



COVID-19 EMERGENCY SUPPORT FOR COMMUNITY ORGANIZATIONS

FREQUENTLY ASKED QUESTIONS

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BACKGROUND

- The Government of Canada has announced a \$350 million Emergency Community Support Fund to help charities and non-profit organizations adapt frontline services for vulnerable Canadians during COVID-19.
- This support, led by Employment and Social Development Canada, will help the Canadian Red Cross offer programs and services to support community agencies and not-for-profit organizations during this unprecedented health emergency, to help ensure the continued provision of important health and community support to communities across Canada.
- Canadian Red Cross support to not-for-profit organizations will include:
 - Providing grants to community organizations to help them continue providing vital support to vulnerable groups;
 - Training on preventing disease transmission, as well as providing personal protective equipment (PPE), training and supports to ensure community organizations can continue their invaluable contributions to the COVID-19 response.

GENERAL

What is the Granting Program for Non-profits?

- With funding from the Government of Canada's Emergency Community Support Fund lead by Employment and Social Development Canada, the Canadian Red Cross is making grants available to non-profits across Canada, in support of their direct service delivery to the those who are most vulnerable to the health, social, and economic impacts of COVID-19.
- Non-profit organizations are critical in the response to community needs in times of crisis and organizations across Canada are stepping up to respond to COVID-19 while quickly adjusting to the unprecedented impact on their operations, fundraising, and ability to safely reach and support their communities.

What is the Prevention Disease Transmission (PDT) Training and Equipment Program?

- The Canadian Red Cross has a new training and equipment program to support frontline workers responding to COVID-19 in low- and medium-risk environments. The program will also support organizations in accessing personal protective equipment for their volunteers and staff.
- This program will support the health and wellbeing of frontline workers by equipping them with critical personal protective equipment, including masks and gloves, and will train them to use this equipment to ensure their health and wellbeing.

COVID-19 EMERGENCY RESPONSE SUPPORT PROGRAM ELIGIBILITY

What types of organizations can apply to the Granting Program for Non-profits?

Organizations that can apply include non-profit organizations, non-government organizations, Indigenous Peoples' organizations, faith-based organizations and other organizations that are addressing a pressing social inclusion or wellbeing need caused by COVID-19 or are supporting vulnerable populations and meet the eligibility criteria. Please consult our "[Is My Organization Eligible](#)" visual to help assess if you are eligible to apply.

Registered charities and qualified donees are not eligible under this program.

What types of organizations can apply to the Prevention Disease Transmission Training and Equipment Program?

Organizations that can apply include *both* registered charities and non-profit organizations that are non-government organizations, Indigenous Peoples' organizations, faith-based organizations and other organizations whose front line work is helping to reduce the impacts of COVID-19 and/or providing necessary support to Canadians that meet the eligibility criteria.

If we are not eligible but are interested in granting, preventing disease transmission training or personal protective equipment how can we express needs and concerns?

The Canadian Red Cross is trying to understand the needs of the sector and we believe that there will be more requests for training and equipment and granting than we are able to support. Please contact us [HERE](#) to fill in a short survey and express your needs and concerns.

What is the eligibility criteria for funding under the Granting Program?

Organizations must be non-profits - defined for the purposes of this granting program as community organizations, associations, societies or trusts that are (whether incorporated or unincorporated) organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit - that:

- Have non-profit organization status within Canada;
- Deliver critical community-based supports to vulnerable populations in Canada or that are addressing a pressing social inclusion or wellbeing need;
- Are incorporated or established in Canada or have a principal registered office address in Canada
- Have been in operation on or before December 31, 2019 (preference will be given to organizations that have been in operation for 12 months or longer);
- Regularly dedicate at least 50% of core activities to direct service delivery;
- Require a minimum grant of \$5,000;
- Have a governance structure with at least three people on the board, management committee, etc.;
- Have internal accountability measures such as procedures for internal controls;
- Conduct activities that fall into at least one of the eligible activity categories; and/or
- Do not require funding for any of the ineligible activities listed in the [Guideline](#).
- **Preference will be given to organizations that** have annual revenues of \$1,500,000 or less*;

* if the organization's financial position has deteriorated significantly since the start of COVID-19 (March 11, 2020) you can provide additional documentation to support this. Please provide unaudited March 31, 2020 financial statements or equivalent – see the documentation requirements section.

Please consult our "[Is My Organization Eligible](#)" visual to help assess if you are eligible to apply.

What is the eligibility criteria for the Prevention Disease Transmission Training and Equipment Program?

Organizations can be registered charities, qualified donees and non-profits that -

- Are undertaking frontline work to reduce the impacts of COVID-19 and/or providing necessary support to Canadians responding in low and medium risk environments;
- Are incorporated or established in Canada or have a principal registered office address in Canada
- Have been in operation on or before December 31, 2019 (preference will be given to organizations that have been in operation for 12 months or longer);
- Regularly dedicate at least 50% of core activities to direct service delivery;
- Have a governance structure with at least three people on the board, management committee, etc.; and
- Have internal accountability measures such as procedures for internal controls.
- Preference will be given to organizations with unrestricted cash reserves of less than 20% of their annual operating budget (as an indication of financial vulnerability).
- Preference will be given to organizations that have annual revenues of \$1,500,000 or less*;

* if the organization's financial position has deteriorated significantly since the start of COVID-19 (March 11, 2020) you can provide additional documentation to support this. Please provide unaudited March 31, 2020 financial statements or equivalent – see the documentation requirements section.

