

Toolkit

Timely Information and Resources for the Not-For-Profit Sector in Alberta

Toolkit Items

If you have a question, you need further information, or would like to request services, you can contact us on our Unit telephone number/email as follows;

Community Development Unit Consult Line: Dial 310-0000, then 780-963-2281

Email - communitydevelopment@gov.ab.ca

Website: www.alberta.ca/community-development-unit.aspx

Highlights

On March 20, 2020 as a part of **Update 7: COVID-19 pandemic in Alberta it was publically announced that [Alberta Corporate Registry annual returns have been suspended.](#)**

- In keeping with public gathering restrictions, deadlines are suspended for corporations, cooperatives and non-profit organizations who need to hold annual general meetings in order to file their annual returns.

Emergency Community Support Fund (350 million Federal funding for charities/non profits)

The Government of Canada's \$350M Emergency Community Support Fund is a vital step forward in our country's rapid response to COVID-19. As [Minister Hussen](#) has noted, "The COVID-19 crisis is having a real and significant impact on all Canadians. Today's announcement will help ensure that if Canadians need the support of a community organization, it will be there for them." The [Canadian Red Cross](#), [Community Foundations of Canada](#) and [United Way Centraide Canada](#) applaud the federal government's move to support our country's most vulnerable populations.

<https://www.communityfoundations.ca/news/community-emergency-support-fund-joint-statement-cfc-canadian-red-cross-united-way-centraide-canada/>

<http://www.unitedway.ca/blog/covid-19-government-of-canada-announces-350m-emergency-community-support-fund/>

www.redcross.ca

Be sure to check your local Community Foundation, United Way and Red Cross offices as they may have different ways to access funds.

Alberta Volunteer Connect

The Government of Alberta [launched](#) a new tool in collaboration with the Volunteer Connector to [connect](#) Albertans with volunteer opportunities during the COVID-19 crisis, along with the [Northern Lights Volunteer Recognition program](#) to recognize Albertans who volunteer to support their community.

Declaration of a State of Public Health Emergency

Here is the full [Ministerial Order \(MO\)](#)

As it relates to non-profit legislation:

- Section 3 of the MO indicates that all provisions related to in-person access to regular places of business or meetings for the inspection of physical documents are suspended.
- Section 4 clarifies that nothing in section 3 of the order precludes a person from requesting or receiving a document or from a society or non-profit company in a manner that does not require in-person inspection.
- Section 5 advises that any obligation to convene an in-person meeting is suspended.
- Section 6 clarifies that nothing in section 5 precludes a society or non-profit company from conducting a meeting through remote means, such as videoconference, teleconference or other means.
- Section 7 modifies the requirement in Section 151 of the *Companies Act* to allow a meeting called pursuant to 151(1)(a) to be conducted by remote means.
- Section 8 outlines that the obligation to send or make a report, annual return or return to the Registrar for societies and non-profit companies is suspended.
- Section 22 indicates that the relevant provisions of this order operate despite any provision that states otherwise in the articles, bylaws, rules or memorandum of a society or non-profit company.

Alberta Non-profit Network (ABNN) COVID-19 Survey Results

The full report is available now on [ABNN's website](#)

Financial Resources

- **Registered Charities:** The "[T3010 Registered Charity Information Return](#)" deadline has been extended by three months for charities who's original submission date was between March 18 and December 31, 2020. For more details contact the Canada Revenue Agency.
- [Government of Alberta – Charitable Donation Matching Program](#)
 - The Government of Alberta will match up to a maximum of \$2million dollars for funds raised by Alberta-based designated charities and non-profits with COVID-19 fundraising campaigns.
- Imagine Canada has created a [chart](#) summarizing the Government of Canada's COVID-19 response measures and implications for the sector. [Community Foundations of Canada](#) noted that they will share details about how the Emergency Community Support Fund will be activated soon.
- Charity Village has profiled several corporations across Canada that have [announced](#) funding for COVID relief efforts, including to food banks across the country.
- [BDO Canada](#) – Financial and Funding Considerations for NFP's During the COVID Crisis
 - Key Financial and funding considerations that should be top of mind for non-profits

