



Emergency Treatment Fund Grant Program
Guidelines and Application Package

***Please note the guidelines and application have been updated as of March 6, 2025.
Please ensure your submission adheres any changes highlighted in yellow.***

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Program Purpose

In October 2024, the federal government announced the Emergency Treatment Fund (ETF) to address the opioid and toxic drug supply crisis. After engaging with the community, the City of Regina (City) applied for a program focused on enhanced mobile, peer-supported outreach. In January 2025, the City's application was approved by Health Canada. Regina-based non-profits can now apply for funding

to purchase vehicles, purchase safe supplies, provide peer outreach, offer low barrier employment, and provide training.

The first phase of the funding is to be completed by March 31, 2025, and will provide transportation funding and safe supplies funding for community outreach programs that need vehicles to transport their clients to receive support services.

Eligibility

Eligible Organizations

- **a registered non-profit community organization** that is operating with an active status, and that has been incorporated for at least one year at the time of application submission;
- be based in Saskatchewan and deliver services to the residents of Regina;
- the organization must have appropriate liability and participant's insurance in place for activities funded through this grant;
- be responsible for the development, implementation, and evaluation of those activities for which the funds are intended;
- not exclude anyone because of religion, national or ethnic origin, colour, sex, sexual orientation, age, or mental or physical disability. This does not preclude those organizations that restrict services to a particular sector of the community for reasons of improving the conditions of disadvantaged individuals or groups according to Section 15 (1) (2) of the Charter of Rights;
- have a distinct line of separation between the budget of its funded activities and the furtherance of an organization's religious and political mandate (if applicable);
- be considered in good standing by the City of Regina (e.g. no outstanding accounts such as unpaid taxes, utilities, tickets, permits, etc. or breach of any agreement with the City) or outstanding follow-up reports from previous CIGP funding (if applicable).

NOTE: This grant is only eligible to non-profit organizations. Therefore, any unincorporated grassroots or community-based groups wishing to apply must do so with the support, expressed permission, and commitment of a non-profit to be the accountable partner of the program. In these cases, the lead applicant must be the non-profit which shall enter into a legal agreement with the City and be responsible for the obligations of the unincorporated group, providing details within the application on how the community-based group will work with the non-profit to deliver on the program.

To be eligible, organizations must provide a quote for the vehicle they are intending to purchase. The quote should include make, model, year, name of dealership, price, date of planned purchase. Organizations must be able provide proof of purchase/receipt to the City of Regina by March 29th.

Ineligible Organizations

- Organizations that have not met the terms and conditions of any funding program administered by the City of Regina

Eligible Programs

- Existing programs that would be enhanced with a vehicle or safe supplies, including housing services or outreach, direct transportation, street outreach, addictions and mental health outreach, culture-based healing outreach;
- Programs that have the operational and funding capacity to support the ongoing use and care of a vehicle (e.g., insurance costs, gas, staffing costs, cleaning, maintenance);
- Programs that may already be supporting community members with transportation, but where (an) added vehicle(s) would enhance capacity (if applicable);
- Programs that get community members safely to and from relevant harm reduction services, housing, shelter, warming space, healing and wellness programs, or other related community services;
- Programs that are leveraging or working with other existing programs, service providers, and health professionals to support their surge responses;

Ineligible Programs

- Programs that do not safely transport community members to relevant services, as described above.
- Programs focused on transportation of staff, equipment, furniture, or other services not aligned with the intent of this grant.
- Any programs or outreach services that require but do not already have a Section 56 exemption:
 - [Subsection 56\(1\) class exemption for patients, practitioners and pharmacists prescribing and providing controlled substances in Canada](#)

Eligible Expenses

- The purchase of a vehicle appropriate for the organization's outreach programming.
- Safe supplies, including harm reduction supplies or overdose reversal medication such as naloxone.

Ineligible Expenses

- Deficits, financing costs, or debt repayment;
- Ongoing maintenance or operating costs;
- Alcohol or drugs;
- Expenses within the direct jurisdiction of mandate of other orders of government or local authorities will not be funded;
- Any surplus remaining after the purchase of the vehicle may be used for other equipment-related, capital expenditures directly related to the safe, efficient use of the vehicles (i.e., accessibility ramps, storage retrofits);
- The Emergency Treatment Fund does not fund:

- direct treatment service delivery (for example, opioid agonist therapy, establishing and maintaining treatment beds),
- ongoing expenditures associated with projects already receiving funding,
- expenses associated with medically necessary insured health care services.

Funding

- For this funding cycle, the total funding available is:
 - \$432,000 for vehicles. Eligible organizations may request **up to a maximum \$54,000 in funding (for one vehicle) or up to a maximum of \$108,000 (for two vehicles)**. The funding provided must result in the purchase of (a) vehicle(s). Funded organizations are therefore responsible for supplying additional funds that may be required to support the full purchase of a vehicle.
 - \$14,920 for safe supplies. Eligible organizations may request a maximum of \$2000 each.
 - **There is no guarantee of funding. Applications may result in full, partial, or no funding.**

Application Checklist

- Completed and signed application
- Quote for vehicle purchase
- Itemized list and budget for safe supplies

Application Process

- **Application deadline is March 14, 2025 at 4:45 p.m.**
- Incomplete applications will not be accepted.
- *Late applications may be accepted at the discretion of the City.*
- The selection of recipients will be determined by the City in its sole discretion.