Please consult our [“Is My Organization Eligible”](#) visual to help assess if you are eligible to apply.

My organization has annual revenues over \$1,500,000 – are we still eligible for either program?

Yes, you are encouraged to apply. There is no maximum revenue bracket for eligible organizations, however, preference will be given to organizations that have revenues under \$1,500,000.

My organization is a non-profit and also a registered charity – am I eligible for the Granting Program?

Yes, you may be eligible for the Granting Program if your organization operates as both a charity and a non-profit, as long as your application for grant funding is submitted as a non-profit organization. This can be selected in the “organization type” within the application portal.

Please note that if you are applying to both programs, we recommend that you select “non-profit organization” as the type. This will ensure your application is reviewed for both the Granting Program for Non-profits and the Preventing Disease Transmission Training and Equipment Program.

What types of organizations are ineligible for both the Granting Program and the Preventing Disease Transmission Training and Equipment Program?

The Canadian Red Cross granting program is focused on non-profits. In order to not duplicate efforts, registered charities and qualified donees are not eligible for the granting program. They are however eligible for the Preventing Disease Transmission Training and Equipment Program.

Organizations that are ineligible for both programs are individuals, for-profit businesses, political organizations that conduct partisan political activities (i.e. support for a candidate or political party).

If you are ineligible for either of these programs, there are many other federal and provincial programs that you may apply to and benefit from, including many initiatives on the [Government of Canada website](#) including but not limited to:

- Canada Emergency Wage Subsidy (CEWS)
- Extending the Work-Sharing program
- Business Credit Availability Program (BCAP)
- Canada Emergency Business Account (CEBA)
- Canada Emergency Commercial Rent Assistance (CECRA)
- Canada Emergency Response Benefit (CERB)

Why is my registered charity not eligible for the Emergency Response Support?

The Government of Canada has generously provided over \$350 million to a number of different organizations to provide support to different groups including registered charities, most of such funds are targeted at registered charities. If you are not eligible for the Canadian Red Cross Granting Program for Non-profits we encourage you to visit [unitedway.ca](#) or [communityfoundations.ca](#) to see if you may be eligible for other granting programs from the Government of Canada Emergency Community Support Fund. If your registered charity is also a non-profit organization, you can still apply to Granting program. Be sure to select “non-profit organization” in the “organization type” within the application portal.

CLARIFICATION QUESTIONS ON ELIGIBILITY AND DEFINITIONS

What is meant by a non-profit?

Non-profits for the purposes of this program are defined as community organizations, associations, societies or trusts that are (whether incorporated or unincorporated) organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.

What is a for-profit organization or business?

Organizations which generate a profit for its members or shareholders. Organizations incorporated under the Canada Business Corporations Act (CBCA) or provincial legislation such as the Ontario Business Corporations Act (OBCA), or a sole proprietorship or a partner in a business partnership are likely a for-profit and are not eligible for the Emergency Response Support Program.

What is the difference between a not-for-profit and a non-profit organization?

For purposes of the Guidelines the terms not-for-profit and NPO are used interchangeably. Note - some non-profit organizations have special status such as being registered charities or qualified donees and they are excluded from this Granting program.

My organization is a non-profit but is not incorporated. Am I still eligible?

Yes, you may still be eligible for both programs even if you are a non-profit that is not incorporated. Visit redcross.ca/communityorganizations to learn more about additional eligibility criteria and to apply.

What is a Canadian registered charity?

A registered charity refers to a charitable organization, public foundation, or private foundation registered with the Canada Revenue Agency (CRA) as a registered charity on their [Charities Listing](#). If your organization appears on the CRA Charities Listing it is a registered charity. However, the Red Cross recognizes that some organizations hold both charitable status with CRA as well as non-profit organization status in their province.

See Question "[Why is my registered charity not eligible for the Emergency Response Support?](#)"

My organization is a non-profit and also a registered charity – am I eligible for the Granting Program?

Yes, you may be eligible for the Granting Program if your organization operates as both a charity and a non-profit, as long as your application for grant funding is submitted as a non-profit organization. This can be selected in the "organization type" within the application portal.

Please note that if you are applying to both programs, we recommend that you select "non-profit organization" as the type. This will ensure your application is reviewed for both the Granting Program for Non-profits and the Preventing Disease Transmission Training and Equipment Program.

What is a qualified donee?

A qualified donee is an entity that is entitled to issue official donation receipts for gifts. Qualified donees include all Canadian registered charities as well as the following groups:

- [Canadian Amateur Athletic Associations](#)
- [Registered journalism organizations](#)
- [Registered municipalities](#)
- [Registered municipal or public bodies performing a function of government in Canada](#)
- [Registered universities outside Canada](#)
- [Registered foreign charities that have received a gift from Her Majesty in right of Canada](#)
- [Registered low-cost housing corporations for the aged](#)
- [Her Majesty in right of Canada, a province, or a territory, and the United Nations and its agencies](#)

Knowing that the Community Emergency Support Fund includes Community Foundations and United Way as well as the Canadian Red Cross - how do I know which program to apply to? If I apply to one agency am I ineligible to apply to others? Can I apply to the Canadian Red Cross for personal protective equipment and granting, and other agencies for granting?