- [Blackbaud](#) created a response guide for nonprofits to communicate about changes to events and provide ideas to pivot peer-to-peer event website and activities to a virtual event.
- [Carya Calgary](#) has trained financial coaches to be available over the phone and through video chat to help Albertans make plans and learn how to access available benefits.
- [Imagine Canada and Grant Connect](#) – Resources for Canadian Fundraisers
 - Listing of a number of resources for fundraising information

Funding and Fundraising

- The [Active Career Connect and Engagement Project \(ACCEP\)](#) is a program which assists employers across Canada in finding qualified employees to join their teams. ACCEP provides significant wage subsidy support to employers which provide employment opportunities to Skilled Newcomers. ACCEP provides Diversity and Inclusion training to staff of employers across Canada.
- [Ronald McDonald House, Lakeland region](#) has canceled their physical Run for RMHCNA in Cold Lake. Instead, the Hustle for the House is going digital from July 6-12. The fundraiser has been adapted to be province-wide and virtual. In 2019, Ronald McDonald House supported families in 194 different communities in Alberta.
- Calgary Arts Development joins the Rozsa Foundation and Calgary Foundation in helping the arts to find new ways to connect with audiences, while also providing Calgarians with the sense of belonging and togetherness they often seek through the arts. Funds now available through the Rozsa Foundation's COVID-19 [Granting](#) Programs total \$750,000.
- The Salvation Army in Peace River is one of seven food banks in the northwest region to share a total of over a quarter of a million dollars from the [Rotary Club of Grande Prairie](#). Other recipients include food banks in Grande Prairie, Beaverlodge, Fairview, Hythe, Sexsmith and Wembley. The funds came from the club's 2020 Dream Home Lottery.

Free Products and Services for Non-Profits

1. [Avaya](#)

The company is offering its Avaya Spaces collaboration software for free to educational institutions and nonprofits through August 31 in countries where it is available. There is a limit of 200 participants per meeting on the service.

2. [Aware](#)

With many workers now operating remotely, Aware is offering its Spotlight product for free through May. The software gives employers insights and analytics on their distributed workers.

3. [Calendly](#)

Calendly used to charge for integrating with some video conferencing services such as Zoom and GoToMeeting. This integration is now free and the company will also be offering unpaid access to its premium service for teams working on projects to tackle COVID-19.

4. [Diligent Corporation](#)

The company is making its software available for free to nonprofits and K-12 school boards who need to conduct remote board meetings during the COVID-19 crisis.

5. [Dropbox](#)

Dropbox Business, which enables people to work remotely, and HelloSign Enterprise, which manages electronic agreements, will be free for six months for nonprofits and NGOs involved in the battle against COVID-19.

6. [Mailchimp](#)

MailChimp's platform is used by marketers to distribute e-mail newsletters and other online promotions. In response to the COVID-19 crisis, the company is offering free accounts for its more feature-rich service to local governments, schools, healthcare providers, nonprofits and other organizations that need to communicate critical health information about the disease. Existing customers who fall into these categories will not be billed during this period and those who are on MailChimp's free or basic plans will be upgraded to the standard one at no cost.

7. [Microsoft](#)

Microsoft Teams, the company's collaboration and communication platform, is scrapping the user limit on its free version, which was previously restricted to 300 people. Microsoft has also announced it is making the basic version of its Office 365 enterprise suite of productivity tools such as Word and Excel free for six months to organizations, which gives users access to the premium version of Microsoft Teams.

8. [RingCentral](#)

RingCentral Office, which includes call-management, videoconferencing and other tools, is now free for K-12 schools, healthcare providers and nonprofits. See [here](#) for more information!

9. [Hootsuite](#)

Online presence during this crisis is proving to be an enormous factor is the digital fundraising sphere, and Vancouver-based social media management platform Hootsuite is providing its professional plan (which includes 10 social media profiles, unlimited RSS integrations, in-dash live chat support and a \$500 monthly boost spend) free to such outfits affected by the virus. The company is also launching a series of free online workshops to help with communications for customers in health care, financial services, higher education and government organizations. Stay connected on Hootsuite's socials for updates.

