



Guidelines for COVID-19 response

Purpose

This guidance document is meant to assist Canadian conferences and/or organizations as they consider responding in their communities to the ongoing COVID-19 pandemic.

Basic Details

Who	<p><u>Funding for a COVID-19-related response is available to:</u></p> <ul style="list-style-type: none"> • Canadian conferences • Local churches (via the conference) • Adventist Ministries of Compassion Canada (AMCC) • Existing organizations or entities affiliated with the philosophy of the Seventh-day Adventist Church, with demonstrated need and proven capacity to implement <p><u>Target project participants would include:</u></p> <ul style="list-style-type: none"> • Individuals or groups suffering as a result of the pandemic • Vulnerable groups including refugees, stateless communities, the elderly, women, children, homeless, and people with disabilities or underlying conditions. • Healthcare workers and healthcare facilities
What	<p><u>Sectors of intervention include:</u></p> <ul style="list-style-type: none"> • Basic essential needs and/or services (e.g. food/delivery of goods, etc.) • Psychosocial support services for the elderly/youth/families • Youth Engagement in compassion-based services. <p>One proposal may include more than one activity. It is important to prove that the proposed activities are not duplicating what is already provided by the government of Canada or other entities.</p>
When	<p>Upon completion of the Grant Request Form below, proponents are encouraged to submit proposals as soon as possible. Proposals will be reviewed and accepted on a first-come, first-served basis. NB: The last day to receive proposals is April 6th 2020.</p>
How much?	<p>ADRA Canada is offering between \$5,000-\$25,000 per project for up to a total of \$100,000 for the COVID-19 response in Canada.</p>
Funding Criteria	<p><u>Successful approval of proposals will be based on:</u></p> <ul style="list-style-type: none"> • Completion and submission of the grant request form • Ability to implement the suggested activities while adhering to the federal and provincial safety and security procedures, including those for COVID-19 • Ability to prove that the suggested response is a gap in the community that is currently not funded by the Canadian government or other humanitarian agencies and reaching out to the most vulnerable. • Ability to prove that the proposed intervention is deemed effective in addressing the identified gap, given the context. • Ability to have in-kind or cash contribution e.g. volunteers, equipment, assets, or matching funds from the church or conference or other



ADRA COVID-19 response Canadian Project Grant Request Form

When completed, forward to [your conference contact](#) with a copy to daniel.saugh@adra.ca

Please print or type the following information:

Organization or Conference or Local Church Name:		
Project Name:		
Proposed project start and end dates:		
Project location (city/town/local area):		
Grant Requested: \$		
Contact Name:	Position:	
Telephone number where Contact can be reached between 8:00 a.m. and 5:00 p.m. EST:		
Phone: ()	Cell: ()	
Contact Email address:		
Organization Address:		
City:	Province:	Postal Code:

Please respond to the following questions: (on a separate page and then attach it to this submission)

1. Describe the problem you want to address (causes of the problem, actions addressing the problem, gaps?)
2. Describe your overall goal and justify why addressing this goal is an effective way to address the gaps.
3. List the specific activities that you need to undertake in order to achieve the goal.
4. Who are the people you aim to serve?
5. How many people do you plan to serve over the life of the project (please estimate)?
6. Is the proposed project already ongoing or a one-time event? Describe your experience in implementing similar initiatives.
7. How many volunteers will work with the project? (specify how many males and females)
8. What measures will be taken to protect workers and volunteers in compliance with Government directives?
9. How are you coordinating your project with other responders in your area?
10. Will you be partnering with another organization? If so, how (Please include discussions on cash and/or in-kind contributions from partners, if any?)
11. Are you able to include visibility for the Seventh-day Adventist church and ADRA in your implementation (**NB:** ADRA and the conference will provide the visibility items)?

Note that ADRA will provide links to trusted websites for promotional materials that can be printed off or referenced in your project.



Grant Request Budget Details:

Items	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Project Cost:	\$
Less Support from Church:	\$
Less Support from Other Sources (if any):	\$
Less Support from Other Organizations:	\$
Total Grant Request from ADRA Canada:	\$