The Canadian Red Cross is the only agency offering the Preventing Disease Transmission Training and Equipment Program so all groups that meet the eligibility criteria are encouraged to apply. Application to the United Way or Community Foundations for granting funding will not impact your application to the Canadian Red Cross for the Preventing Disease Transmission Training and Equipment Program. If you are not eligible for the ESDC funded Preventing Disease Transmission Training and Equipment Program, please fill in our survey [HERE](#) so we can understand your needs.

The Canadian Red Cross's granting program will target non-profit organizations, while the other groups will be focused on granting to charities and qualified donees. This will ensure little duplication between what the Canadian Red Cross funds and what others will fund. To understand if you should apply please consult our "[Is My Organization Eligible](#)" visual.

How does the Canadian Red Cross work with Community Foundations and United Way at the local level?

The Canadian Red Cross works with local stakeholders and other funding agencies to ensure that grants are meeting community needs. This is accomplished through collaborative approaches including formal and informal structures. As the Canadian Red Cross' Granting program is focused on non-profits, we would be happy to accept applications from community organizations that may not meet the criteria of the other funders. Likewise, if the Canadian Red Cross is unable to fund a community organization that may fit other funders' criteria, we will strive to connect them to other local agencies where possible.

Canadian Red Cross, United Way of Canada and Community Foundations of Canada are all receiving federal funding for granting programs. How are you ensuring that these organizations are not duplicating assistance to the same community organizations?

The Canadian Red Cross, the United Way of Canada and the Community Foundations of Canada have worked very closely with ESDC to develop comprehensive programming that targets a variety of community organizations. The Canadian Red Cross's granting program will target non-profit organizations, while the other groups will be focused on granting to charities and qualified donees. This will ensure little duplication between what the Canadian Red Cross funds and what others will fund.

Projects may only be funded by one agency

What does direct service delivery mean?

Direct service delivery means the provision of services and goods directly to beneficiaries. Sometimes this is referred to as frontline service delivery. The provision of services and goods by virtual means is also considered to be direct service delivery.

One example would be if you are an organization that delivers meals on wheels to the elderly and disabled, that would be considered a direct service delivery to vulnerable populations related to COVID-19. Another example of direct service delivery to vulnerable populations related to COVID-19 would be providing virtual counseling services to persons living with mental illness.

If you are an organization that writes well-researched reports on the importance of improving delivery services for the elderly and disabled, that would not be direct service delivery. While we acknowledge that both direct and indirect service offerings are important, this fund is focused solely on direct service delivery.

What do you mean by the requirement for a governance structure with at least three people on the board, management committee, etc.?

Some non-profit organizations in Canada can be established with only one or two people involved in the whole organization. These organizations may do great work but will not be eligible for this program. This program has tight timelines and we require certain basic checks and balances, accountability and community involvement. The board, management committee or executive committee is a governing body or decision-making body of the non-profit, as opposed to membership, staff, other volunteers who may also be very involved in the organization. Therefore, in this program, we will only be funding non-profits that have at 3 or more people on their board, management committee, executive committee, etc. or have three trustees if a trust.

How are you defining Vulnerable Populations?

Consistent with how Employment and Social Development Canada, for the purposes of the Program, "**vulnerable populations**" means communities in Canada that experience physical, economic and social barriers that would typically include those living in poverty (i.e. low income cut-off (LICOs) and diverse marginalized groups who are at risk of being socially excluded to inclusion, such as seniors, youth, Indigenous, veterans, visible minorities, women, LGBTQ2+, low income, unemployed, single parent families, newcomers to Canada, individuals living with a disability, experiencing homelessness, living in remote and/or rural areas, or from an official language minority community (OLMC).

Who is captured by “vulnerable populations”?

Vulnerable populations are communities in Canada that experience physical, economic and social barriers that would typically include those living in poverty (i.e. low income cut-off (LICOs) and diverse, marginalized groups that are at risk of being socially excluded to inclusion, such as seniors, youth, Indigenous, veterans, visible minorities, women, LGBTQ2+, low income, unemployed, single parent families, newcomers to Canada, individuals living with a disability, experiencing homelessness, living in remote and/or rural areas, or from an official language minority community (OLMC).

How are you ensuring your program is assessing the outcomes of supporting vulnerable groups and/or pressing social inclusion need?

The Social Development Partnerships Program was created to serve the most vulnerable Canadians, with the objective being to provide assistance to organizations attending to the needs of vulnerable populations during the COVID-19 outbreak. The Canadian Red Cross has long been dedicated to ensuring that pressing social inclusion needs are addressed throughout its long-term recovery and emergency programming and will continue to do this throughout the COVID-19 pandemic.

The Canadian Red Cross has developed an outreach strategy to ensure that who are outside of the regular set of partners of the Canadian Red Cross, are provided with an equal opportunity to be considered for funding. As the Canadian Red Cross is a national organization with multiple offices across Canada, we have a plethora of outlets to share this information with and are asking that all interest groups begin to share this opportunity throughout their own respective networks. The Canadian Red Cross will hold an open, impartial and fair selection and assessment process to fund projects which respects our fundamental principles.

The Canadian Red Cross Protection, Gender Equality and Social Inclusion and Community Engagement and Accountability (PGIE) team will be involved throughout the grant process, including reviews of the reporting, applicant selection and data collection to ensure that grants are awarded to organizations that are meeting the needs of the most vulnerable. The application will be available through a portal on the Canadian Red Cross website, in both official languages, and Grants Officers will be available to support organizations through the process. For organizations with limited internet access or application challenges please contact us at covid19communitysupport@redcross.ca. Our goal is to ensure that organizations are aware of the fund, supported through the application process and successful in their application.

