

UNITED WAY OF NORTHEAST MICHIGAN EMERGENCY RELIEF FUND GUIDELINES

OVERVIEW

United Way of Northeast Michigan created the Northeast Michigan Emergency Relief Fund to rapidly deploy resources to community-based organizations at the frontlines of Northeast Michigan's current COVID-19 pandemic. The Fund will provide flexible resources to organizations in Alcona, Alpena & Montmorency County that are the frontline in working with individuals impacted by the economic consequences of the COVID-19 outbreak.

Grants will fund organizations and programs that have strong experience working to provide support for immediate basic needs and economic stability. The fund is designed to complement the work of local public health, nonprofit, and government entities, and to expand local capacity to support individuals and families experiencing hardship as a result of the outbreak and related closures and disruptions.

The Board of Directors of the United Way of Northeast Michigan will work with direct service organizations and community leaders to identify critical needs, resource gaps, and the best approach to disseminate emergency funds with the appropriate sense of urgency. Safeguards will be put in place to ensure these funds are used effectively and appropriately and 100% of funds donated will be distributed. Organizations receiving grants will be required to report back to funders on use of the monies granted.

All partners involved agree that the priority is to ensure capacity in the human services sector, so individuals and families in need are supported during this pandemic, including those who are disproportionately impacted by COVID-19 and the economic consequences of this outbreak. Multiple phases of funding may be necessary to address the immediate, intermediate, and long-term needs of this crisis.

GEOGRAPHIC SCOPE

Funding will go to organizations serving Alpena, Alcona and Montmorency County residents.

If needed, United Way will work with corporate donors who may have a regional reach to make sure dollars are distributed to those other counties.

ORGANIZATION ELIGIBILITY FOR RELIEF FUNDS

Eligible organizations must meet the following requirements:

- 501c3 nonprofit
- Serve Alcona, Alpena and Montmorency County residents
- Provide either their latest financial audit or most recent board approved financial statement (if not already a United Way funded agency)
- Able to expend/distribute funds to immediately respond to the individuals and families impacted by COVID-19

- Able to document and agree to report on how funds are used to meet the identified need(s) within 30-45 days of receiving funds

PHASES AND NEEDS ADDRESSED

Based on current available information, the Emergency Relief Fund will be directed as follows. The distribution plan may be adjusted based on emerging needs and in response to changing situations.

Assistance will be prioritized based on data driven decisions, community feedback identifying the greatest needs, and available resources. For the initial phase of funding, the Board of Directors will not be accepting requests for funding in order to deploy resources more rapidly. Instead, the Board of Directors will ask organizations with a proven ability and capacity to meet the identified greatest needs in our community to apply, however, funding is not guaranteed.

Initial funding priorities will specifically aim to increase:

- Food distribution
- Food support for seniors and those with disabilities (i.e. meal or grocery delivery)
- Emergency housing and shelter support
- Medical support services such as protective supplies and transportation

As funding allows and needs shift, the Board of Directors will continue to evaluate emerging basic needs and look at the intermediate and long-term economic stability needs of households who are experiencing hardship as a result of the outbreak and related closures and disruptions. At this point, the funding application may open up to a more competitive process as the Board of Directors deems appropriate.

APPLICATION PROCESS

For the first phase of funding, the Board of Directors will not be accepting requests for funding in order to deploy resources more rapidly.

Community organizations identified to receive funding will:

- Complete brief online application
- All non-United Way funded agencies will be required to provide either their latest financial audit or most recent board approved financial statement
- Sign and return a Memorandum of Understanding regarding funding amount and agreed upon use of the funds
- All non-United Way funded agencies must complete a Direct Deposit Form and W-9 for United Way to expedite the distribution of funds

FUND MANAGEMENT

United Way of Northeast Michigan will be tracking amount of funds raised. 100% of what is raised will be directly invested back into our community's most pressing needs. United Way will not be charging or receiving administration costs and will work alongside our most-valued community nonprofits in an effort to have the most immediate impact. Normal credit card fees apply.

Prioritization of needs and distribution of funds will be informed by 211 data, the Human Services Cooperative Council, community feedback, and other relevant decision-making points shared by state and local entities pointing to where needs are the greatest for Alcona, Alpena and Montmorency County.

Emergency Relief Funds are separate from any funding United Way awards to agencies through its annual investment process, or what agencies receive through donor designations from the annual campaign.

The funds available have been contributed by local foundations, corporations, and individuals to be used exclusively to meet the unmet needs to persons impacted by the COVID-19 pandemic.

There will be no financial transactions directly to individuals. All funding is disbursed to the community organizations that are providing emergency response and relief assistance related to COVID-19.

General Guidelines for Distribution of Funds:

1. Community organizations that are serving Alcona, Alpena and Montmorency County residents unless otherwise directed by the donor
2. Prioritization of funding to organizations providing COVID-19 related basic needs or economic stability relief
3. Grants will be provided on a rolling basis as fundraising continues through the outbreak and recovery phases of the crisis
4. United Way of Northeast Michigan has final authority on all fund distribution decisions

UNUSED EMERGENCY RELIEF FUND DOLLARS

Once the Board of Directors has determined that all the appropriate needs from the COVID-19 pandemic have been met, should any Emergency Relief Funds remain, those dollars will not be held at United Way of Northeast Michigan. The Board of Directors will use any unused Emergency Relief Funds in establishing a disaster relief/helping hands fund with the Community Foundation of Northeast Michigan.

HOW TO DONATE

- Corporate or business donations, please email: uwnemi@unitedwaynemi.org
- To make an individual gift online: <https://www.unitedwaynemi.org>
- To donate by check, please indicate your gift should be directed to the Emergency Relief Fund. Checks should be made to United Way of Northeast Michigan and mailed to:

United Way of Northeast Michigan
Attn: Emergency Relief Fund
108 Water Street
Alpena, Michigan 49707

For questions regarding the Emergency Relief Fund and how grant funds will be deployed, contact: Joseph Gentry, Executive Director, 989-354-2221.

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