

The Orange Hub COVID-19 Impact Operating Grant Program Overview

Purpose

The Orange Hub COVID-19 Impact Operating Grant (the “Grant”):

- provides relief funding for non-profit and for-profit organizations providing services to Edmontonians (the “Organizations”) and in a current lease agreement with the City of Edmonton at The Orange Hub, who have been impacted by the COVID-19 pandemic.
- supports the Organizations’ continued tenancy at The Orange Hub.
- contributes positively to the further development of City Council’s vision of The Orange Hub as an interagency community hub for arts, recreation, learning, and wellness.

Eligibility Criteria

To be eligible to receive a Grant, Organizations must:

- be in a current lease agreement with the City of Edmonton at The Orange Hub.
- have experienced a decrease in revenue as a result of public health measures and restrictions due to the COVID-19 pandemic.
- provide relevant information and documentation to support their request for relief funding.
- demonstrate their efforts to secure other relief funding, particularly from other levels of government.
- demonstrate their need for financial support from the City.

Program Administration

The Grant will be administered under the following parameters:

- It is a one-time operating grant that is available in 2021 only.
- Up to \$180,000 will be allocated for the Grant from the existing 2021 operating budget.
- The Grant will be in alignment with Administrative Policy A1476 - Municipal Funding Arrangement.
- A Gender-Based Analysis Plus lens will be applied during further development of the Grant.
- Submissions will be reviewed against a set of criteria established by Administration to determine grant amounts to be awarded.
- Grants will be allocated for at least two periods: January to June 2021 and July to December 2021.
- Organizations who receive funding through the Grant are required to provide a reconciliation report of how the funding was used.
- Maximum Grant award limits will be established based on factors including, but not limited to, the Organizations:
 - overall operating budget
 - percentage of reduction in revenue
 - current financial state

- Grant awards will be approved by Administration.
- An appeal process will be established.

Eligible Expenses

The Grant is intended to help Organizations with operating expenses including, but not limited to:

- personnel
- existing service contracts
- lease obligations
- insurance
- bank fees and overheads
- program supplies and materials
- custodial
- IT, telecoms, and other utilities not included in the lease
- lease or rent of additional program or operational space
- lease or rent of program equipment
- repairs and maintenance of program equipment
- marketing and communications
- COVID-19-related operating expenditures

Ineligible expenditures include:

- capital expenditures
- new equipment purchase
- tenant improvements
- endowment purposes
- research and development