**Internal Guidance**

**COVID- 19 Emergency Relief Funding Request**

**Process & Criteria**

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**Submission & Review Process**

Organizations requesting COVID-19 Emergency Funding will submit the completed application to the Executive Director via email.

The Executive Director will ensure that all required information is included and will weigh the request against the criteria listed below. If the request meets Jackson County United Way’s emergency relief funding criteria, it will be sent electronically to the COVID-19 Fund Distribution Committee for discussion and recommendation. At the consensus of the COVID-19 Fund Distribution Committee’s recommendation, the JCUW Executive Director will send this recommendation along with the applications to the full JCUW Board of Directors for final approval/denial. JCUW’s Executive Director will inform the applicant of the JCUW Board’s decision.

Members of the committee will be asked to refrain from conversation about their own application request with the committee, abstain from approval of their own organization’s request, and be mindful of the duality of interest we all have in this work.

**Eligibility Requirements & Funding Criteria**

COVID-19 presents an unforeseen problem which will affect the quality of life in the community and threaten organizations’ ability to deliver core services. To be eligible for Emergency Funding, organizations must:

* Be recognized by the IRS as a non-profit under IRS code 501(c)3.
* Serve residents in Jackson County.
* Have an emergent organizational need or have process to provide direct individual assistance for emergent needs.
	+ If direct individual assistance is provided, the client will be asked to complete a Charity Tracker Release of Information and the organization complete an assistance record in the Charity Tracker system.

Examples of appropriate emergency funding include, but are not limited to:

* + Increased organization costs or need in order to serve clients in this potential crisis
	+ Client emergency needs such as: rent/mortgage assistance, utilities, food, household supplies, child care for essential employees, etc.

**Funding Process**

In the event of a denial of the emergency funding request:

* The Executive Director will notify the applicant via email within 24 hours of the Board’s decision.

In the event of approval of the emergency funding request:

* The Executive Director will notify the application via email within 24 hours of the Board’s decision and will outline the details of the funding.
* The Executive Director will disburse payment to the recipient by writing a check to be mailed in 2 business days.
* Recipients of emergency funding from Jackson County United Way will be responsible for communicating or doing the following on a monthly basis until funds are expended:
	+ Provide proof of intended use of funds via receipts, photos, etc.;
	+ Report of outputs, outcomes, and impact based on the items selected in this application;
	+ Provide a success story for your program (if possible with appropriate releases and a photo); and
	+ Engage in a call regarding COVID-19 Response twice a month.