



Local Initiatives Program (LIP) – COVID Edition Guidelines and Evaluation Criteria

Application Deadlines

To receive feedback, your proposal must be submitted no later than **December 7th at 3:00 pm**. Any applications received after that date will not receive feedback.

Final application deadline December 10th at 12:00 pm

The Haliburton County Development Corporation is a community-driven agency that supports economic development and encourages the development, implementation and sustainability of initiatives that contribute to job creation, a resilient, vibrant community and a healthy natural environment.

Purpose of the Local Initiatives Program - COVID Edition

The purpose of this program is to support Not-for-Profit organizations adversely affected by the COVID-19 pandemic. We recognize that many not-for-profit organizations are experiencing additional costs due to COVID-19 or are experiencing a loss of revenue due to cancelled programming or diminished fundraising revenue.

This program is to help Not-for-Profit organizations cover new expenses incurred to respond to COVID-19 protocols or to assist with fixed operating costs which cannot be covered due to loss of revenue. Applicants must be able to demonstrate that without this support, the organization would be faced with closures or cancelling programming.

It is highly recommended that applicants discuss the project with Autumn Wilson awilson@haliburtoncdc.ca or Jim Blake jblake@haliburtoncdc.ca prior to completing an application to determine eligibility.

Eligible Costs

- New expenses incurred in response to COVID-19 protocols

Examples include:

- Personal protective equipment
- Plexiglass shields
- Office/building improvements to allow for physical distancing and/or ventilation.
- License for video conferencing service
- Training for staff or volunteers related to COVID-19 protocols

- Fixed operating costs required to keep the organization in working order.

Examples include but are not limited to:

- Insurance
- Rent
- Heat and Hydro

Ineligible Costs

- Expenses related to direct programming
- Wages

Funding Criteria

- Organizations must be able to demonstrate financial need for the support
- Expenses must be incurred before March 15, 2021
- The Local Initiatives Program may cover up to 100% of eligible costs

Eligible recipients

- Not-for-profit community organizations in Haliburton County

Ineligible Recipients

- Municipalities
- For-profit Businesses
- Individuals

Required Documentation

For Incorporated Organizations please include:

- By-laws adopted by the membership
- A copy of charter or Articles of Incorporation
- A list of Board Members with addresses and contact information (note: the majority of the Board of Directors must be residents or cottagers of Haliburton County)
- A description of your governance structure

For Unincorporated Organizations:

If your group is Unincorporated, to be eligible for funds you must show evidence that you have a governance structure in place similar to an incorporated organization.

Please include:

- The terms of reference for your group.
- A list of committee members with addresses and contact information (note: the majority of members must be residents or cottagers of Haliburton County)
- Roles and responsibilities for your committee.
- Demonstrate you have a financial management system in place (separate bank account, financial statements).

For all organizations please include:

- A list of partners your organization typically works with on an ongoing basis
- A copy of financial statements for your organization (profit and loss statement and balance sheet) including previous year financial statements and year-to-date.
- Any other pertinent information

For all organizations that work with vulnerable persons:

- Provide documentation as described in Appendix B (attached)

Available Funding

The maximum amount that can be requested is \$2,500. Due to the number of applications received and the limited funds available, funding awarded may be smaller than the amount requested.

Application Process

The application period will remain open until the funds are fully committed.

- Submissions must follow the format of the application form and use the budget form provided.
- Pages should be numbered.
- Submissions are to be sent by e-mail to awilson@haliburtoncdc.ca (contact Autumn to discuss transmission of larger files).

Evaluation Criteria

To be considered for funding an Organization must:

- Be adversely affected by COVID-19;
- Provide required documentation;
- Have a budget that is reasonable and feasible; and
- Be able to demonstrate financial need for the support.

The following criteria will be used to evaluate the applications for funding:

- Does this organization promote Community Economic Development in Haliburton County? (see Appendix A)
- Does the organization contribute to the resiliency and vibrancy of the community? (see Appendix A)

Appendix A

Community Economic Development and Community Resiliency and Vibrancy

What is Community Economic Development?

Community Economic Development (CED) is local community action that provides economic opportunities and improves social conditions in a sustainable way. It is a community-based process that combines social and economic development to foster the economic, social, ecological, and cultural well-being of communities.

HCDC and Community Economic Development

HCDC works with community groups, not-for-profit organizations, municipalities, other government agencies and the private sector to build a resilient and vibrant community and increase community capacity through community economic development.

What is Community Resiliency and Community Vibrancy?

Many rural communities have challenges that threaten their viability – an aging population, out-migration of youth, lack of employment opportunities, lack of a skilled workforce, remoteness from markets, limited access to health care services, limited and diminishing access to government resources (e.g. closing and amalgamation of schools, government offices, post offices), lack of public transportation, limited educational resources and limited access to broadband services.

