

## **Emergency Community Support Fund (ECSF):**

# **Minimum Application Requirements for Participating UWCs**

### **Local investment applications or RFPs must include/provide for:**

- Confirmation that applicants or proponents:
  - are eligible to receive ECSF dollars (i.e. qualified donees or non-profits)
  - commit to providing eligible supports to one or more groups of vulnerable people, as defined by ESDC, with funding used in full by March 31, 2021
  - have not already received funding for the same activities from the Government of Canada or other source (i.e. not funded for the same dollar twice),
  - will not receive funding, for the activities proposed, in excess of 100% from government sources, including the ECSF
  - grant permission for application/proposal details and contact information to be shared with CFC, and CRC for funding consideration and reporting
  - have applied to Canadian Red Cross or Community Foundations Canada for the specific request, and whether the application relates to the same expenditures
- A local contact person, from the UWC, and their contact details for applicant and proponent questions and support in completing applications and proposals
- Details and the opportunity to select which primary (up to three) and all vulnerable populations, service types, service activities, and service areas (as defined by ESDC)\*
- Service description, as necessary for the UWC to exercise local control
- Eligible expenditures, as defined by ESDC as wages and benefits, professional fees, travel and accommodations, materials and supplies, printing and communication, equipment rental/lease/maintenance, administration costs, capital costs, and disability support for staff

*\*See the sample UWCC application/proposal template for ESDC definitions*

## **Monitoring and Reporting**

UWCs are responsible for monitoring local investments and collecting data in accordance with the minimum data requirements contained in the sample application. This data will be reported to UWCC, on a rolling basis, after the launch of the ECSF in communities.

Please use the UWCC data collection tool. Each locally funded program should be reported at the first rolling reporting period after it receives investment, and a second time at the final report.

### **Instructions:**

- Complete the required [reporting](#) to UWCC by December 1 and January 5.
  - All funding decisions must be made by November 27, 2020.
- Create records for the programs that have received investment, since the previous report.
- Complete reports in accordance with the minimum data requirements of the application/RFP.
  - For UWCs, approved by UWCC, utilizing ECSF funds for their own program delivery, please create a program record, in the tool, at the first reporting period, after investment.

Final reports from UWCs will be due April 30, 2021; further instructions coming soon.

### **Questions, Support, Follow-up**

Inquiries may be directed to Kayt Render, [krender@unitedway.ca](mailto:krender@unitedway.ca), National Director, Impact Products and Partnerships. Coaching and support are available for implementation of the ECSF.