



EMERGENCY GRANTS

Guidelines and Instructions

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Emergency Grants

The Emergency Grants given by the Community Foundation of Greater Fort Wayne help Allen County nonprofits with unexpected expenses that impact their ability to meet their mission. An Emergency Grant can help an organization manage an unbudgeted, unforeseen, and time-sensitive emergency. Emergency Grants may also be used as relief in the wake of community disasters, such as a tornado or flood. The Community Foundation recognizes that some emergencies must be addressed and paid for immediately. In certain circumstances, Emergency Grants can be granted as reimbursements for situations that are no more than 14 days post-emergency.

Grantees must be 501(c)(3) organizations or government entities. These grants, of up to \$25,000, are available year-round and are reviewed on an as-needed basis.

1. The Community Foundation believes that its grantmaking will demonstrate and live out the values of the Community Foundation of Greater Fort Wayne:

- **Connectedness:** We're driven to foster strong, meaningful relationships with each person we work alongside.
- **Equity:** We strive to honor the unique needs of each individual and organization, providing equitable access to resources and opportunities.
- **Impact:** Each decision should move us toward positive and lasting change, encouraging growth and propelling our community forward.
- **Integrity:** Our stakeholders trust us with their resources in perpetuity. We honor donor intent and act with our community's needs in mind.
- **Passion:** We pursue our work with enthusiasm and dedication because we love our community.

2. The Community Foundation seeks to eliminate barriers for its grantees and to create stronger relationships.

The Community Foundation of Greater Fort Wayne looks forward to working alongside Allen County's nonprofit organizations and community leaders to overcome systemic challenges and uplift our community.

Emergency Grant Application and Evaluation Process

Who May Apply?

Nonprofit organizations or government entities that are located in or primarily serve (greater than 50% of services) the people of Allen County, Indiana.

Emergency Grant Questions

1. Project Name

2. Amount Requested

3. Description of Emergency

- Describe the current emergency or opportunity. What happened, how did it happen, and what needs to be done to address the problem?

4. Timeline

- Please indicate when the emergency or opportunity came to your attention, what you've been doing since, and your timeline for completing the work.

5. Explanation of Emergency

- Please explain the nature of this emergency by addressing each of the following questions:
 - *Why is this emergency need or opportunity unbudgeted?*
 - *Why is this need or opportunity unforeseen?*
 - *Why is this need or opportunity time-sensitive?*

6. Budget

- Please provide an Excel copy of your itemized budget showing expenses and revenue. If this is filling the gap of a staff member, please explain the need for additional funding beyond what was budgeted for that staff member's salary.

Emergency Grant Evaluation Rubric

A grant evaluation rubric is a detailed outline that helps evaluators consistently score proposals.

Compatibility with Emergency Grant Guidelines

On a scale of 1-3, how well does this request line up with Emergency Grant Guidelines? 1 = low; 3 = high

Explanation of Emergency

What was the issue that caused this urgent need out of the organization's control? We are looking to fund true emergency needs. Consider the following:

1. Is the timing, suddenness, and urgency out of the organization's control?
2. Was this issue unavoidable?
3. Is it reasonable why this need was unbudgeted?

Recommendation

Do you recommend funding this request given the availability of funds?

Please enter the amount of funding you recommend

The maximum grant award is \$25,000

Evaluator notes

Please share any red flags, additional context, or explanation for your responses to the questions above (as needed), and/or specific follow-up questions for the applicant (if needed).

Important things to note:

- Applications are accepted and evaluated on a first-come, first-served basis until funds available for the calendar year are gone.
- The Community Foundation may adjust the requested amount anytime during the review process.
- Requests above \$25,000 will not be considered.

