

# PERSONAL PROTECTIVE EQUIPMENT & TRAINING TO PREVENT DISEASE TRANSMISSION

## PROGRAM GUIDELINES



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This Guideline is for the Personal Protective Equipment & Training to Prevent Disease Transmission Program. Click here for the [Granting Program](#).

Canada



Canadian  
Red Cross

Croix-Rouge  
canadienne

# WELCOME AND CONTEXT

Community organizations are critical in the response to community needs in times of crisis and organizations across Canada are stepping up to respond to COVID-19 while quickly adjusting to the unprecedented impact on their operations, fundraising and ability to safely reach and support their communities.

With funding from the Government of Canada's Emergency Community Support Fund, led by Employment and Social Development Canada (ESDC), the Canadian Red Cross is providing personal protective equipment (PPE) and training to prevent disease transmission to support frontline workers responding to COVID-19 in low- and medium-risk environments, in support of their direct service delivery to those who are most vulnerable to the health, social, and economic impacts of COVID-19. Successful applicants for the Personal Protective Equipment & Training to Prevent Disease Transmission will receive a 60-day supply of PPE, which includes one mask and two pairs of gloves. PPE supplies are limited, and we may not be able to accommodate all of your organization's needs. The Canadian Red Cross' Personal Protective Equipment & Training to Prevent Disease Transmission Program, as set out in this Guideline, is available to charities, qualified donees and non-profit organizations across Canada.

If you are a non-profit organization interested in the Granting Program, please click [here](#). For information on eligibility for the Granting Program, click [here](#) for the FAQ.

For more information on what the Personal Protective Equipment & Training to Prevent Disease Transmission Program includes, please click [here](#).

To ensure that critical resources reach across the Canadian not-for-profit sector, the Canadian Red Cross program is focusing on smaller and potentially vulnerable organizations, as well as those that are supporting vulnerable groups, so that they can continue delivering critical community-based supports.

For the purposes of this Guideline **vulnerable populations** are defined as communities in Canada that experience physical, economic and social barriers that would typically include those living in poverty (i.e. low income cut-off (LICOs) and diverse, marginalized groups that are at risk of being socially excluded, such as seniors, youth, Indigenous peoples, veterans, visible minorities, women, children, LGTBQ2+, low income, unemployed, single parent families and newcomers to Canada, as well as individuals that are living with a disability, experiencing homelessness, living in remote and/or rural areas, or from an official language minority community.

The personal protective equipment included in this program is two-piece PPE consisting of masks and gloves.

## DEADLINE TO APPLY

The deadline to apply is October 30, 2020.

Applications submitted after the deadline cannot be considered unless a general extension is provided.

# ELIGIBILITY

## ELIGIBLE APPLICANTS

► Check out our [“Is My Organization Eligible?”](#) Guidance to help determine if you are eligible.

Organizations that meet **ALL** the following criteria are eligible to apply for the Personal Protective Equipment & Training to Prevent Disease Transmission Program from the Canadian Red Cross:

- ✓ Are incorporated or established in Canada or have a principal registered office address in Canada
- ✓ Have been in operation on or before December 31, 2019 (preference will be given to organizations that have been in operation for at least 12 months)
- ✓ Regularly dedicate at least 50% of core activities to direct service delivery
- ✓ Have a governance structure with at least three people on the board, management committee, etc.
- ✓ Working with clients in low- and medium-risk environments

Given the limited resources available for this program preference will be given to:

- ✓ Organizations with annual revenues of \$1,500,000 or less
- ✓ Organizations undertaking direct service delivery of critical and essential services or supports
- ✓ Organizations addressing a pressing social inclusion or wellbeing need caused by COVID-19 through their direct service delivery
- ✓ Organizations supporting vulnerable populations through direct service delivery

### Questions?

See our [FAQ](#) with guidance on each of these criteria.

## INELIGIBLE APPLICANTS

The following are ineligible to apply for funding from the Canadian Red Cross for this program:

- ✗ Individuals
- ✗ For-profit businesses
- ✗ Organizations that conduct direct or indirect partisan political activities (i.e. support for a candidate or political party)

## REQUIRED ELIGIBILITY DOCUMENTS

If you are a **non-profit organization**, the following documentation will be required as part of the application process, to validate organization eligibility:

- ✓ **Governance documents**, such as:
  - Incorporation documentation, if incorporated (i.e. Articles or Letters Patent, by-laws)
  - Trust Deed, if a trust
  - Constitution or similar document, if an unincorporated association
  - Certificate of Incorporation
  - Provincial Registry document
- ✓ **Most recent financial statements**, such as:
  - Audited financial statements, if available. If financial position has deteriorated significantly since the start of COVID-19 (March 11, 2020) please provide unaudited March 31, 2020 financial statements or equivalent
  - The most recent Profit and Loss Statement and Balance Sheet
  - Qualified Opinion financial statement
  - Notice to Reader statement
  - Draft financials
- ✓ **Tax filings for the last year (2019 tax year, or most recent)**
  - T2 return or T2 Short Form (if incorporated)
  - Information return (Form T1044) (all organizations with assets over \$200k or investment income over \$10k must file this)

- ✓ **Company Reports**, such as:
  - Last annual report
  - Donor report
  - Member's report
  - Reporting to stakeholders on activities
  - Most recent report from Annual General Meeting
- ✓ **Website of the organization, social media pages or accounts** (Facebook, Instagram or Twitter handle), if any, where the mission/vision and services of the organization are listed. If this isn't available online, a one-page document listing this information.

