COVID-19 COMMUNITY RESPONSE FUND GRANT PROCEDURE

Grants from the fund will be prioritized for nonprofit organizations providing vital basic needs, services, and resources to disproportionately impacted individuals, families, and vulnerable populations in Kankakee and Iroquois Counties. Requests to support other nonprofit organizations experiencing financial hardship or providing support services to individuals and families will also be accepted.

Amount Available
In this unprecedented situation, we must all be flexible to respond as needed within the resources we have to offer. We will set <u>no maximum grant amount</u>. However, to allow consistent comparisons, applicants must frame their amount requested within a timeframe of <u>what is needed over the next eight weeks from the date of their application</u>.

Timeline
Applications will be evaluated, and decisions issued on a rolling basis, as quickly as possible.

Eligibility Requirements
- Grants may be made to nonprofit organizations, schools, or quasi-governmental agencies located in or significantly serving Kankakee & Iroquois Counties.
- Demonstrates a need for funding due to the pandemic or the impact of following public health recommendations taken to flatten the curve of COVID-19 infections locally, for the purpose of either:
  - o Continuity of operations support due to increased expenses or decreased revenue
  - o Providing new, increased, or changed support to affected people, organizations, businesses, or communities

Priorities (in this order)
1. Organizations providing <u>basic vital needs services</u> to communities that were already vulnerable before the pandemic, or that are disproportionately affected by the pandemic and the impact of the resulting public health measures on finances and service availability.
2. Organizations providing any services to such vulnerable or disproportionately affected populations as described above.
3. Other nonprofit organizations experiencing challenges due to following public health recommendations, with a focus on those that need support to implement remote work or

that are at high risk of staff reductions.

Evaluation Criteria
- **Priority** - Organization's ranking in first, second, and third priorities above.
- **Reach** - Organization provides services to a large population or provides intensive or specialized services to a smaller population.
- **Need** - These funds will fill a gap not able to be filled by other resources.

Process
- Organizations applying for continuity of operations support will submit a short, simple online application identifying:
    - type of impact the organization is experiencing due to the pandemic or following public health recommendations,
    - current or planned response to that impact,
    - increased cost or decreased revenue resulting from that impact,
    - amount of funds requested - with a timeframe of eight weeks
    - Basic attachments - board list and most recent financial documents in whatever format and timeframe the organization currently has available.
- Organizations applying to provide new, increased, or changed support to affected people, organizations, or communities will answer the above questions <u>and also</u> provide a description of those services.
- Applications will be evaluated, and decisions issued on a rolling basis, as quickly as possible. For the fastest turnaround, grant decisions will be made jointly by The Community Foundation and United Way Executive Directors.
- Flexibility is key in a disaster scenario. Applicants must describe the need and their planned response to the need, but funds provided for continuity of operations support will be unrestricted and may be used for any relevant purpose. Funds provided for new, increased, or changed support to affected populations will be restricted for that purpose.
- Organizations must submit a report within six months on the outcome of their response to this situation.

Examples of eligible requests include but are not limited to:

Continuity of operations:

An eligible nonprofit needs to purchase technology to allow its employees to work remotely or shift to delivering services remotely via phone or video conference.
An eligible nonprofit's fee-for-service revenue is reduced because it cannot provide those contracted services.
An eligible nonprofit must pay staff to do activities that volunteers would normally do, or pay for staff that are filling in for absent staff.
An eligible nonprofit's major fundraiser or fee-based events were cancelled, reducing income.

New, increased, or changed support to affected people, organizations, or communities:

A homeless services organization must find an extra location to house clients who are sick. A senior services organization cannot serve its clients in congregate meal settings and needs to be able to deliver food.
An eligible nonprofit will provide more of its usual services because more people/businesses are

now in need of those services.

No person in the United States shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, marital or parental status, political affiliation, military service, physical or mental ability, or any other improper criterion be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available by the community foundation, and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by the community foundation.

How Does An Organization Apply?

Carefully read and adhere to the grant application instructions. It is important that all requested information is provided. If you have questions, you may contact the Community Foundation Office.

Grant applications can be submitted to the COMMUNITY FOUNDATION through the grant application website at www.endowthefuturegrants.communityforce.com or through the Community Foundation website at www.CFKRV.org and click on the Grants tab.