Funding Eligibility, Guidelines and Reporting

What We Fund

We look for proposals that will allow an organization to address these types of short-term needs:

- Emergency repairs of building structures or mechanical systems (heating/cooling, water service, etc.) whose *sudden and unexpected* failure interferes with the provision of services. Example: a roof repair resulting from an extreme weather event at a social service provider
- Replacement of essential equipment, technology, or supplies whose *sudden and unexpected* failure, damage, or theft interferes with the provision of services. Example: A burst pipe resulting in water damage to food pantry items or a stove at a homeless shelter that breaks outside of the warranty period but well before the end of its life expectancy
- Provision of services or acquisition of a resource that could not have been anticipated or budgeted, and without which, the organization's work will be severely hampered. Example: Staffing a temporary replacement while an organization's executive director is on emergency medical leave

What We Do Not Fund

For Emergency Grants, we only fund unbudgeted, unforeseen, and time-sensitive situations. We do not make grants for the following:

- Providing interim funding while waiting for government reimbursement
- Capital campaigns
- Religious purposes or buildings (childcare facilities or food pantries within religious buildings may be an exception)
- Political purposes
- Ongoing programs
- Individuals
- Debts
- Past due tax returns and audit preparation
- Upgrades to current infrastructure
- Problems resulting from an organization's failure to adequately plan, such as:

- Waiting until a lease expires before trying to locate an alternate space
- Relying on a small number of donors for support without having developed a plan to sustain programming
- Failure to pay taxes
- Operating financial deficits over multiple years
- Failure to anticipate construction contingency costs
- Failure to plan for maintenance costs and/or replacement costs of existing equipment

What We Look For

When reviewing organizational grant proposals for Emergency Funds, we will look for:

- In the case of a community-wide emergency: 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 Allen County, Indiana
- Organizations that may need temporary funding to cover expenses that will be reimbursed by insurance
- Time sensitivity of the request—that the grant would meet an immediate revenue need

Emergency Grants can be awarded for up to \$25,000. There is no restriction on how many times an organization may apply for emergency funding, however, Emergency Grants are only to fund projects that are unbudgeted, unforeseen, and time sensitive.

Reporting: Emergency Grants may require a final report six months after receiving a grant, this will be at the discretion of the Community Foundation and the nature of the emergency. All final reporting will happen through the online grants management system/grants portal.

Applying for an Emergency Grant

Organizations must submit the Emergency Grant application online. Applications are accepted on a rolling basis. We encourage organizations to apply as soon as the need **and** a plan to address the need are identified. Decisions will be made within one week of the request, and checks will be processed within two weeks and as early as 72 hours after receiving the application.

Frequently Asked Questions

1. Who Reviews and Makes Decisions on Emergency Grants?

Emergency Grants are first reviewed by a Senior Impact Advisor. If the Advisor sees a need for further clarification of the request, you may be contacted for additional information. All requests are given equal and fair consideration and are not a guarantee of funding. Decisions are then made collectively by leadership within the Community Foundation.

2. Is anything required to receive Emergency Grant funding?

An organizational budget with income and expenses will be required per the application process. Estimates for costs of equipment or other capital may also be requested.

3. Can we receive more than one Emergency Grant per calendar year?

There is no restriction on how many times an organization may apply for emergency funding, however, Emergency Grants are only to fund projects that are unbudgeted, unforeseen, and time-sensitive.

4. If my organization receives an Emergency Grant, can we receive other grants from the Community Foundation in the same calendar year?

Yes! You may consider applying for an Agile or Engage Grant if you have a program or project. If you are looking for operational funding and have existed for over three years, we encourage you to apply for a Rising Together grant in the pillar that best aligns with your mission.

5. Who can I talk to at the Community Foundation about grants?

As part of its mission, the Community Foundation strives to serve as a community leader and convener to help create a brighter future for Allen County's residents. We welcome opportunities for our board and staff to learn more about the community's needs. If you have questions, don't hesitate to contact us below.

Contact Us

We understand that you may occasionally have questions about the application process. Please direct those questions to the contacts below.

The Community Foundation is open Monday through Friday from 8:00 a.m. to 4:30 p.m., however, most of the grants team is unavailable after noon on Friday and will respond to inquiries the following week.

Contact: Angela Stanley, Senior Impact Advisor, astanley@cfgfw.org
Alison Gerardot, Chief Impact Officer, agerardot@cfgfw.org

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