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Welcome!

How to Use This Guide

Congratulations on being a recipient of the Community Services Recovery Fund (CSRF)! As a recipient in Community Foundations of Canada’s (CFC) Investing in Systems and Processes Project Focus Area, we have prepared the following Recipient Guide for you. This guide is supplementary to your Funding Agreement. You can use it to understand your requirements as part of the Community Services Recovery Fund, as it outlines pertinent action items and processes.

Payment Processing

To receive your funding, you will need to log back into the SMApply portal to complete an attestation form and upload your banking information. You can log in to your SMApply account through https://cfc-fcc.smapply.ca/. Banking information required includes Financial Institution number, Transit number and Account number. We will also require a digital copy of a voided cheque or pre authorized debit form (PAD). As a reminder, this bank account must match the legal name of your organization that was provided in the application.

Please rest assured that your information is collected with privacy and security top of mind. SMApply adheres to security best practices in relation to user login and data encryption.

Please complete the steps above as soon as possible and no later than May 31, 2023!
You may begin your projects and incur expenses as of May 1, 2023 even if you have not received your payment(s) yet.

Payment processing depends on the Community Service Organization type you selected in your application and how much funding you are receiving. See below to find the payment schedule that applies for you:

**Tier 1**

- **Qualified Donees or Indigenous Governing Bodies**: 100% of funds will be paid in one installment upon approval.

- **Non-Qualified Donee or Incorporated Non-Profit**: You will be paid in two installments. 70% of funds will be paid at time of approval, and the remaining 30% of funds will be paid upon approval of the interim report.

**Tier 2**

- **Qualified Donees or Indigenous Governing Bodies**: You will be paid in two installments. 70% of funds will be paid at time of approval, and the remaining 30% of funds will be paid upon approval of the interim report.

- **Non-Qualified Donee or Incorporated Non-Profit**: You will be paid in two installments. 60% of funds will be paid at time of approval, and 40% of funds will be paid upon approval of the interim report.
Reporting

All reporting will take place in the SMApply portal: https://cfc-fcc.smapply.ca/

Interim Report

- As mentioned above, you may be required to submit an interim report if your funding agreement requires it to issue your second payment. This report is due 30 days after the midpoint of your project. The second payment installment can not be processed until the interim report has been submitted and accepted.

  For example: If a project runs from May 1, 2023, to April 1, 2024, the midpoint of the project would be November 1, 2023. Therefore, the interim report would be due by December 1, 2023 (30 days after the midpoint).

- Interim Report Template

Final Report

- All funding recipients are required to submit a final report. The final report is due 30 days after the project end date, and no later than July 31st, 2024

- Final Report Template
Important Reminders

**Tax Eligibility**
If you are an organization that is eligible for a tax rebate then you are ineligible from claiming tax in your project budget.

**Administrative Fees**
Administrative costs can not go above 15% of the total budget.

**Sole-Source Contracting Over $40,000**
If you are working with a new sole-source vendor or consultant to support CSRF delivery that is over $40,000, you will need to solicit a minimum of three (3) bids or proposals for a clearly defined scope of work and select the bid or proposal offering the best value at the lowest cost.

We understand that this may not be realistic if you are in a smaller community, so note that as long as you have done your due diligence in seeking a contractor, that will suffice. Please be sure to keep this documentation for up to 6 years.
Public Communications

Embargo

The Government of Canada reserves the right to make the initial announcement about the Community Services Recovery Fund funding. **No public announcements about the CSRF can be made until after the Government of Canada announcement.** Please hold on any social media, events, press releases, media, and any type of mass public communication about this funding, or a given funded project.

**IMPORTANT NOTE:** The embargo does not stop you from doing the work that’s funded through the CSRF. You are welcome to start your work and begin relationships with contractors, outreach to partners, or any request for quote processes, for example.

Once the embargo is lifted, you may begin to publicly share the news of your success and project. CFC will notify recipients through SMAApply once the embargo is lifted.

Branding Toolkit & Recognitions

In all of your public communications, you **must** follow the recognition guidelines outlined in the [Branding Toolkit](#). These include guidelines for the Government of Canada and National Funder recognitions.

We encourage and welcome you to acknowledge your local community foundation in your public communications. Their collaboration at the local level has helped make this program possible! You can find an example acknowledgement sentence below:

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Additionally, we’d like to thank (insert community foundation name) for their work in the Community Services Recovery Fund and their continued support for [insert community name].
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*This document is for recipients of the Community Services Recovery Fund under the local stream: Investing in Systems and Processes led by Community Foundations of Canada.*
Submitting your Press Release and/or Event

You will be asked some preliminary screening questions to ensure your press release and/or event meets the requirements, as outlined in this document. You must answer all the questions in order to submit your press release and/or event.

Once you submit your press release and/or event using the form, it will be reviewed by CFC and The Government of Canada. Please allow at least 20 working days for press releases and 25 working days for events. You will receive a confirmation email once it’s been approved, or if clarification is required. Please do not make any changes to your press release and/or event once it has been approved.

SUBMIT YOUR PRESS RELEASE AND/OR EVENT HERE