references?

A No. References are not required. No supporting documentation will be considered as part of the assessment process.

Q Can agencies whose revenue is less than \$250,000 be ready to provide a financial review instead of audited financial statements?

A Yes. Charities with revenues less than \$250,000 may submit reviewed financial statements if requested only if they have been funded by one of UWEO's local offices in Prescott-Russell, Ottawa, Lanark or Renfrew Counties within the past 5 years (2015/16 – 2019/20) and are in good standing with the organization.

Q Is there a limit to the number of proposals that an applicant can submit?

A No, there is no limit to the number of proposals an organization can submit. An organization can submit more than one proposal under each or multiple priority goals. However, each proposal must be for a different target population.

Q Is there a limit to the amount of funding an applicant can ask for per proposal?

A No, there is no limit, but the overall funds available are limited. As a general guideline, we recommend that applications be for a minimum of \$15,000. Applicant agencies should ask for what is required to achieve results that support the priority goal identified

in the proposal. Keep in mind that the amount of funding awarded may be less than the amount requested.

Q Is there a partner sponsorship agreement template?

A No, partnering agencies should develop an agreement together. Within the agreement, the details of what each partner is contributing to the program (i.e., space, time, activities, etc.) should be clearly outlined. The agreement should be signed by Executive Directors as well as the Chairs of the Boards of Directors of each partnering agency.