What do you mean by partisan political activities?

Partisan political activities include any activities that directly or indirectly support a particular political party, politician or candidate for public office. As a Canadian registered charity, the Canadian Red Cross is prohibited from taking part in any partisan political activities, and no funds from the Red Cross can go towards partisan political activities. The Red Cross will not fund any organizations under this program that are involved in partisan political activities.

Examples of partisan political activities include creating and publishing media (ads, articles, blog posts, etc.) in support of a particular political party or politician; commenting on social media outlets in support of a particular political party or politician.

Why does it matter how long our organization has been in operation?

The Canadian Red Cross has limited funds available and would like to support existing organizations that have a good track record of supporting vulnerable populations. The Red Cross will accept and consider applications from organizations that have existed before December, 31 2019.

How do I calculate the ratio of unrestricted cash to the total annual operating expenditures to understand how my application will be considered?

The Canadian Red Cross will be assessing this as part of your organization's application for the Prevention Disease Transmission Training and Equipment Program to understand your organization's financial vulnerability. It may also be used as a metric in the Granting to Non-Profits program as expressed in the Program Guidelines.

You are encouraged to still apply even if your ratio exceeds 20%. This ratio is not the only factor being considered for the Prevention Disease Transmission Training and Equipment Program and is not a core eligibility criterion. It may however be used to prioritize resources to organizations.

What we will be assessing is: Unrestricted Cash (A) divided by Annual Operating Expenditures (B) as an indicator of financial vulnerability to assess need for personal protective equipment and training for the purposes of the ESDC funded project.

To calculate the ratio of Unrestricted Cash (A) to Annual Operating Expenditures (B) you can follow the following methodology:

Unrestricted Cash (A)

To calculate the unrestricted cash please use the information filed in Schedule 100 of your T2 filings. The amounts reported for cash and short-term investments under lines 1000, 1001 and 1180 should be used.

If using recent financial statements not part of a filing, please provide the total of cash and short-term investment balances at the month end provided. Please ensure you upload these financial statements to the secure application portal.

Annual operating expenditures (B)

Take the annual operating expenditures reported in the last T2 filing reported in your Schedule T125.

Example:

Total unrestricted cash (A):	\$50,000
Total operating expenditures (B):	\$250,000
<u>Ratio=</u>	<u>20%</u>

How do we determine if over 50% of our activities relate to direct service delivery?

Generally speaking, if over 50% of the total revenues reported above relate to direct service delivery, your organization will be eligible against this criterion. However there may be other ways to demonstrate this aside from revenues so we encourage you to contact us at covid19communitysupport@redcross.ca for more assistance.

Do I need to provide both T2 and T1014?

If you file both T2 and T1014, please provide both.

ELIGIBLE ACTIVITIES, COSTING DATES AND FUNDING AMOUNTS FOR THE GRANTING PROGRAM

What kinds of activities can be supported for the Granting Program for Non-profits?

Non-profit organizations may apply for financial support to respond to community needs in **one** of the following activity categories:

- Responding to increased demand for services and goods as a result of COVID-19;
- Adapting or realigning existing service delivery and programming to a COVID-19 reality to support existing service delivery;
- Delivering new services or programming as a result of new needs or losses arising as a result of COVID-19;
- Recruiting, engaging and supporting volunteers for direct service delivery required to respond to COVID-19;
- Community awareness, information and education related to COVID-19 to mitigate risk and impact, support recovery and resiliency and/or prevention.

See the [Granting Program Guidelines](#) for more information.

Can proposals include costs for activities that have already been incurred?

Yes, proposals can include costs that have already been incurred as long as you can provide original supporting documentation (receipts, invoices, transaction reports, etc.) and these costs were incurred after April 1, 2020. Given the context of COVID-19 in Canada retroactive costing is permissible and will be reviewed on a case-by-case basis although preference may be given to requests that include activities that will occur before November 30, 2020.

What is the timeline for spending project funds?

To be eligible, activities must occur between April 1, 2020 and **November 30, 2020**.

How much money can I apply for?

The budget for the project must be a minimum of \$5,000 and a **maximum of \$100,000**.

What types of activities are ineligible for funding?

The Canadian Red Cross is not able to consider projects that include any of the following ineligible activities:

- Ongoing or core operational costs of an organization not directly related to service delivery as part of an emergency response to COVID-19;
- Activities that occur before April 1, 2020 or after November 30, 2020;
- Medical or clinical services
- Initiatives within legislated mandates of government or city departments;
- Initiatives where a profit is being made by the organization;
- Fundraising events (including, but not limited to, golf tournaments, galas, etc.);
- Activities that do not fall within Canadian Red Cross charitable objectives or that do not adhere to the [Fundamental Principles](#) and humanitarian values of the Canadian Red Cross;
- Initiatives that require adherence to a specific faith (the Red Cross is committed to the Fundamental Principle of neutrality and impartiality);
- Initiatives with political activities;
- Initiatives that would duplicate existing services;
- Activities that would result in double recuperation of funds, for example for items or services covered by other funding, government assistance including the Emergency Community Support Fund or insurance;
- Costs for major capital equipment/renovations and minor renovations and financing of deficits;
- Construction of housing or shelter structures;
- Activities focused on addressing economic recovery;
- Research projects;
- Activities that take place outside Canada;
- Activities that do not fall within the current objects or mandate of the applicant;
- Rental costs for space that is owned by the organization;
- Purchase of leased land;
- Debt reduction campaigns;
- Building larger reserves;
- Contributions to endowment funds;
- Activities that are inconsistent with public health directives related to COVID-19; and/or
- Activities whose administrative expenses are greater than 9% please see our [Eligible Costing Guidelines](#) for more detail.