10. [Beanworks](#)

Microsoft Teams, the company's collaboration and communication platform, is scrapping the user limit on its free version, which was previously restricted to 300 people. Microsoft has also announced it is making the basic version of its Office 365 enterprise suite of productivity tools such as Word and Excel free for six months to organizations, which gives users access to the premium version of Microsoft Teams.

11. [Keela](#)

Keela is currently offering 2 months of free access to our platform to Nonprofits affected by the Covid-19 outbreak. In addition to 2 months of Keela on us, Nonprofits can receive free data review, a free data import, and a free donation page (created by us - customized to fit your branding). Please reach out to us [here](#) to discuss the services available to your organization

12. DonorPerfect.com

Different software information/webinars & written materials , many for online fundraising.

13. CanadaHelps.org

Information and technology help with donations/webinars etc.

14. CharityVillage.com
Information and technology help for charities and non profits. Free and hosted webinars etc.
15. CCEDNET-REDEC.CA
Canadian Community Economic Development Network. Information on coops as well as COVID-19 Resources
16. cflsa.ca
Community Foundation of Lethbridge and Southwestern Alberta. Community Grants and COVID-19 Emergency Response Fund
17. [TechSoup Canada](#)
Get access to discounted hardware through Dell's Affiliate Program at TechSoup Canada

Surveys and Non-profit Sector Feedback

- Sport Calgary today announced the [results of a survey](#) on the impact of COVID-19 on local sport organizations. It reflects that sport organizations in the city are facing a generational challenge in their response to COVID-19.
- ABNN (Alberta Non-Profit Network) Survey Summary. The full report is now on [ABNN's website](#).

Adapting & Adjusting to the New Reality (Ideas & Stories)

- Liz Weaver of Tamarack Institute proposes a [collective impact lens for leading through the COVID-19 pandemic](#) and recovery from it.
- Blog [article](#) on the Marcopolis.org site discusses short and long-term supports for immigrant settlement agencies during and after COVID-19. Related article and podcast "[TiHS \(Technology in Human Services\) Episode 16: Nadia Caidi – understanding the information seeking practices of newcomers](#)"
- COVID-19 has created an emergency like none other and governments, health authorities and municipalities are establishing plans and supports to address this situation. Calgary Catholic Immigration Society believes there are vulnerable populations in every community - including in High River, Okotoks and the surrounding areas. In order to support these individuals with a focused needs-analysis and strategic support, they have created a [Southern Alberta Crisis Response Protocol for Immigrants and Refugees](#).
- Calgary tech company [Communo](#) is choosing people over profits by offering laid-off creative workers free membership to its highly-vetted marketing talent platform.
- Redeye Collective published a podcast with education researcher Erika Shaker on how during COVID-19 new digital classes have highlighted [socio-economic inequalities among Canadian families](#) as they struggle to help their kids succeed.
- [Calgary Counselling Centre](#) hosted a Facebook Live event May 7th with Momentum to talk about financial well-being.
- [Work-from-home advice and access](#) offered by Grant Connect
- [FoodRescue.ca](#) is responding to COVID-19 and has food available now with more funding on the way.
- The Alberta Government's [COVID-19 Workplace Guidance for Business Owners](#)

- This document includes guidance to keep workers, patrons and volunteers safe.
- How rural Alberta teachers are educating students who don't have internet and computers
 - <https://www.cbc.ca/news/canada/edmonton/how-rural-alberta-teachers-are-educating-students-without-internet-and-computers-1.5521700> (April 6-10 Civil Society E-Scan)
- [BoardSource](#) (US) published 15 things to keep in mind as organizations adjust to new realities.(April 6-10 Civil Society E-Scan)
- The article “[Timely Survival Tactics](#)” (April 6, 2020), from Nonprofit Quarterly, lists and describes five COVID-19-relevant recommendations from nonprofit organizations that survived the economic crisis during a 756-day absence of state funding starting in 2015
- [Tips from Volunteer Ireland on communicating about postponing or closing volunteer programs.](#)
- Charity Village offers a playbook on career management for nonprofits and charities

