

## 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