APPLICATION PROCESS FOR BOTH THE GRANTING PROGRAM AND THE PPE AND TRAINING PROGRAM

Where can I apply?

You can apply online at www.redcross.ca/communityorganizations! If you need support, you can contact us at covid19communitysupport@redcross.ca or by calling 1-866-221-2232.

Does my organization have to apply separately for the Granting Program for Non-profits and Preventing Disease Transmission Training and Equipment, or can we apply for both on one application?

There is only one online application portal for both programs and your organization will only have one login so you will only need to enter your organizational information once. Once in the application portal, you can apply to either Preventing Disease Transmission Training and Equipment or Granting, or both.

Can my organization apply for both programs?

Yes. Eligible non-profits can apply for both the Granting Program for Non-profits and the Preventing Disease Transmission Training and Equipment Program. If your registered charity is also a non-profit organization, you can apply for both programs. Be sure to select “non-profit organization” in the “organization type” for both applications within the application portal. Once you apply for one program, all your documents and organizational information will transfer over and you will only have to fill out a few additional application items.

When is the deadline to apply?

The deadline to apply for programs is **August 31, 2020**. Applications submitted after this date will not be considered.

When will successful applications be notified?

Qualifying applications will be considered on a rolling basis as received and in groups according to their selected activity area. We are aiming to respond as soon as possible, but you can expect to hear from us within approximately 2-3 weeks from the submission of your application.

How will I know the status of my application?

You can check your application profile for the status of your application and where it is in the review process.

Will applicants deemed ineligible be notified?

Yes, the Red Cross will be reaching out to all applicants.

I can't get access to the required documents as we are all working remotely during COVID-19

Most documentation should be also available online and copies of originals are permissible. However, we recognize that COVID-19 will present some challenges for applications. Please contact us at covid19communitysupport@redcross.ca for more assistance. Please put as much information in the email as you can outlining what documentation is not accessible.

Is a deposit or payment required to apply to either program? Does the Canadian Red Cross ever ask for banking info, credit card info, or extensive personal information as part of its application process?

At the point of application for either program, the Canadian Red Cross requires extremely limited personal information. *We do not require financial deposits, payments or contributions at any time for the COVID-19 Emergency Response Support Program.* Please note that the Canadian Red Cross will never ask for your banking information or credit card information (except when you are making a financial donation).

Unfortunately, bad actors and individuals seeking to commit fraud see health emergencies and disasters as an opportunity to commit fraud against those impacted and organizations like the Canadian Red Cross. If you receive an email or phone call from someone posing as the Canadian Red Cross, and when in doubt, you can call us at 1-800-418-1111 or email us at covid19communitysupport@redcross.ca to validate that the outreach is from the Canadian Red Cross.

I am worried that I have received a fraudulent survey, that the survey that I have received is not real, or that I have been contacted by a fraudulent party in relation to the COVID-19 Emergency Response Support Program and/or application.

Unfortunately, bad actors and individuals seeking to commit fraud see health emergencies and disasters as an opportunity to commit fraud against those impacted and organizations like the Canadian Red Cross. If you receive an email or phone call from someone posing as the Canadian Red Cross, and when in doubt, you can call us at 1-800-418-1111 or email us at covid19communitysupport@redcross.ca to validate that the outreach is from the Canadian Red Cross.

Are the costs of applying reimbursable?

There is no fee to submit an application and unfortunately, any costs associated with your organization preparing the application will not be reimbursed.

Do I have to complete my application all at once?

No, you can save and return to your application as many times as you wish before submitting. Please ensure that you hit "submit" when your application is complete.

Can organizations make changes to their application once it has been submitted?

No, unfortunately no changes can be made to an application after it has been submitted. If you have any concerns please contact us at: covid19communitysupport@redcross.ca.

My organization does not have the resources (people, skillset, etc.) to complete the application. Can the Canadian Red Cross assist with this process?

Unfortunately due to volume we are limited in the support we provide to applicants, but if you need support in completing your application due to limitations related to resources and skillset you can contact us at covid19communitysupport@redcross.ca and the Red Cross may be able to provide further guidance.

If you have technical questions you can call an agent toll free at 1-866-221-2232 for support.

What support is available to Official language minority communities for the application process?

The Canadian Red Cross team is here to support any organizations requiring additional assistance in the application process, which includes official minority language communities (OMLCs). Please contact us 1-866-221-2232 or covid19communitysupport@redcross.ca if you require information in a language aside from English or French.

If my organization wants to apply for training, but does not require personal protective equipment, am I able to just apply for training?

Yes. Your organization may apply for Preventing Disease Transmission Training on its own. You can reflect this request in your application.

How do I know what costs are eligible and how to fill in my project budget?

Please consult our Eligible Costing Rules and Financial Management Guidelines for support on what costs are eligible as well as how to complete the project budget.

What documentation will be required to apply to the Granting Program for Non-profits?