Training

- **Many quality resources are on Innoweave’s [Crisis Leadership Resources](#)** page that has been expanded since it was first launched. The Edmonton Chamber of Voluntary Organizations (ECVO) is the identified resource in the Prairies region.
- **COVID-19’s impact on Volunteer Management:** Charity Village hosted a free webinar (recording now available) “[The Volunteering Lens of Public Health Emergencies](#)”
- CCVO is providing free access to many of its recent webinar recordings, including:
 - “[Strong Leadership in Times of Crisis: How to Lead in Uncertain Times](#)” (April 16th)
 - “[Raising the Bar on Partnering](#)” (May 14)
- The Canadian Centre for Occupational Health and Safety has [suggestions](#) for workplaces to commemorate Safety and Health Week given COVID-19, including:
 - Listen to [podcasts](#) from the collection of topics ranging from work-related stress, ergonomics, repetitive strain injury prevention, and mental health.
 - Take CCOHS’ free online [courses](#) on mental health themes such as how to have courageous conversations, build resiliency, and promote well-being, as well as courses on office ergonomics and pandemic planning.
- The at the University of Alberta, John Dossetor Health Ethics Centre hosted a webinar on May 4th called “Social Distancing in the Line-up at the Food Bank: Considerations for Socially Vulnerable Populations during COVID-19 Pandemic”. To view the recorded webinar (available soon as of May 20, 2020) visit the [John Dossetor Health Ethics Centre Public Lecture Series](#).
- The [Charity Village Learning Centre](#) has a number of articles, courses, webinars and podcasts on a number of timely and relevant topics.
- [A blog post has been provided by Integral Org on virtual AGMs.](#)
- The Edmonton Chamber of Voluntary Organizations has adapted Ontario Nonprofit Network’s (ONN) [guide to facilitating Virtual AGMs for Alberta audiences](#)
- Imagine Canada offers a number of recorded webinars to support the sector during COVID-19.
 - [Managing](#) staff and volunteers
 - [Running](#) a nonprofit virtually during a pandemic.

Mental Health Activities

- Centre for Active Living shares ideas on how you can be physically active and be safe during times of self-isolation or quarantine. Share these with your clients, colleagues and friends.
 - [Being physically activity at a distance](#)
 - [Ideas for Aerobic Activities at Home](#)
 - [Ideas for Strength Activities at Home](#)
 - [8 Exercises to Improve Flexibility](#)
- [Edmonton Sport Council](#) has collected resources to support people being active at home.
- An article in Medicine Hat News highlights that [Mental health issues](#) are a major concern for athletes. **Many articles available at this link.**

Other Helpful Organizations and Sites

- WWW.AFPEDMONTON.CA Association of Fundraising Professionals
- www.keela.co digital fundraising tips/software/free webinars/technology for non profits
- www.ecfoundation.org Community grants available. Also Covid – 19 Rapid Response Fund
- www.socialenterprisefund.ca Grants/loans/training available to start social enterprises within Non-Profit organizations
- www.sicanada.org Social Innovation Canada – Social Innovation Unlocked Resources (funding)
- www.mcconnellfoundation.ca Grants for social innovation projects. Social Innovation Generation project/lab
- www.imaginecanada.ca Grants information
- www.buildingtomorrowtoday.com Community Foundation of Northwestern Alberta Community Grants/Better Together Covid -9 Response
- www.ecvo.ca Empowering non-profits and volunteers in Metro Edmonton. Has many great resources.
- www.calgarycvo.org CCVO (Calgary Chamber of Voluntary Organizations) is a member-based charitable organization established in 2004 to strengthen Calgary's vibrant nonprofit/voluntary sector, and address sector-related public policy issues in Alberta. Has many great resources.
- www.gprep.ca/covid19/communitycare/ Grande Prairie Regional Emergency Partnership; Covid 19 community care program. Funding for vulnerable individuals/families