



**United Way  
of Alamance County**

## **EMERGENCY FUNDING POLICY**

### **PURPOSE**

The purpose of the Emergency Funding Policy is to establish guidelines for emergency financial requests. Subject to availability, the United Way of Alamance County may assist community organizations with emergency financial needs, giving preference to its community partners and affiliate agencies. These funds are a grant to agencies for assistance with a one-time unanticipated need. The emergency funds are not for the purpose of correcting cash flow issues, capital improvements, or general operations shortfalls, but for an unplanned situation which could not be reasonably anticipated.

### **PROCEDURE TO APPLY FOR EMERGENCY FUNDING**

In order to apply for an emergency allocation from this fund, an agency must:

1. Be in compliance with all articles of the “Partner Agreement,” if applicant is a current Community Partner or Affiliate Agency.
2. Submit an Emergency Funding Application to the Community Impact Committee (available upon request from the Director of Community Impact).
3. Make available the Agency’s Executive Director and Board Chair to meet with the United Way Community Impact Committee to review the request.

The United Way Community Impact Committee will submit a recommendation regarding the emergency request to the Executive Committee or Board of Directors for approval. Once the United Way Executive Committee or Board of Directors makes a decision, a determination letter will be sent to the Applicant Agency.

If this emergency funding is granted, the Community Partner or Affiliate Agency must include this additional funding in the revenue section on the next regular funding application. If emergency funding is unspent, it shall be returned to the United Way.

*Approved, November 2012*

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