



CUMBERLAND DISASTER RECOVERY COALITION

Policy for Grant Making

Approved January 11, 2019

1. Charitable purpose and objective

To provide Cumberland County residents, and partner agencies that serve the residents, with resources for long-term disaster caused recovery needs. Services are limited to Cumberland County and its municipalities.

- ❖ The Board of Directors will apply the funds of CDRC in accordance with the charitable purposes and objectives of the CDRC.

2. Priorities for support

The goal of all grants will be to strive to address the unmet needs of residents impacted by a state and/or federally declared disaster in Cumberland County.

2.1. The Board of Directors has determined that the priorities for funding are:

- A. Assessing unmet needs
- B. Improving access to available resources
- C. Direct recovery relief to residents
- D. Administering direct recovery relief
- E. Coordinating service delivery
- F. Providing disaster preparedness and disaster recovery education
- G. Supplying other disaster relief

2.2. These priorities for support will be reviewed by the Board of Directors periodically and may be revised depending upon circumstances and the perceived effectiveness of the application of funds. Any change to these priorities must still fulfil the charitable purpose and objectives of CDRC.

3. Principles applied in determining support

In awarding grants, the Board of Directors will apply the following principles:

3.1 The Board of Directors will consider any requests that are eligible for consideration from agencies and/or non-profit organizations that are allowed under North Carolina law to solicit funds and have the correct status with the IRS. Preference will be given to CDRC Member agencies.

3.2 Grant applications must be completed in writing and signed by an authorized person.

3.3 Each request or situation will be considered on its own merits.

3.4 Where situations have been previously considered (whether successful or not) any due diligence undertaken to reach an earlier decision will be made available to the Board of Directors.

- 3.5 The Board of Directors may appoint a grant screening committee to carry out the due diligence and to consider the distribution of grants on its behalf. Such a grant screening committee will make recommendations to the Board in accordance with the CDRC charitable purposes and objectives. Any decision whether to award a grant remains solely the responsibility of the Board of Directors. In the absence of a grant screening committee, the Board may screen grant applications itself.
- 3.6 The Board of Directors or the committee will carry out sufficient due diligence to ensure that the request or situation meets both the charitable purposes, and the priorities for support set out in this policy.
- 3.7 The Board of Directors are content to work in partnership with other grant making bodies where funding of an entire project is beyond the scope of any single organization.
- 3.8 The amount of work or number of projects that can be supported by the Board of Directors is limited to the amount of funds that are available for distribution at any given time.

4. Applicant and partner due diligence

4.1. The Board of Directors will carry out sufficient due diligence on any potential beneficiary to ensure:

- A. The identity of the beneficiary;
- B. NC Solicitation Licensing Status, if applicable;
- C. IRS Determination Letter, if applicable;
- D. That funds are to be applied in accordance with the CDRC's charitable purpose;
- E. That all required reporting will be submitted in an accurate and timely manner.

4.2. In cases where the CDRC is not the only supporter of the work or project, and to protect its reputation, the Board of Directors may choose to extend any due diligence beyond the proposed beneficiary to include other partner supporting organizations.

4.3. The Board of Directors will adopt a risk rated approach to due diligence.

- ❖ Risk factors will include; the size of the grant; residence of the proposed recipient; the geographical location of the beneficiary; the nature of the relationship between the CDRC and the applicant, the experience and capacity of the organization, financial safe guards in place at the recipient organization, (i.e. bankruptcy, debt load, audit report); review of 990's, if applicable, etc.

4.4. Grant size will be an important risk factor. The larger the grant the greater will be the likely level of due diligence undertaken.

4.5. The satisfactory results of any due diligence will not last indefinitely.

In cases where beneficiaries are supported for more than one year, additional due diligence will be undertaken on a change of circumstances that might impact the beneficiary.

