



REPORT

To: Chair and Directors

Report Number: ADM-BRD-025

From: Crystal Brown, Electoral Area Manager

Date: May 19, 2020

Subject: Grant Writer Services

RECOMMENDATION: [Corporate Weighted]

That the Regional Board amend Peace River Regional District Grant Writer Services Contract No. 26-2017/2019 to allow for the provision of grant writing support to local business, in the Electoral Areas and the District of Hudson's Hope, that are affected by COVID-19; further, that the Chair and Chief Administrative Officer be authorized to sign the amended agreement.

BACKGROUND/RATIONALE:

On November 14, 2019, the Regional Board passed the following resolution:

That pre-budget approval to extend the Peace River Regional District Grant Writer Services Contract No. 26-2017/2019 for an additional one year term to December 31, 2020 and include an annual cost of \$79,280 excluding taxes in the Function 140 - Economic Development 2020 Draft Budget funded by Electoral Areas B, C, D, E and the District of Hudson's Hope be provided; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement.

COVID-19 has had a tremendous impact on small-medium businesses throughout the Peace Region. The Provincial and Federal governments have launched a number of programs to provide financial supports for businesses; however, navigating these programs and preparing applications can be a daunting task. To provide businesses with the support they may need to access these programs, the Northern Development Initiative Trust has expanded the eligibility of activities through the Grant Writing Support program for 2020 to include grant writing for businesses affected by COVID-19.

The scope of the Peace River Regional District Grant Writer Services Contract No. 26-2017/2019, currently only allows the Grant Writer to assist the Peace River Regional District and local non-profits with grant application research and writing, and does not extend to businesses.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The annual value of the Grant Writer Services Contract No. 26-2017/2019 is \$79,280 excluding taxes. The PRRD has received preliminary approval from NDIT for a grant in the amount of \$8,000 to help offset the cost of the contract, dependent on the PRRD submitting a completed Grant Writing Support report at the end of the calendar year.

COMMUNICATIONS CONSIDERATION(S):

If approved, the PRRD will advertise the change in scope on the PRRD website and through social media platforms for businesses in Hudson's Hope and the four Electoral Areas.

OTHER CONSIDERATION(S):

The Grant Writer Services Contract No. 26-2017/2019 includes a max of 1300 hours and cannot exceed more than \$79,280 per calendar year. If the Board chooses to amend the scope of the Grant Writer Services Contract No. 26-2017/2019 to include grant writing for local business, the grant writers would still have to work within these constraints.