To validate organization eligibility and to support the assessment of applications, the following documentation will be required as part of the application process:

- Governance documents, such as:
 - Incorporation documentation, if incorporated (i.e. Articles or Letters Patent, by-laws)
 - Trust Deed, if a trust
 - Constitution or similar document, if an unincorporated association
- Most recent financial statements (audited, if available) for the organization but no earlier than December 31, 2019 (if financial position has deteriorated significantly since the start of COVID-19 (March 11, 2020) please provide unaudited March 31, 2020 financial statements or equivalent).
- Tax filings for the last year (2019 tax year)
 - T2 return or T2 Short Form (if incorporated)
 - Information return (Form T1044) (all organizations with assets over \$200k or investment income over \$10k must file this)
- Last annual report, donor report, reporting to stakeholders on activities
Website of the organization, social media pages or accounts (Facebook, Instagram or Twitter handle) , if any, where the mission/vision and services of the organization are listed. If this isn't available on-line, a one-page document listing this information

What documentation will be required to apply to the Preventing Disease Transmission Training and Equipment Program?

If you are a charity or qualified donee the following is required a part of the application process to validate organizational eligibility and to support the assessment of application:

- Canada Revenue Agency Registration Number (charity or Qualified Donee)
- Last annual report, donor report, reporting to stakeholders on activities
- Website of the organization, social media pages or accounts (Facebook, Instagram or Twitter handle), if any, where the mission/vision and services of the organization are listed. If this isn't available online, a one-page document listing this information.

If you are a non-profit organization the following is required a part of the application process to validate organizational eligibility and to support the assessment of application:

- Governance documents, such as:
 - Incorporation documentation, if incorporated (i.e. Articles or Letters Patent, by-laws); or
 - Trust Deed, if a trust; or
 - Constitution or similar document, if an unincorporated association
- Most recent financial statements (audited, if available) for the organization but no earlier than December 31, 2019 (if financial position has deteriorated significantly since the start of COVID-19 (March 11, 2020) please provide unaudited March 31, 2020 financial statements or equivalent).
- Tax filings for the last year (2019 tax year)
 - T2 return or T2 Short Form (if incorporated); or
 - Information return (Form T1044)
- Last annual report, donor report, reporting to stakeholders on activities
- Website of the organization, social media pages or accounts (Facebook, Instagram or Twitter handle), if any, where the mission/vision and services of the organization are listed. If this isn't available online, a one-page document listing this information.

What if my organization has not filed taxes for 2019 – can we submit for the 2018 year instead?

If you have not filed for the 2019 tax year, then please submit your most recent tax documents.

The documentation states a requirement to provide my tax filing/information return, but our organization does not file taxes – what do I do?

Tax filings could also be termed an information return, or regulatory filing and such a filing is required if an organization is incorporated (T2 Return or T2 Short Form). If your organization is not incorporated you are generally not required to file a return unless ONE of the following are applicable:

- The organization is entitled to receive taxable dividends, interest, rentals or royalties totalling more than \$10,000 in the fiscal period; OR
- The organization owned assets valued at more than \$200,000 at the end of the immediately preceding fiscal period; OR
- The organizations had to file a non-profit organization information return for a previous fiscal period.

If you are not required to file taxes or a tax return you can skip this step in the application process. If you are required to file a tax return, or are unsure on the requirements, and have not filed a return but have questions for our program teams please contact us at covid19communitysupport@redcross.ca.

Are non-profit organizations required to file taxes or an information return? What if my organization hasn't filed any?

All incorporated entities (non-profit organizations, businesses, etc.) are required to file a T2 tax form (T2 Return or T2 Short Form) as part of their return.

Unincorporated non-profits are only required to file taxes if ONE of the following are applicable:

- The organization is entitled to receive taxable dividends, interest, rentals or royalties totalling more than \$10,000 in the fiscal period; OR
- The organization owned assets valued at more than \$200,000 at the end of the immediately preceding fiscal period; OR
- The organizations had to file a non-profit organization information return for a previous fiscal period.

The form non-profits are required to complete if they meet one of the above is the T1044.

If you are not required to file taxes or a tax return you can skip this step in the application process. If you are required to file a tax return, or are unsure on the requirements, and have not filed a return but have questions for our program teams please contact us at covid19communitysupport@redcross.ca.

If my organization is a charity or qualified donee applying for the Preventing Disease Transmission Training and Equipment Program, do I need to upload all the tax forms that the application system is asking me for?

No, you do not. This is an optional step for registered charities and qualified donees applying for the Preventing Disease Transmission Training and Equipment Program application. However, it is a requirement for non-profit organizations applying. Charities and qualified donees applying for the training and equipment program can enter their organization information and then proceed to the application form.

Do I need to provide audited financial statements?

If you have audited financial statements, please provide them to us. However, many non-profits are not required to have audited financial statements and therefore will not have audited financial statements. As well some non-profits may have audited financial statements in previous years, but they have not completed their audit yet and in this case please provide the Canadian Red Cross with audited statements when you have them and unaudited when you don't.

Do I need to provide both the T2 and T1044?

Incorporated non-profits must file the T2 Corporation Income Tax Return, and only some will also file the T1044, Non-Profit Organization (NPO) Information Return. Some unincorporated non-profits will only need to file the T1044. In some cases, an organization may not have filed the forms required, but this does not necessarily disqualify those organizations from applying for this grant. If you file both the T2 and T1044, please provide both. Here is information on the [T2](#) and [T1044](#).

SUCCESSFUL APPLICANTS

What will be required of my organization if our application is successful?

