

**COVID-19 Safe Restart Grant-in-aid**

Department	Finance	Policy No.	
Section	RBAC	Date Approved by Board	
Repeals		Board Resolution #	

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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1. Purpose

- 1.1 The COVID-19 Safe Restart Grant-in-aid Policy establishes clear guidelines for the Rural Budgets Administration Committee (RBAC) for the distribution of financial assistance to external organizations that provide core community services, from the COVID-19 Reserve Fund.

2. Scope

- 2.1 This policy applies to the RBAC and all external organizations eligible to be considered for a grant contribution from the COVID-19 Reserve fund.

3. Definitions

- 3.1 *Building Restart*: Costs associated with reopening buildings and facilities such as protective barriers.
- 3.2 *Capital Costs*: Expenses for the purchase or improvement of fixed assets that will increase the overall value or increase its useful life.
- 3.3 *Core Community Services*: projects, programs or initiatives that are inclusive of all populations that are designed to improve, benefit and enhance the economic, social and environmental well-being of rural communities at large, which include but are not limited to:
 - a. The provision and availability of arts and culture services and amenities;
 - b. Creating or enhancing economic opportunities;
 - c. Improvement, protection and preservation of the environment;
 - d. Foster and encourage the region's heritage values;
 - e. Support health, wellness and diversity of all individuals and communities; and
 - f. Support the provision of sports or recreation activities, tournaments or events.
- 3.4 *COVID-19*: The virus caused from the new coronavirus that that has spread worldwide, leading to a global pandemic.



- 3.5 *COVID-19 Safe Restart Grant*: Funding from the Province of BC that will support local governments as they deal with increased operating costs and lower revenue due to COVID-19.
- 3.6 *Grant Contribution*: Non-repayable funds disbursed or given by one party, often a government or other organization, to a recipient for a particular purpose.
- 3.7 *Not-for-Profit Society*: refers to an organization which is not driven by profit, who is registered in good standing with the Societies Act of BC.
- 3.8 *Operational Costs*: General expenses required for the normal day to day operation of an organization.
- 3.9 *Rural Budgets Administration Committee*: refers to a Standing Committee of the Regional Board comprised of each Electoral Director from each Electoral Area in the Peace River Regional District who has the authority, by delegation of the Regional Board, to administer the rural budgets as identified in the Annual Financial Plan of the Peace River Regional District and in accordance with the "Rural Budgets Administration Bylaw No. 1166, 1998".

4. Policy

- 4.1 RBAC has the sole discretion to determine if an external organization applying for financial assistance is eligible to receive funds from the COVID-19 Reserve fund as long as they meet one or more of the criteria set out by the Province of BC.
- 4.2 RBAC has the sole discretion to accept or reject any application based on the following:
 - a. Incomplete applications; or
 - b. Failure to maintain society status; or
 - c. Failure to rationalize the need for funding.
- 4.3 Total funding provided to external organizations, in the form of a non-repayable grant contribution, will not exceed twenty (20%) of the total COVID-19 Safe Restart Grant received from the Province and any interest earned on that 20%.
- 4.4 Eligibility Criteria for Applicants:
 - a. Applicants must be a not-for-profit organization who are registered and in good standing with the *Societies Act of BC*; and operate in one or more of the Electoral Areas; or operate in a Municipality and provide benefits to one or more of the Electoral Areas.
- 4.5 Application Criteria:
 - a. Applicants may submit no more than one application per year.
 - b. Applications will be accepted on a continuous intake from January 1st to December 31st.
 - c. Applicants must submit a completed grant application form that outlines how the organization has either lost revenue or incurred additional expenses due to COVID-19, the amount requested, and a copy of the applicant's most recent financial statements.



4.6 Eligible Costs:

- a. Guidelines from the Province of BC on the usage of the grant funds are provided below:
 - i. addressing revenue shortfalls;
 - ii. facility reopening and operating costs;
 - iii. emergency planning and response costs;
 - iv. bylaw enforcement and protective services like fire protection and police;
 - v. computer and other electronic technology costs (to improve interconnectivity and virtual communications);
 - vi. services for vulnerable populations such as those that experience physical, economic and social barriers (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
 - vii. capital costs – limited circumstances grant funds can be used for capital costs including: building restart, upgrade and retrofit costs to address COVID-19, and computer, network, and internet system costs to address COVID-19.

4.7 Disbursement of Funds:

- a. Approved Grant funds will be payable to the recipients upon ratification by the Rural Budgets Administration Committee.

Affiliated Procedure	
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