Region of Peel
working with you

# Wellness Response and Assistance Program (WRAP) Fund Questions and Answers

## WRAP PROGRAM AND FUNDING

1. **Is there an opportunity ask questions about the WRAP funding and program requirements?**

   Two information sessions will be hosted virtually via Microsoft Teams. Program staff will provide a summary of the funding, and prospective applicants can ask questions.

   Information session dates are as follows:

| Date | Time | MS Teams Link |
|---|---|---|
| June 27, 2023 | 10am – 11am | **Join on your computer, mobile app or room device**<br>Click here to join the meeting<br>Meeting ID: 238 878 727 588<br>Passcode: aA8v8C<br>Download Teams \| Join on the web<br>**Or call in (audio only)**<br>+1 289-401-3582,,664357411# Canada, Brampton<br>(844) 589-6880,,664357411# Canada (Toll-free)<br>Phone Conference ID: 664 357 411# |
| June 29, 2023 | 2pm – 3pm | **Join on your computer, mobile app or room device**<br>Click here to join the meeting<br>Meeting ID: 266 156 131 278<br>Passcode: yBMg6m<br>Download Teams \| Join on the web<br>**Or call in (audio only)**<br>+1 289-401-3582,,633268771# Canada, Brampton<br>(844) 589-6880,,633268771# Canada (Toll-free)<br>Phone Conference ID: 633 268 771# |

**NOTE:** Attendance to these sessions is voluntary. Updated FAQ will be posted on Peel Region's website after the sessions.

2. **I don't see a WRAP Fund Application in GovGrants. What application form should I use WRAP Fund?**

   WRAP is a new fund that does not have its own application form in GovGrants. Please use the Small Capital Fund Application form in Gov Grants for this fund.

3. **What mandatory documents are required for the WRAP Fund Application?**

   Please refer to the WRAP Fund Statement of Intent for a list of mandatory documents to be submitted as a part of the application. Submitted through the Service Provider Profile:

   - Articles of Incorporation (Letters Patent)
   - 2 most recent years of audited financial statements if agency revenue is $250,000 or greater. If your organizational revenue is between $150,000-$250,000, a Review Engagement may be submitted. If your organizational revenue is less than $150,000, a Notice to Reader may be submitted)
   - Proof of insurance – Certificate of Insurance
   - Most recent YTD financial statements, which include a Balance Sheet and an Income Statement

4. **What expenses are eligible for the WRAP Fund?**

   The WRAP Fund will use the Small Capital Fund Application and Budget categories in GovGrants. Please submit your budget under the following categories in the Small Capital Fund budget:

| Budget Category | Eligible Expenses |
|---|---|
| **Organizational Infrastructure** purchase of fixed capital assets that improve the organization's efficiencies | **Technology and Software:**<br>• Hardware including printers, laptops, computers (computers are limited to a maximum of $1,500 each)<br>• databases<br>• internet solutions<br>• Software, including operating system updates<br>• Software and service subscriptions such as Zoom, Teams, Cloud (subject to the approved amount) |
| **Other** | Staffing costs directly related WRAP program delivery and/or support<br><br>**Expenses associated with the administration of the Wellness Response and Assistance Program (must not exceed 10% of the overall funding request):**<br>• printing, supplies<br>• Legal Fees and expenses<br>• Human Resource expenses<br>• Insurance |

When completing the funding application, ensure the following is completed:

- Your requested items match the categories listed above in GovGrants / Budget tab
- Enter your funding request for your budget up to July 31, 2024, and ensure your request does not exceed the limits

**5. What are the reporting requirements for this fund?**

Reporting will be required at 2 intervals, mid-term progress and at the end of the funding term. Your agency will be required to provide a budget reconciliation, narrative and key performance indicators outcomes.

The reporting schedule is as follows:

| Reporting Period | Reports Required | Report Deadline |
|---|---|---|
| July 1, 2023 to December 31, 2023 | • WRAP Mid-Term Progress Reporting Template<br>• Budget Reconciliation | January 12, 2024 |
| January 1, 2023, to July 31, 2024 | • WRAP Year-End Outcomes Reporting Template<br>• Budget Reconciliation | August 16, 2024 |

**6. How are the WRAP Fund applications assessed?**

Each application that meets the general eligibility requirements will be reviewed by a Fund Review Committee comprised of Region of Peel staff and assessed based on the following criteria:

a) Demonstrated Need
b) Organizational Health, and
c) Alignment with Sector Population, Regional Priorities and Funding Principles

Each eligible application will also undergo a financial assessment to determine the organization's overall financial health.

In addition, the Community Investment Program recognizes the importance of equity and is committed to applying an equity lens to the funding program to ensure that the diversity of our local service providers and community is reflected in program decision-making, grant opportunities, policies, and practices.