If your application for both programs is successful, your organization will be expected to:

- Sign an agreement - see the term sheet for Granting Program for Non-profits [HERE](#) and for Preventing Disease Transmission Training and Equipment program [HERE](#)
- Comply with all applicable legislation, regulations, Canada Revenue Agency rules and guidelines, health and safety standards, and privacy legislation relevant to the organization funding activities
- Recognize the financial assistance from the Canadian Red Cross and Employment and Social Development Canada
- Submit reporting - see the [program guidelines](#) for each program for details on reporting

For the Granting Program for Non-profits, organizations will also need to:

- Have in place strong financial management practices and be able to demonstrate how these have been followed, if requested.
- Have in place appropriate insurance for their activities for the granting program
- Ensure that professionals delivering specialized services as part of the initiative have the relevant certifications (i.e. when delivering clinical interventions) or checks (i.e. vulnerable sectors check for those working with children);

For the Preventing Disease Transmission Training and Equipment Program, organizations will also need to:

- Provide the numbers of volunteers/ employees for training
 - Confirm your preferred method of training for your volunteers/employees
- * guidance will be provided to support this section once applicants are selected

Will all successful applicants receive the same amount of money for the granting program?

No, applicants will not receive the same amount of funding. Applications will be assessed based on the activities and budget proposed.

What happens if there is a need for COVID-19 programming beyond November 30, 2020?

Unfortunately, funding is limited to this timeframe. However, the Canadian Red Cross is trying to understand the needs of the sector. Please contact us [HERE](#) to fill in a short survey and express your needs and concerns.

PREVENTION DISEASE TRANSMISSION TRAINING AND EQUIPMENT PROGRAM DETAILS

What types of personal protective equipment (PPE) will successful applicants be provided? How will the Red Cross determine how much equipment each organization receives?

Successful applicants for the Preventing Disease Transmission Training and Equipment Program will receive a 60-day supply of personal protective equipment, which includes one mask and two pairs of gloves per day for a set amount of full time equivalent, for frontline volunteers and staff. If an agency has a large amount of front-line staff and volunteers, the amount of personal protective equipment provided may be capped to ensure all agencies receive equitable support.

What if my organization requires more personal protective equipment (PPE) or runs out early?

Unfortunately, funding is limited. Red Cross is trying to understand the needs of the sector. If you are concerned about your organizations ability to safely provide frontline service delivery please contact us [HERE](#) to fill in a short survey and express your needs and concerns. Provincial health authorities may also provide supplies.

What if I am not eligible?

Red Cross is trying to understand the needs of the sector. Please contact us [HERE](#) to fill in a short survey and express your needs and concerns. Provincial health authorities may also provide supplies.

How is the Red Cross ensuring it has enough personal protective equipment (PPE) to support successful applicants?

We have secured supplies based on the funding provided by Employment and Social Development Canada. There is global scarcity on the personal protective equipment, but we are using our best efforts to secure additional supplies.

Our organization requires other types of personal protective equipment (PPE) too (i.e. gowns, face shields). Can Red Cross provide those too?

At this time the Preventing Disease Transmission Training and Equipment Program is focused on medium and low risk frontline service delivery and so is providing two-piece personal protective equipment which includes masks and gloves through the funded program. The provision of this level of personal protective equipment does not mean that the Canadian Red Cross has assessed and certified that the work being undertaken is medium and low risk. Each organization should assess their risk environment. Personal Protective Equipment is only one element of infection prevention. Its use reduces the risk of harm but does not eliminate the hazards itself. In the context of COVID-19, the risk of acquiring infection should be mitigated as much as possible through procedures and policies that, in addition to correctly using appropriate PPE, support infection prevention such as practicing proper hand hygiene and distancing. If you are interested in support in assessing your organization's risk environment and designing tailored infection prevention protocols, please fill in our survey so we can better understand the needs of the sector. If your organization does not meet the eligibility criteria for these programs, we want to hear from you! [Please fill in this short survey](#) to express the needs of your organization.

What will be covered in the Prevention Disease Transmission Training?

The training focuses primarily on understanding how infection occurs and how participants can use personal protective equipment (PPE) and good Prevention of Disease Transmission (PDT) practices to reduce their risk of infection. The following topics will be covered:

- What is infection and how is it caused?
- Infection transmission rates;
- How to prevent infection and disease transmission;
- Proper handwashing techniques;
- Types of Personal Protective Equipment
- Proper donning, doffing and disposal protocols for using personal protective equipment (PPE).

The goal of the course is to provide key information in a way that is accessible and useful for participants.

How long is the training?

The virtual training course is designed to be delivered in 40 minutes. Instructors may choose to take longer than the suggested instructional time to better support the learners.

Are there any prerequisites to take the course?

No, the course has no prerequisites and is suitable for all audiences.

By when must the training be completed?

All training must be completed by **September 30, 2020**

How many training sessions will be offered? Does everyone in my organization have to be trained during the same session?

Self-directed training can be completed at any time.

Virtual instructor-led training – your individual volunteers/employees will make a selection from the times/days listed on our website

In-class training – when necessary and possible, your organization will work with a Red Cross representative to determine a date and location.

Is it possible to receive just Prevention Disease Transmission Training?

Yes, it is possible to receive just the Prevention Disease Transmission Training. You will be asked to confirm this preference in the Application process.

What meant by a “medium and low risk environment” for direct service delivery?

The Canadian Red Cross is using this as an indication of risk to staff and volunteers to identify organizations that are undertaking front facing direct service delivery where risk to staff and volunteers is mitigated through other means such as the nature of the services themselves (drop off, pick up and distribution), and through other means such as maintaining the two meter barrier and other infection mitigation measures.