Submission Guidelines

Organizations may submit their application(s) and all applicable attachments through electronic transmission, or hand delivered to City Hall.

Electronic: Applications and attachments provided electronically are to be sent to:

communityinvestments@regina.ca All documents are required to be in a PDF, MS Word, or Excel format.

In Person Delivery: Applications can be delivered in person to the Ambassador's Desk on the Main Floor at City Hall (2476 Victoria Ave), with Attention to 6th Floor, Community Investments.

Please Note: application forms found on Regina.ca/grants are developed as a fillable PDF. As part of the fillable PDF application, the forms offer editable text, as well as scrollable text boxes in order to encompass all relevant information when providing responses to the questions on the application. If you would like a copy of the application provided as a Word document, please reach out to Community Investments staff.

Materials submitted to the Community Investments Office will not be returned. All applications require two signatures. It is the applicant's responsibility to ensure the Community Investments Office has received the information prior to the above-mentioned deadline.

Evaluation Criteria

- Applications are evaluated based on these criteria:
 - **Service Coverage:**
 - The full complement of funding maximizes impact within Regina, including serving a range of service hours, community needs, neighborhoods, community demographics, direct transportation and outreach for a range of local community services
 - **Demonstrated Need for Mobile Outreach:**
 - Gap in programming identified, where vehicles and safe supplies can enhance
 - Number of community members that will benefit from mobile outreach
 - Community support for the program
 - Alignment with program activities eligible program activities
 - **Demonstrated Ability to Support Mobile Outreach:**
 - Clear, aligned plans for use of the vehicle identified
 - Viable, stable sources of funding to support the operations of the mobile outreach, including staffing, maintenance, dispatch services, gas, insurance and other operational costs
 - Capacity to create policies and internal to ensure safe, reliable, and consistent outreach services
- **Funding allocations for vehicles will be determined first. Safe supplies funding will be allocated only to organizations that received vehicle funding.**

Approval Process

The Emergency Treatment Fund Grant Program Review Committee is a multi-stakeholder group. The Committee is comprised of individuals that have relevant technical, subject matter and/or lived experience related to housing/homelessness, Indigenous, addictions/harm reduction, or mental health. The mandate of the Committee is to adjudicate the applications and provide recommendations to City Administration. The authority to approve Emergency Treatment Fund Grant Program funding has been delegated to the City Manager, by City Council.

Due to the urgent nature of this funding, the review, adjudication, and approval of the process will follow an expedited timeline. The planned approval timelines are as follows:



Grant Application Deadline: March 14, 2025

Grant Adjudication: March 18, 2025

Notification of Results: March 19, 2025

Funding Dispersed: within 10 days of receipt of signed Grant Agreement

All applicants will be notified of the results in writing.

Post Approval

Recognition

Organizations that are approved for funding must publicly acknowledge the City of Regina and Public Health and Safety Canada within their activities. Logos and additional information will be provided to the approved funding groups.

Payment

Organizations will receive 100 per cent of the payment within approximately 10 days of approval. This one-time funding and approval does not commit the City of Regina to any future funding of that group or organization.

Provision of Receipts

Funded organizations must email communityinvestments@regina.ca by March 29th at 8 p.m. with receipts demonstrating proof of purchase of vehicles and safe supplies.

Follow-Up Report & Collective Impact

Performance Measurement

To better assess and report on the impact of the Emergency Treatment Fund and as required by Health Canada, the City has developed a set of funding outcomes and indicators. Organizations that receive funding from the program will be required to identify and report on relevant indicators (measurements) against these priorities.

Follow-Up Reporting and Evaluation

The City will collect and integrate performance information received through the Follow-Up Report, so that the City can report on the overall impact of funded initiatives and activities.

Organizations whose programs have been completed will not be eligible to apply for additional funding until a Follow-Up Report has been submitted to the City.

Grant recipients will be required to submit a completed Follow-Up Report, including reporting on outcomes and performance indicators.

Applicants will also be required to submit a project budget, including actual revenue and expenses for the specific initiatives. Applicants will not have to submit receipts for non-capital expenditures but will have to make them available upon request. Receipts for all capital expenditures will have to be submitted.

Terms and Conditions for Funded Applicants

Organizations receiving funding from the City of Regina must abide by the Terms and Conditions of Health Canada's Emergency Treatment Fund. Organizations will be required to sign a grant funding agreement with the City of Regina which will be provided at the time of award. The grant funding agreement will include the City's requirements as well as the requirements of Health Canada's Emergency Treatment Fund.

Organizations receiving funding must also abide by the City's bylaws, policies, and procedures. An organization that has breached a City of Regina bylaw may be ineligible for grants in the future. If an organization has been advised of a City policy or procedure and does not comply with it, then this breach will be treated in the same manner as a breach of a City Bylaw.