5. Administration

5.1. Regardless of the size of the grants, Board of Directors should be confident:

- A. Of the purpose of the proposed grant including an understanding of the work and the way in which the grant will be managed and applied;
- B. Of the person(s) responsible for the management of the grant and for overseeing the work;
- C. That all local applicable laws and working practices associated with the work are fully and properly applied;
- D. That suitable safeguarding policies are in place in cases where the applicant works with children or vulnerable adults.
- E. That funds will not be used for religious proselytizing.
- F. The applicant agency serves residents without discrimination based upon marital status, race, gender, gender identity, language, disability, religion, sexual orientation, nationality, or any other similar basis.

5.2. In addition to the requirements set out in 5.1, the Board of Directors will require a written report (as scheduled) setting out the progress and achievements for the period covered and detailing any forthcoming changes to either the nature of, or the location of, ongoing work. A report format will be provided by the CDRC to the agency.

5.3. Grants may be issued on a schedule or as a lump sum.

5.4. CDRC reserves the right to require a total or partial refund if funds are not used according to the timeline and approved grant parameters or objectives.

5.5. Where the grant is for a specified project or purpose, and in situations where that purpose does not proceed or where any grant or part thereof remains unused, unused funds must be returned.

5.6. The expected timeline of completion will be stated when the grant is approved.

5.7. Where formal written applications have been received, or other records maintained, these will be stored and subsequently disposed of in accordance with the CDRC's policy on data protection and prevailing Data Protection legislation.

6. Decision making

6.1. The Board awards grants by majority vote. Any CDRC Board member with a conflict of interest (any connection to the applicant) must be noted in the minutes and the person with a conflict of interest may not vote on the issuance of said grant request.

6.2. The decision of the Board of Directors on whether to award a grant is final. There is no appeal process.

6.3. The Board of Directors are not obliged to provide an explanation to applicants in the event that their application is not successful (see 5.2).

6.4. Grants issued in stages may be canceled or stopped if progress has not been made by the recipient or the scheduled reports are not submitted.

6.5. Decisions to grant, or not to grant, shall be communicated in writing (email or US Mail) to the applicant.

Cumberland Disaster Recovery Coalition – Partner Grant Request

Name of Organization: _____

Point of Contact for this Request: _____

Phone: _____ Email: _____

We have an active Solicitation license in NC: Yes No Unsure Not Required

Our organization has a representative at CDRC Coalition meetings:

- 2+ times a month or as scheduled Quarterly Rarely/never

Total amount needed for the project: _____

How much is coming from all other sources to support this project? _____

(a detailed budget may be requested)

Total Remaining Amount Needed: _____ **Amount Requested from CDRC:** _____

What is the purpose of these funds? (Use additional page, if needed)

Please indicate which CDRC priorities your proposal will address:

- Assessing unmet needs
- Improving access to available resources
- Direct recovery relief to residents
- Administering direct recovery relief
- Coordinating service delivery
- Providing disaster preparedness and disaster recovery education
- Supplying other disaster relief
- Other: (please explain) _____

Will this project directly or indirectly help (check all that apply)

- Matthew Survivors Florence Survivors Both Neither (if neither explain)

How will recipients be identified, located and/or case managed? How will these resources be delivered to clients/survivors? (use additional page, if needed)

Will this project reach beyond Cumberland County? If so, please describe additional areas reached.
(CDRC funds must be used in Cumberland County. Describe how you can ensure the use of these funds will be limited to Cumberland County.)

Date Funds are needed? _____

How do we remit the funds to you? (Provide all details)

Understanding: These funds must be used solely for the purpose indicated in this request. Any funds not used as outlined above within the agreed upon timeline must be returned to the CDRC. **Agencies receiving funds must submit to CDRC copies of receipts or other proof of the expenditure using the reporting form provided by CDRC.** Reports maybe required at intervals for longer grants. Additional terms and restrictions may be imposed by the CDRC to ensure the desired outcomes.

We have received the CDRC Grant Policy and have read and agreed to it.

Authorized Representative Signature (may be electronic): _____

Title: _____ Date Request Submitted to CDRC: _____

Submit form by email to director@cdrnc.org

CDRC OFFICE USE:

Sent to the Board Date of CDRC Board Consideration: _____

Response from CDRC: