

March 18 2021

Dear Richard Divine,

Re: Addendum to Local Sport Relief Fund Contract

Organization Name: Courtenay Lawn Bowling Club

Grant ID: LSRFURB-312

We hope that funding you received through the Local Sport Relief Fund has helped your organization through these challenging times. We are pleased to inform you that due to additional funding support recently provided by the Government of Canada as part of its *Emergency Support Fund for Cultural, Heritage and Sport Organizations*, the Province of B.C. together with viaSport, we are now able to fulfill your organizations' entire request made to the Local Sport Relief Fund in Fall 2020.

This top up will represent \$2,500.00 and should be spent in accordance with what was described for in your initial application.

How do I receive my grant?

viaSport uses direct deposit to distribute funds to successful applicants. We will use the bank information previously provided by your organization and process this payment as soon as this additional funding arrives.

You will also receive a confirmation email once the payment has been made by viaSport.

Your grant award

Please remember that this portion of your award must be spent on eligible expenses by July 1, 2021.

Expenses

Eligible expenses may include, but are not limited to costs associated with:

- Day-to-day administrative costs (essential fees and dues, IT costs, office supplies)
- Salaries, wages or benefits
- Professional fees (accounting, bookkeeping, legal)
- Rent, mortgage, storage costs or utilities*
- Insurance

- Equipment essential to providing sports programming
- COVID-19-related supplies (cleaning supplies, signage, PPE)

Please keep the receipts of all your expenses, as viaSport may perform an audit to ensure funds are used for eligible expenses.

Funds must not be used to cover expenditures already supported by other government COVID-19 emergency measures including, but not limited to, the Canada Emergency Response Benefit (CERB), the Canada Emergency Wage Subsidy (CEWS), the Canada Emergency Business Account (CEBA), and the Canada Emergency Commercial Rent Assistance (CECRA) for small businesses.

Other ineligible expenses include:

- Professional development activities created and delivered on a one-to-one basis including coach training
- Costs related to attending professional development activities (including travel costs)
- Feasibility and market study costs
- Travel
- Hospitality
- Taxes

Impact survey

If you have not already completed the final report for the first portion of your grant, that can be completed here. Please include in your list of expenses, the entirety of your grant (both payments):

Impact Survey: https://viasport.formstack.com/forms/lsrcf_report

If you have completed your Final Report prior to receiving this notification, a condensed version of the report is available here for you to report on how these additional funds were spent. Please note that this report is due by July 1, 2021: https://viasport.formstack.com/forms/lsrcf_report_topup

Local Sport Relief Fund Intake 2

Due to additional funding becoming available, previous applicants to the Local Sport Relief Fund may apply again **only if** their initial request was below the maximum allowable amount of \$7,500. In this case, the additional request cannot exceed

\$7,500 across the two intakes. For example, if your request of \$5,000 was fulfilled in Fall 2020, you are able to apply now for a maximum of \$2,500.

Returning applicants will have the option to complete an expedited application form where updated financial information will be combined with the application submitted for intake 1 and assessed in its entirety

Digital signature

By digitally signing this letter, you confirm and accept the requirements outlined above. If you have any questions, contact viaSport by phone at 778-654-7542 or by e-mail at localsportfunding@viasport.ca.

Signatures