Application Form

Emergency Treatment Fund Grant Program Application

Instructions:

- Read the Emergency Treatment Fund Guidelines (the Guidelines) before completing this application; it provides guidance on answering the questions.
- Submit ONE application.
- Ensure the report contains two authorizing signatures.
- Ensure all attachments have been included. Please note that only the requested supportive information and documents will be reviewed.
- Keep one copy of this completed application form and attachments for your records.



Emergency Treatment Fund Grant Application

ORGANIZATION

Organization's Legal Name:

ISC Entity Number:

Contact Information

Street Address:

Postal Code:

Primary Contact:

Name:

Title/Position:

Phone:

Email:

Please provide a one to two sentence description of your organization mandate:

PHASE I Enhanced Mobile Outreach

The first phase of the funding is to be completed by March 31, 2025 and will provide transportation funding and safe supplies funding for community outreach programs that need vehicles to transport their clients to receive support services.

FUNDING REQUEST

Please attach a quote from the dealership. Vehicle(s) costs must not exceed \$54,000 for one vehicle or \$108,000 for two vehicles

Quote Attached

- Please attach an itemized list and estimated cost of the safe supplies. Safe supply costs must not exceed \$2000.

Safe supplies list and budget attached

Receipts for the purchase vehicle and supplies must be submitted to the City of Regina by March 29, 2025.

SERVICES

1. Do you currently provide one or more of the following services to your clientele (*select all that apply*):

- Housing Services
- Transportation
- Street Outreach
- Addictions or harm reduction services
- Cultural healing programs

2. What demographics do your organization primarily serve (select all that apply)?

- Women
- Men
- Youth
- Indigenous (First Nations, Metis, Inuit)
- Newcomers
- Houseless/precariously housed
- 2SLGBTQIAP+

CAPACITY

3. Describe how the organization would use the vehicle in its services and how it would increase organizational capacity or enhance service delivery. Please include the expected operational hours of the vehicle (*e.g., 24/7, weekdays, evening and or weekends*):
(*maximum 350 words*)

4. Please describe how the organization currently or previously funded transportation services: *(not applicable if the organization has never provided transportation services)*

5. Describe how the organization plans to fund ongoing costs of operating the new vehicle, including confirmed funding sources (e.g., insurance, maintenance, fuel): *(maximum 350 words)*

COMMUNITY IMPACT AND NEED

6. Please briefly describe the organization's need for transportation support and safe supplies (if applicable) funding and the impact it will have on the community. In your response, please include the number of community members you expect to serve either weekly or monthly through enhanced, mobile outreach (*maximum 350 words*).

PHASE II Peer to Peer Low Barrier Employment

Phase II of the funding program will be completed between April 1, 2025, and March 31, 2026. This phase includes additional funding for safe supplies and funding for the pilot of peer outreach programming and training development for individuals who are in recovery and seeking low-barrier employment.

7. Is the organization interested in participating in Phase II of the project? (*Participation in Phase II is **not** a requirement to participate in Phase I. An additional Grant Application for Phase II will be released at a later date.*)

Yes

No

Maybe

APPLICATION AGREEMENT

Applicant. For the purposes of this agreement the Applicant shall mean the corporate entity who is applying for the grant as named on the application and supporting documents.

Freedom of Information and Protection of Privacy. The City is committed to protecting the privacy and confidentiality of personal information. All personal information that is collected by the City is done so in accordance with The Local Authority Freedom of Information and Protection of Privacy Act. The information collected in this application will be used to administer the Program. De-identified, aggregate information will be used by City for program planning and evaluation. This application will be distributed to the adjudicators of the Program.

Representations. In making this application, I the undersigned hereby represent to the City and declare that to the best of my knowledge and belief, the information provided in this application and the related supporting documents are truthful and accurate. I represent that I have the authority to bind the corporate entity named herein. Authorized signatory(ies):

Name (print)	Signature	Position	Date
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Name (print)	Signature	Position	Date
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Appendix A – Key Terms

Community Outreach Programs: Structured efforts to bring appropriate community services and support to individuals where/when they need them. Common types of community outreach programs include housing, street, and harm reduction outreach.

Harm Reduction: Harm reduction activities refer to policies, programs and practices that aim to reduce the harms (health, social and economic) associated with the use of substances, improve health and connect people with other key health and social services. Although activities can include long-term strategies to address stigma and increase education, harm reduction activities should also place particular focus on immediate reductions in harms associated with use of substances.

Low-Barrier Employment: Job opportunities that are designed to be accessible to those with lived experience of substance use. Aspects such as hours of work, pay rate and job duties are designed to maximize the opportunity for successful re-entry into the workforce.

Peer Outreach: Community support delivered by individuals with lived experience of substance use, who have personal experience navigating the service system, using services and improving their well-being.

Safe Supplies: For the purposes of this grant, “safe supplies” refers to equipment, tools, and devices that enable harm reduction outreach. This only includes harm reduction outreach activities carried out in a community setting, not a clinical or medical setting. **Please refer to the eligibility criteria of these guidelines for a description of which activities can and cannot be funded through this grant.