

Quad Cities Community Foundation

Emergency Grants

Program Description 2020

Purpose

Emergency grants are available for nonprofits in our service area with 501c3 tax status that experience an emergency that significantly threatens their ability to provide core services to the population they serve. In general, such requests should be rare. Examples of which would justify an emergency grant request include but are not limited to:

- Sudden/unexpected loss of committed revenue for reasons beyond organization control.
- Sudden/unexpected increase in budgeted expenses due to circumstances beyond organization control.
- Sudden/unexpected increase in demand for core services due to external factors.
- Sudden/unexpected damage to or inoperability of a structure or piece of equipment that is critical to providing core services. This does *not* include replacement or repair of equipment that should have been expected and planned for (e.g. roof leaking due to normal wear because of age) or for which other resources are available (e.g. insurance coverage).

Eligibility Requirements

- Nonprofit organization with 501c3 status, located in or significantly serving Scott and/or Rock Island County.
- Having received other grants from the Community Impact Fund in the same calendar year does not make an organization ineligible for an emergency grant, or vice versa.

Evaluation Criteria

- The services provided by the organization are valuable to the community and the organization has a track record of significant success in delivering services.
- Lack of requested emergency grant funding will have an immediate negative effect on the population served by the organization requesting funds.
- The requested emergency grant funds will, along with the organization's other resources, be able to *solve* the emergency being faced.
- All emergency grant funds received must be spent within six months of the receipt of funds. Organizations must commit to sending in a report of the use of the funds and the outcome of the emergency when the funds are expended or six months have passed, whichever is sooner.
- The funds must not supplant existing funds. Organizations will be asked to demonstrate why their existing budget, reserve funds, or other funding sources cannot meet the need, or how they are helping to meet the need along with the requested emergency grant funding.

Amount

The total amount available for 2020 is \$25,000. There is no maximum amount for an emergency grant, but in order to make sure funds are available for multiple needs, awards have typically ranged between \$1,000 and \$5,000.

Process

The organization making a request must submit a letter (by email is fine) to the VP of Grantmaking & Community Initiatives that directly addresses the criteria above and indicates the dollars needed and timeline for requested support. In addition to addressing the criteria above in a short narrative, the request should include:

- a) Organization's tax ID number to verify 501c3 nonprofit status.
- b) Organization's current income statement and balance sheet.
- c) List of organization's current board of directors.

Emergency grant requests are reviewed by the Vice President of Grantmaking and Community Initiatives to determine if the situation meets the required criteria and is of such urgency that it should be considered for review. Staff may discuss the request with the applicant and request further information as needed.

Emergency grant decisions are made jointly by the CEO and a designated board member (usually the Board Grants committee chair). CEO and designated board member will review and act upon the request within 5 business days of receipt (whenever possible we will act within 1-2 business days).