

## **Guidelines for COVID-19 Response Funding from the Community Sustainability Reserve (CSR) (2020)**

### **Background**

In 2008 the Community Sustainability Reserve was established to support community associations (CAs) and social recreation groups (SRGs) on City-owned land by providing operational funding to address one-time financial or governance related emergencies or ongoing financial or governance issues that will impact the long-term sustainability of the organization.

### **Purpose**

The purpose of the CSR COVID-19 Response Funding is to provide targeted relief to community associations and social recreation groups significantly impacted by the COVID-19 public health orders, including closures of facilities. Funding will be used to address critical financial gaps created by decreased revenue and continuing operating expenses.

### **Funding Process**

- To support timely funding decisions, a COVID-19 specific application will be completed by the group with assistance from its City liaison.
- Upon receiving the application, it will be analyzed by Finance through existing accountability controls and due diligence processes.

### **Eligibility and Evaluation Criteria**

Organizations with an active lease or licence of occupation through the Community Association or Social Recreation Long Term Leasing Policy, *CSPS011: Lease/License of Occupation to Community Organizations* are eligible for funding.

The following criteria will be used to evaluate funding requests:

- Significant impact on operations due to COVID-19 public health orders including lost revenue associated with a facility closure;
- Compliance with lease/license of occupation;
- Fixed operating costs during facility/program closures, including utilities, insurance, and non-negotiable building operations expenses up to a maximum of 75%, that cannot be covered by the organization's existing revenues;
- Demonstration that the organization has challenges using existing cash flow to meet operating costs;
- Assessment of the level of funding based on the size and scale of the organization's operations;
- Assessment of the organization's eligibility to access available funding programs from other orders of government to address funding gaps.

### **Funding Recommendations and Decisions**

Requests for funding will be assessed and final funding recommendations will be made by representatives of the Neighbourhood Support division of Calgary Neighbourhoods. Recommendations will be approved by appropriate signing authorities within City Administration. Maximum levels of funding under the CSR Terms of Reference are waived for COVID19 Response Funding.