

Emergency Response Grant Policy

Purpose

The Emergency Response Grant Policy establishes a framework for the timely and efficient disbursement of funds to support urgent needs arising from natural disasters, public health crises, or other significant emergencies that affect communities, organizations, or individuals.

1. Scope:

This policy applies to all emergency grantmaking activities administered by United Way Leeds & Grenville, including but not limited to:

- a) Natural disasters (e.g., floods, earthquakes, wildfires)
- b) Public health emergencies (e.g., pandemics, disease outbreaks)
- c) Humanitarian crises (e.g., displacement, conflict zones)
- d) Infrastructure disruptions (e.g., major power outages, building collapses)

2. Eligibility:

Emergency Response Grants are available to:

- a) Registered nonprofits and charitable organizations
- b) Government agencies and public institutions
- c) Community-based organizations

3. Eligibility Criteria:

- a) Applicant must demonstrate direct impact from the emergency
- b) Request must be aligned with the scope of the emergency event
- c) Funds must be used for immediate relief, short-term recovery, or mitigation

4. Funding Parameters

- a) **Maximum Award Amount:** \$20,000 per request (exceptions may be granted)
- b) **Minimum Award Amount:** \$2000
- c) **Duration:** One-time disbursement; follow-up reporting required
- d) **Use of Funds:** Must be restricted to direct response and recovery-related expenses

5. Application Process

Applicants must submit:

- a) Emergency Response Grant Application Form

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Review Date: October 2025.

- b) Brief narrative (max 2 pages) detailing the need, proposed use of funds, and expected impact
- c) Budget or cost estimate

Expedited Review: Applications will be reviewed within **5 business days** of submission. Emergency grants may be fast-tracked with board approval.

6. Review and Approval

Applications will be evaluated based on:

- a) Urgency and severity of the situation
- b) Alignment with organizational priorities
- c) Capacity of the applicant to implement the proposed response
- d) Availability of funds

A designated Emergency Grant Committee will oversee application reviews and make recommendations to the Executive Director or Board Chair for final approval.

7. Disbursement of Funds

Approved grants will be disbursed via electronic transfer or check within **7 business days** of approval, accompanied by an agreement outlining:

- a) Approved amount
- b) Reporting requirements
- c) Use of funds restrictions
- d) Compliance conditions

8. Monitoring and Reporting

Recipients must submit a brief final report within **60 days** of fund utilization, including:

- a) Summary of activities conducted
- b) Outcomes and impact
- c) Financial accounting of expenditures

Failure to report may disqualify recipients from future funding.

9. Policy Review

This policy shall be reviewed annually and revised as necessary to reflect changing needs, funding availability, and best practices in emergency response.

Emergency Response Grant Activation Policy

Purpose

This policy outlines the conditions under which the United Way Leeds & Grenville (UWLG) Emergency Response Grant may be activated. The goal is to ensure that funds are only opened and disbursed in direct response to confirmed emergencies, and in coordination with municipal and county leadership.

1. Activation Criteria

The Emergency Response Grant will only be activated when:

- a) A **formal request is made by a local municipality or the United Counties of Leeds & Grenville;** and
- b) The request identifies a **specific emergency event** (e.g., natural disaster, fire, infrastructure disruption, public health emergency); and
- c) There is confirmation that **local nonprofit and community agencies have the capacity to respond effectively** to the emergency with financial support.

2. Scope of Funding

- a) Funding will only be available to **agencies, nonprofits, and community-based organizations** that are directly engaged in supporting relief and recovery efforts related to the identified disaster.
- b) Funds must be used strictly for **response, recovery, or mitigation activities** tied to the emergency event.

3. Decision-Making Process

- a) Upon receiving a municipal or county request, the **UWLG Executive Director**, in consultation with the **Board Chair** (or a designated Emergency Grant Committee), will determine whether to activate the Emergency Response Grant.
- b) Once activated, UWLG will issue a public notice confirming the fund has been opened and outlining the application process for eligible agencies.

4. Duration

- a) The Emergency Response Grant will remain open only for the duration of the identified crisis and recovery period, as determined in consultation with the requesting municipality or county.
- b) The fund may be closed once immediate and short-term recovery needs have been met.

5. Accountability

- a) All agencies receiving funds must comply with the **Emergency Response Grant Policy** reporting requirements, including financial accounting and impact summaries.
- b) Failure to report may disqualify agencies from future access.

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