Rural communities are also vulnerable to shifts in the economy, world events, climate change, and changes in government funding policies.

Successful rural communities are resilient and vibrant. They are communities where people work collaboratively to find positive solutions to deal with negative impacts from outside forces and are creative in accessing resources and providing services and cultural, social and recreational opportunities that make their community an attractive place to live and work.

Through the Local Initiative Program HCDC is looking to support organizations that are undertaking initiatives that will contribute to the resiliency and vibrancy of our rural community.

The Canadian Centre for Community Renewal defines community resiliency in the following way.

Resilience is the ability to respond and adapt to change creatively and collaboratively – it may be the most important quality a community needs to deal with today's uncertainty. Unless a community develops a capacity to assess, learn, adapt, and innovate all the time, it won't do well in the future. It won't thrive (or perhaps even survive) unless it is resilient.

What are the signs of a resilient community? A resilient community is ...

- **A “can-do” community.** Community members are open to new ideas, to learning and to diversity. They co-operate with each other to make things happen.
- **A learning community.** Community members have assessed the threats and opportunities ahead of them, created a vision, and identified priorities and plans to get there. The vision considers social, cultural, economic and environmental health.

Organizations and local governments co-operate with each other to take action and to assess and learn from their progress.

- **A caring community.** Part of the planning and action ensures that those most in need continue to get access to essential services such as food, housing, transportation, water, and energy.
- **A self-reliant community.** The community is strategic in how it works to diversify land use, food production, community services, business, and labour market skills. Local ownership of land, investment capital, and business is a priority.

Community Vibrancy can be defined as “the condition of a rural community which is characterized by **active involvement** and the **creative, dynamic interaction of people from different generations and groups**, with the capacity to **act jointly and to create common interests and objectives**” (Rural Alliances, 2014).

A vibrant community is one where residents are engaged in maintaining and improving their community. It's community where there are festivals and community events, visible examples of community pride, a wide range of social, cultural and recreational activities for people of all ages and interests, a high rate of volunteerism and people helping people.

Vibrant rural communities follow the aim to develop and/or maintain social, cultural and economic benefit, adapt to change and improve quality of life for everyone within the community.

Appendix B

Requirements for Organizations that work with Vulnerable Persons.

The “Duty of Care” that individuals and organizations have towards vulnerable persons is established in common law in Ontario and Canada.

HCDC’s responsibility as a funder is to ensure that all organizations who work with vulnerable persons and receive funding from HCDC are aware of their responsibilities and have demonstrated to HCDC that they have the appropriate policies and practices in place to ensure the fulfillment of this duty of care.

What is a Vulnerable Person?

Vulnerable persons are children or vulnerable adults.

A **child** is a person under 18 years of age and includes youth. Note that a child may also be a staff or volunteer.

A **vulnerable adult** is any person aged 18 or over who:

- Receives or may need community care services because of a disability, or illness, and/or
- Is or may be unable to take care of themselves or protect themselves against significant harm or exploitation.

Examples may include but are not limited to:

- Older people, especially those who are unwell, frail, confused and unable either to stand up for themselves or keep track of their affairs,
- People who are open to abuse because of learning difficulties, physical disabilities or mental illness, and
- People who are susceptible to exploitation because of a situation of dependency or power differential.

In addition to the general requirements for LIP funding eligibility, any Organization that works with Vulnerable Persons must provide HCDC with the following documentation to be eligible for funding.

1. An attestation that the organization requires all staff and volunteers, 18 years of age or older, working directly with vulnerable persons to get a Vulnerable Sector Check from the OPP before they start in their position or the provision of the organization’s policy on the recruitment and hiring/selecting staff and volunteers which includes this requirement.

Or documentation that the Vulnerable Sector Check is not required for the type of work their staff and volunteers are undertaking. *A Vulnerable Sector Check is required for people who are working with vulnerable persons in a position of responsibility on a regular basis. People who volunteer on an occasional basis and are never working*

alone with vulnerable persons would not be required to get a Check, nor would other volunteers and staff in the organizations who are not working directly with vulnerable persons.

2. A description of the accountability structure for the supervision of staff and volunteers and the protocols for reporting abuse. (Both the reporting of suspected abuse and accusations of abuse against staff or volunteers) or the provision of the organization's policy related to these issues.
3. A description of the training provided to staff and volunteers specific to working with vulnerable persons or a copy of the training manual.
4. An attestation that the members of the Board of Directors are not involved in direct program delivery. This is required to ensure that there is no conflict for the board in providing oversight and accountability.

Note: If the Board of Directors has identified a specific need for a Board Member(s) to be involved in direct program delivery, the Organization must provide a description of the policies and procedures on how accountability is managed in relation to this volunteer(s).