If you are a **charity or qualified donee**:

- ✓ Canada Revenue Agency Registration Number (charity or qualified donee)
- ✓ Last annual report, donor report, reporting to stakeholders on activities
- ✓ Website of the organization, social media pages or accounts (Facebook, Instagram or Twitter handle), if any, where the mission/vision and services of the organization are listed. If this isn't available online, a one-page document listing this information.

### Questions?

Please consult our [Frequently Asked Questions](#).

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## TIMELINES

### PROCESS AND TIMELINE

1	Applicants apply via <a href="#">SM Apply</a>
2	Canadian Red Cross validation of organization type and eligibility
3	Canadian Red Cross assessment of applications based on the priorities set out in these Guidelines and limited training and equipment available for this program
4	Selection of applications
5	Access to online training is provided, and/or equipment is shipped
6	Training takes place, equipment is distributed

# REVIEW AND SELECTION OF ORGANIZATIONS

Unfortunately, not all organizations that apply will be selected to receive training and equipment under the Personal Protective Equipment & Training to Prevent Disease Transmission Program. All applications will be reviewed using, among other things, the criteria below based on the applications submitted.

Qualifying organizations will be considered after the deadline of October 30, 2020. Additional consideration will be made to equitably distribute the available training and equipment across activity areas, geographical areas, vulnerability of the organization and its support to vulnerable groups.

The Canadian Red Cross Fundamental Principles will be considered when assessing all applications. As noted in this Guideline, organizations and their proposed activities must align to the Canadian Red Cross charitable objectives and adhere to the Fundamental Principles and humanitarian values of the Canadian Red Cross.

## ASSESSMENT PROCESS

### 1. Organization Screening

Applications will first be screened based on eligible organization type. If eligible, the application will proceed to step two.

### 2. Assessment Score

Each application will then be scored against the program criteria.

### 3. Balancing distribution

In order to support as many organizations as possible, the Red Cross will be balancing requests against the available training and equipment and taking into account the vulnerable populations being supported and/or the pressing social inclusion or well-being needs being addressed and the geographic location of organizations.

### 4. Preferences:

Preferences have been expressed in these Guidelines and will be taken into consideration when making decisions regarding training and PPE distribution.

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## WHAT CAN I EXPECT IF MY APPLICATION IS SUCCESSFUL?



### Offers of training and/or PPE

Qualifying applications will be reviewed after the deadline of October 30, 2020.



### Compliance with regulations

It is the responsibility of all recipients to comply with all applicable legislation, regulations, Canada Revenue Agency rules and guidelines, health and safety standards, and privacy legislation relevant to the organization and funded activities.



### Reporting

Recipient organizations may be required to provide contact information of members of the board of directors and/or management of the organization so that they can participate in a survey, interview, case study or other data collection exercise initiated by the Government of Canada.



# HOW TO APPLY

Please review this Guideline in full.  
When you are ready to apply:

## ✓ 1. Registration

Register through the [online application portal](#).

## ✓ 2. Organization Eligibility

Complete the organization profile and upload your supporting documents (see page 4 of this guide).

## ✓ 3. Application

Complete the project application form and upload any supporting documentation you wish to share.

## IMPORTANT THINGS TO NOTE

- All applications will be assessed after the application closure date of October 30, 2020. Eligible non-profit organizations are welcome to submit applications for both the Personal Protective Equipment & Training to Prevent Disease Transmission Program and the Granting Program for Non-profits.
- Only **one** application from an organization will be considered for the PPE and training program. If your organization applied for and received equipment/training in the first round, you cannot apply again.
- When submitting an application, organizations are agreeing to the terms and conditions set out in the [Personal Protective Equipment & Training to Prevent Disease Transmission Agreement Term Sheet](#). If organizations are successful, these terms and conditions will be appended to your full agreement. The Red Cross may amend these terms prior to contracting in its sole and absolute discretion as new information arises in program administration and/or the context is better understood.
- Submitted applications will be treated as confidential; however they will be reviewed internally by the Canadian Red Cross and will be shared with Employment and Social Development Canada and trusted partner organizations to provide additional context to Canadian Red Cross decision making.
- At any time during the review process, the Canadian Red Cross reserves the right to decline or remove from further consideration any application, for any reason that it deems appropriate.

### Please ensure you hit Submit!

You will be able to save and return to your eligibility or project application forms as many times as you wish before submitting. Applications submitted after the deadline unfortunately cannot be considered.

### Please ensure your application is complete!

Incomplete applications unfortunately cannot be considered, and you will not be able to edit the application once submitted.

### We are here to help!

If you have any questions during the application process, please get in touch with us **1-866-221-2232**. You can also check our [Frequently Asked Questions](#) here.

### All applications must be submitted online.

The application platform is available in English and French. For support, or if you are unable to submit an application online, please contact us at **1-866-221-2232** or email us at [covid19communitysupport@redcross.ca](mailto:covid19communitysupport@redcross.ca).

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