



Community Foundation *of the* Dan River Region

541 Loyal Street • Danville, VA 24541 • 434.793.0884 • www.cfdr.com

AGENCY EMERGENCY FUND SUMMARY

The Community Foundation of the Dan River Region (CFDRR) will begin an Agency Emergency Fund effective July 1, 2016. The Fund will offer assistance on a one-time basis to Danville/Pittsylvania County/Caswell County/Halifax County nonprofit agencies which have prior grant experience with The Community Foundation. Agency Emergency Fund grants can be awarded for up to **\$25,000** no more than once in a five-year period.

Program Priorities

Emergency grant requests will only be considered by the Foundation if it is determined that:

- The request is time-sensitive in nature and could not have been predicted or reasonably planned for and a response for the emergency is needed in 45 days or less.
- The request is to support a short-term urgent funding need created by an unforeseen event that has or will significantly interrupt essential services.

Eligibility

Requests may be submitted at any time by nonprofit 501(c)3 Agencies located in and serving Dan River Region citizens. CFDRR does not discriminate. Generally, Agency Emergency Fund grants are **NOT** awarded:

- To 'bail out' agencies because of mismanagement or poor planning
- For budget shortfalls
- To assist individuals
- For costs associated with programs or services provided to citizens outside of the Dan River Region
- For sectarian or religious purposes
- For political purposes
- To support ongoing program work
- To pay expenses that should have been anticipated by that group.

Selection Criteria

When reviewing Agency Emergency Fund grant proposals we **WILL** look for:

- Organizations that have the capacity to respond to the existing emergency, and present a sensible recovery plan along with a sound financial plan.
- Organizations and programs that meet a documented need in the Dan River Region.
- Organizations that may need temporary funding to cover expenses that will be reimbursed by insurance.

Agency Emergency Fund grants can be awarded for **up to \$25,000**. An agency may not receive emergency grants more than once in a five-year period.

Application Deadline

There are no deadlines for Agency Emergency Fund grants. Requests can be made at any time.

Application Procedures

To initiate a request, an agency representative should contact CFDRR and provide an initial explanation of the emergency situation. If the situation is considered to potentially meet an emergency grant criteria, the agency is invited to submit a proposal.

Agency Emergency Fund applications must include the materials outlined below. Additional information may be requested. If the emergency is due to a fire or other disaster which has destroyed all records and/or equipment for producing a proposal, an interview or site visit will be arranged.

Proposal Format

Proposals should be submitted in electronic format:

- **Electronic format** - Electronic submission should include the cover page submitted as a word document, and the proposal narrative, budget and all attachments in one PDF file. Include in the name of the organization in this electronic file(s). Email proposals to morgan@cfdr.org

GRANT COVER SHEET

(1-2 pages) A completed CFDRR grant cover sheet must be included with all emergency fund proposals. Download the [Cover Sheet](#).

NARRATIVE

(1-3 pages) The proposal narrative briefly introduces the organization and explains what the funds requested would enable it to achieve. It should describe:

- A brief history and mission of the organization.
- The nature of the emergency, why the situation is an emergency and, if applicable, what services and how many clients, in what geographical area, are at risk of losing services.
- The cause of the unanticipated or non-budgeted costs for which there are no other resources, what needs to be done to address the emergency and why these specific funds will only be needed once.
- The past sources of the agency's resources and attempts to exhaust these and other options to cover the funding need and any other funders sought or already committed to addressing this emergency need. Include in-kind and voluntary contributions and collaborative assistance as well as financial support.
- How CFDRR funds will be used.

EMERGENCY BUDGET

Provide an itemized expense and income budget for addressing the emergency. Please indicate the time period covered.

ATTACHMENTS

- Current year operating budget.
- Board of Directors, including affiliations and email addresses.

Review Process

Requests are reviewed on an as-needed basis by the CFDRR Executive Director and Program Officer, Chairperson of the Distribution Committee and President of the Board. If there is a tie in the decision making, the immediate past president will have a vote. Funds are disbursed upon the Executive Committee's approval. The process should take no more than 45 days from receipt of the application.

Reporting Requirements

A simple report describing how the funds were spent and how the agency was impacted as a result of the grant will be due one month after the funds have been expended or three months after the Agency Emergency Fund grant is awarded, whichever is earlier. Access the [Grant Report Form](#).

For more Information or to discuss a proposal, please contact:

Morgan Epstein

Program Officer

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