Each organization should assess their risk environment. Personal Protective Equipment is only one element of infection prevention. Its use reduces the risk of harm but does not eliminate the hazards itself. In the context of

COVID-19, the risk of acquiring infection should be mitigated as much as possible through procedures and policies that, in addition to correctly using appropriate PPE, support infection prevention such as practicing proper hand hygiene and distancing. If you are interested in support in assessing your organization's risk environment and designing tailored infection prevention protocols, please fill in our survey so we can better understand the needs of the sector. If your organization does not meet the eligibility criteria for these programs, we want to hear from you! [Please fill in this short survey](#) to express the needs of your organization.

Please note that this program is not designed for high risk direct service delivery where enhanced personal protective equipment and additional infection prevention control protocols are required such as in clinical and hospital settings. However, we are still trying to understand the needs of the sector. If your organization does not meet the eligibility criteria for these programs, we want to hear from you! [Please fill in this short survey](#) to express the needs of your organization.

What options are available for Preventing Disease Transmission Training delivery?

The Canadian Red Cross is offering a) an online self-directed training which is a self study program with maximum flexibility; b) a virtual classroom where a Canadian Red Cross instructor will be leading a training for groups of up to 20 participants and c) in-class training that is instructor-led for up to groups of 8. Note that the in-person led training is limited to select locations and there may be delays associated with this option. While we will try to accommodate the needs and preferences for successful applicants, this may not always be possible. Should your organization be a successful applicant, the Canadian Red Cross will work with your representative to coordinate the type of training and/or personal protective equipment. All training options are 40 minutes in length.

Are participant materials available for the training course?

A participant pocket guide has been created for the course and will be available digitally for all course participants from the Red Cross Learning Campus.

How do I get PPE for the demonstrations for the Preventing Disease Transmission Training?

Having a set of gloves and masks at the time of training is not required to complete the training. If you are also receiving personal protective equipment from the Canadian Red Cross this may or may not be provided prior to training depending on the type of training selected, when your training is arranged, and shipping timeframes challenged by COVID-19 impacts. If you do not receive equipment prior to training, you will receive a reference guide with information on how to use the personal protective equipment to complement the course.

How is the Red Cross ensuring the quality assurance of the personal protective equipment it is providing?

The Canadian Red Cross has a long-standing relationship with a private sector company who has been contracted to source, store and sell a range of health and safety products. This contract has been in place for many years and includes personal protective equipment, including gloves and masks.

The company holds the highest level of medical device licensing in Canada and has successfully completed Health Canada Audits. The company also maintains and follows Health Canada approved Standard Operating Procedures associated to the production, warehousing and sale of devices. Partner factories in China focus on personal protective equipment, first aid and disaster preparedness products, which are all ISO 13485 (Medical Device Quality Systems) and MDSAP certified. These factories are also FDA and CE approved with regular inspections from these regulatory bodies. Quality controls on all aspects of production through to shipping are tightly monitored and controlled.

CURRENT CANADIAN RED CROSS COMMUNITY PARTNERSHIP PROGRAM RECIPIENTS - ACTIVE FLOOD AND FIRE PARTNERS

Am I eligible to apply for the Emergency Response Support Granting Program?

Yes, provided your application is for new activities not currently funded and you meet the eligibility criteria.

Can partners redirect funding or resources from current funded projects towards activities related to COVID-19?

Unfortunately, no. The funding that the Red Cross has made available through the Community Partnerships Program was donated by Canadians and held in trust to support communities impacted by specific disasters or emergencies, for example the 2016 Alberta fires, the 2017 B.C. fires, or the 2019 spring flooding in Quebec and Ontario. As such it is not possible to use funds granted under a current project agreement for activities related to COVID-19.

We ask that partners please continue to work within the scope of current project agreements and discuss any potential or requested changes with us. The individual project check-in tool and process will help us understand these needs and respond to them in a coordinated way.

We do understand that COVID-19 is impacting community organizations and the communities we serve in complex and unexpected ways, and we know that community networks of support are critical. Again, we encourage organizations to share and discuss the needs and priorities of their community as they emerge. Look out for contact from the Community Partnerships team and for communication like the Canadian Red Cross Not for Profit Organizations Pulse Check survey.

What other information can we give non-profit organizations (NPOs) to help them adapt to COVID-19?

Canadian Red Cross has posted several resources online to support NPOs. These can be found here: www.redcross.ca/communityorganizations. These resources are being translated and will be posted in French as soon as they are available.

What are the additional support funds for active partners?

A small amount of assistance will be available to assist active partner organizations to adapt their Red Cross-funded project to the new realities of the COVID-19 pandemic situation.

The project assistance is only available to partner organizations with current projects funded by Canadian Red Cross, because it is designed to support the success of active fire, flood, or tornado recovery projects. Funds are being made available from the funds raised to respond to these original emergencies (appeal trust funds).

Qualifying partner organizations that completed the survey will receive a letter explaining the amount and purpose of the project adaptation assistance. Use of the funds must relate to the funded project, however the funds are separate to the agreement budget. This allows flexibility for organizations to take the appropriate steps they need for their project amidst COVID-19. The funds are provided in addition to, and outside of the project budget. Straightforward reporting back on the use of funds will be required, and a template will be provided.

The assistance is not available to government partners or school boards. The assistance is not available to organizations that are very close to their end dates or where activities are concluded (final report submitted and/or eligible costing dates passed).