

# United Way of Monongalia and Preston Counties Emergency Fund

## **PHILOSOPHY AND POLICY**

The establishment of an emergency fund is a high priority for the United Way of Monongalia and Preston Counties (United Way) and its Board of Directors (Board).

In order to meet unanticipated financial needs, the United Way encourages Funded Partners to establish sources of credit, but recognizes that exceptional circumstances may require consideration of an emergency grant.

The United Way's intent is to establish a reserve of unrestricted funds to be held for emergency use. Said fund shall allow Funded Partners of the United Way to apply for funding in the event of an emergency, and/or the Board to make a decision to fund a community emergency.

Any unspent allocation to a Funded Partner in any given funding cycle shall be contributed to the Emergency Fund on an annual basis. Emergency funding decisions shall be made with the goal of addressing the need while preserving the Emergency Fund. The Emergency Fund shall not exceed \$50,000. Any contribution that would result in the Emergency Fund exceeding \$50,000 shall require the Planning and Policy Committee to reconvene to determine the appropriate use of the excess funding.

## **USES AND PROCESS OF FUNDING**

The United Way may access the Emergency Fund, on the recommendation of the Board or its Executive Committee, to support the needs of a Funded Partner during a time of emergency or to address a community emergency.

Funded Partner requests shall be considered only in situations which constitute an emergency of such magnitude that continued services of the requesting agency would be jeopardized.

Requests for an emergency grant from a Funded Partner must be submitted to the United Way in writing and include the following:

1. Detailed description of the circumstance warranting the request;
2. Dollar amount requested;
3. Documentation to support the need for the grant;
4. Documentation to support why the need cannot be funded from the Funded Partner's existing resources; and
5. Approval of the Funded Partner's Board of Directors.

Requests for funds for a community emergency by a non-funded partner must be submitted to the United Way in writing and include the following:

1. Detailed description of the circumstance warranting the request;
2. Dollar amount requested;
3. Documentation to support the need for the funds;
4. Documentation to support why the need cannot be funded from the applicant's existing resources;
5. Approval of the applicant's Board of Directors or governing body; and
6. Disclosure and exchange of any additional information as needed.

Upon receipt of emergency fund request, the United Way shall perform the following:

1. Review by United Way staff;
2. Recommendation to the Executive Committee by United Way staff;
3. Review and decision by Executive Committee;
4. Recommendation to the Board of Directors by the Executive Committee if time permits;
5. Action by the United Way.

Funds shall only be distributed subject to a signed agreement between the requesting entity and the United Way.