**7. What does the financial assessment involve?**

The financial assessment broadly assesses risk present in not-for-profit funding applicants. The risk factors include benchmarks and financial ratios that are analyzed using the audited financial statements submitted by the organization. The financial ratios are grouped into the following categories:

a) Liquidity
b) Leverage
c) Profitability
d) Revenue
e) Expenditures

8. **When will I be notified of the funding decision?**
   The application deadline is Monday July 17, 2023 at 12:00pm (noon). All applicants will be notified whether an application is approved or declined for funding. Funding decisions are anticipated to be communicated within 3-4 weeks after the application submission deadline.

9. **If my application is approved, what are the next steps?**
   You will receive an email notification advising you of the status of your application approximately 3-4 weeks after the application intake closing date of Monday, July 17, 2023 by 12:00 p.m. If your application is approved, the email will include the confirmed award funding amount. Further information will be provided to complete the contract signing.

## TECHNICAL - GOVGRANTS

10. **I am having trouble completing the application. What should I do?**
    Please contact cip@peelregion.ca should you have any questions regarding completing the application.

11. **I am experiencing a technical issue while completing the application in GovGrants. What should I do?**
    Should you encounter a technical issue while completing the application, please contact cip@peelregion.ca. Technical support is available until 12:00 p.m. on the application intake deadline date (Monday, July 17, 2023).

12. **The application guide says the first step is to submit the service provider profile; what does that mean?**
    The Service Provider Profile (SPP) is an overview of your organization and allows you to upload attachments and provide information about your organization. We will review it, and once we approve it, you will receive an email notification advising the SPP has been approved.

13. **When I go to "Interested", the Small Capital Fund application is not there. Will this be added to the system?**
    Please ensure your Service Provider Profile has been completed and approved. The green status bar will provide this confirmation.

14. **I am the Primary User of GovGrants. Can I assign the task of completing the Small Capital Fund application to another user in my organization?**
    At this time, all CIP funding applications must be completed by the Primary User registered in GovGrants.

15. **What if I don't have access to GovGrants? Can I email my application and supporting documentation to the Community Investment Program Team?**
    No. GovGrants is the Community Investment Program's new online fund management platform. The system was designed to modernize and streamline the Region's funding programs. All

funding applications must be submitted through GovGrants. Please reach out to cip@peelregion.ca to register for GovGrants in order to apply for this funding opportunity.

**16. Is there an opportunity to communicate directly with Community Investment Program staff to confirm that I have correctly completed the application?**

While Community Investment Program Specialists are available to answer general questions and provide high-level advice, staff will not be able to confirm if your application is correctly completed and will not be able to see your application in the GovGrants system until it is submitted.

**17. Will we receive a template of the Small Capital Fund application so we can use it as a working copy?**

No. The application is only available on GovGrants; however, you can download the application and use this as a working copy.

**18. What is the character limit for Budget Narrative?**

The character limit is 10,000. If you require more space, please provide your budget narrative on a word document, and attach it under the Attachments Tab.

**19. Do you need to update your profile if your board has changed since you last updated it?**

Yes, you are required to update your board members on GovGrants. Click on the Edit button and enter the current board members.

**20. Is there a way to view the application in its entirety to aid in preparing documents and narratives?**

If you click on the three lines at the top right of the page, you can download the application form as a PDF.

**21. We have already registered in GovGrants and uploaded the requested documents. Can we now go ahead and fill in the fund application?**

You can apply to the fund if your Registration and the Service Provider Profile have been approved.

**22. Can we return to previous sections of the application if we need to edit or change anything?**

Yes, you will be able to refer back to the application form as needed and it is recommended that you continue to save the application often.

**23. Does the SPP need to be completed before we apply?**

Yes, the Service Provider Profile (SPP) needs to be completed and approved prior to completing the application form.

**24. Where should the mandatory documents be uploaded?**

Application documents are saved in the Attachments Tab of the application. Proof of insurance and audited financial statements should be uploaded to the SPP, but if you cannot, you can upload them on the Attachments tab on GovGrants, and the CIP Team can move them over.

**25. Can multiple users access the portal? For example, the accountant completes the financials.**

Currently, only the primary user can complete the application form on GovGrants. However, we will take this into consideration for future funds.

**26. Do you still need to update information if you do not have an orange dot on the services provider profile?**

Once you have completed all the information for each tab, the orange dot should disappear.

**27. If an organization is based in Peel but serves vulnerable populations nationally, do we fill in clients served in Peel or nationally?**

For the purposes of completing the application form, use the number of clients served in Peel.

**28. What needs to be submitted as proof of insurance?**

Generally, we require a Certificate of Insurance and you can upload this as an attachment in GovGrants.