

## Emergency Fund Policies and Procedures July 2010 – June 2013

**Purpose:** The intent of this fund is to provide emergency funding to non-profit agencies in our catchment area for non-recurring capital and service needs that result from conditions beyond an agency's control. These funds are never intended to be used as a replacement for funding reductions from other sources.

**Eligibility:**

1. 501(c)3 as primary applicant or fiscal agent
2. Registered with Volunteer Action Center (VAC)
3. Serve one or more communities in UWGS service area
4. Applicants mission aligns with one of UWGS' focus areas: Education, Income or Health

**Typical Grant Awards:** < \$10,000

**Criteria:**

- The agency does not have adequate resources to deal with the emergency.
- The object or property in need of repair or replacement is critical to the functioning of the agency or program (e.g., hot water heater failure, closure or pending closure due to code violations, unsafe conditions for employees or clients).
- The emergency situation was not known at the time of the agency's submission of the current year's balanced budget.
- Other sources of revenue or in-kind contributions are being or have been explored; this includes self-funding through internal financial resources as well as exploring community resources.

**Not funded:**

- Emergencies outside the scope of the applicant organization
- Supplant a loss of revenue
- Unplanned operating expenses
- Problems caused intentionally not addressing the issues in a timely and responsible manner (e.g. intentionally left out of current budget planning)
- Prolonging the life of an ineffective program

**Time Frame:** Requests may be submitted at any time.

**Application Process:**

- Agency identifies problem and submits the Emergency Fund Request Form and a written request that includes:
  - Description of the request and why it is an emergency
  - How the emergency will adversely affect agency operations and/or services
  - How the request meets the criteria of critical, non-recurring capital and service contingencies
  - Demonstration of exploring other possible means of funding the emergency
  - The extent of the need
  - The impact of the requested funds
  - Long-term plan to resolve the problem
- In addition to providing at least 2 estimates/bids for work, where applicable, applicants must also submit the following as attachments to the Emergency Fund Request Form:
  - Most recent balance sheet and budget for year in which funds are being requested.

- Most recent Board of Directors list with professional affiliations, addresses and terms listed.
- Budget for the project or program, if applicable.

If the agency is not a Community Impact Partner Agency of the United Way of the Greater Seacoast, please submit the following in addition to the information requested above:

- One copy of your agency's IRS determination letter certifying your organization as tax-exempt under 501(c)(3),
- Most recent audited financial statement, if the agency conducts an annual audit.

**Review Procedure:** Requests for emergency funds should be sent to, Helen Long at the United Way of the Greater Seacoast; [hlong@uwgs.org](mailto:hlong@uwgs.org) or fax (603) 436-6349. Applications will be reviewed by United Way staff and, if the application meets the necessary criteria, will be presented to the Community Impact Investment Committee for review via email and consensus vote via conference call. The turnaround time for decisions will be as soon as reasonable but no more than seven business days from receipt.