



2020 COVID-19 Grant Program for Non-profit Organizations

This grant program is targeted at non-profit organizations that primarily rely on donations and memberships. These organization have faced a dramatic decline in revenue while faced with ongoing fixed costs regardless of their ability to operate. These fixed costs include rent, utilities, equipment leases, and insurance. Non-profit organizations generally do not have the capacity to take on debt.

Eligibility Criteria

1. The group is a registered charity with the Canada Revenue Agency or an organized, unincorporated, or non-profit organization
2. Is governed by a volunteer board or executive committee of 5 or more members
3. Holds an annual general meeting, at which the board of directors or executive committee is elected from the general membership through a democratic election process
4. Provides services to Town residents and has a location within the Town of Prescott
5. Is not eligible for any COVID-19 related grants (loans are excluded from the definition of grants) for fixed costs from any other level of government (Federal, Provincial, Upper Tier Municipality, etc.)
6. Relies on memberships and donations for the majority of its revenue which have decreased in 2020 due to COVID-19
7. Has fixed costs for 2020 that are in excess of the donations and membership that have been received in 2020
 - Fixed Costs include:
 - o Rent
 - o Utilities
 - o Insurance
 - o Equipment leases

For greater clarity, a fixed cost is an expense that is incurred regardless of whether goods or services are produced or offered. Salaries are not considered a fixed cost for the purpose of this grant.

8. The organization has demonstrated that they have taken steps to reduce costs where possible
9. Organizations that have received community grant funding for 2020 from the Town of Prescott will have that funding taken into consideration when determining eligibility and allocation of this grant
10. Only costs incurred in 2020 can be applied for under this grant
11. The completed application form and required documentation must be received by 12:00 pm noon on December 8, 2020

COVID-19 Grant Program for Non-profit Organizations Application Form

Organization Details

Name of Organization or Group:

Type of Organization:

Mailing Address:

Contact Person & Title:

Contact Email Address:

Contact Phone Number:

Services you offer to Town of Prescott residents:

Required Documentation

1. Actual 2019 Year End Report – Including income statement and balance sheet
2. Actual 2020 Report up to the end of October 31, 2020 – Including income statement and balance sheet
3. Estimated 2020 Report up to the end of December 31, 2020 – Including income statement and balance sheet
4. List of current board members and positions
5. Description of the impact of COVID-19 has had on your organizations ability to operating in 2020
6. Description of the steps taken to reduce costs in 2020 to offset the decrease in revenue due to COVID-19

Revenue Comparison

	Actual 2019 Fiscal Year	Actual 2020 Fiscal Year up to October 31, 2020	Estimated 2020 Fiscal Year up December 31, 2020
Memberships			
Donations			
Grants			
Sales			
Other			
Total			

Expense Comparison

	Actual 2019 Fiscal Year	Actual 2020 Fiscal Year up to October 31, 2020	Estimated 2020 Fiscal Year up December 31, 2020
Fixed Costs			
Rent			
Insurance			
Hydro			
Natural Gas			
Telephone			
Internet			
Equipment Leases			
Other Fixed			
Subtotal: Fixed Costs			
Non-Fixed Costs			
Subtotal: Non- Fixed Costs			
Total Expenses			
Net Income			

CONFIRMATION AND SIGNATURE

I certify that to the best of my knowledge, the information provided in this application is accurate, complete, and endorsed by the organization that I represent.

I certify that the organization has not been eligible, approved, or received any COVID related grants for fixed costs from any other level of government (Federal, Provincial, Upper Tier Municipality).

The organization below accepts the conditions of this grant as outlined above.

Name of Organization:

Name and Title of Signatory:

Date: