

EMERGENCY FUND CRITERIA

There is provision within the Communities Initiative Fund (CIF) for grants over £500 and up to £10,000 to be made, on an exceptional basis, outside of scheduled bidding rounds on the grounds of extreme urgency.

Criteria for Applying

Criteria your application must meet:

- The applicant must be able to demonstrate the urgent nature of the request and why it was not possible to use the normal CIF grant application process.
- Such emergency grants are for unexpected and unforeseen events only, and not a substitute for where planned, scheduled or preventative measures could have been undertaken to alleviate the issue or situation that has arisen.
- The applicant shall have to demonstrate why financial reserves, indemnities or other funding cannot be utilised to fund the requirement.
- The emergency grant must be able to be deployed by the recipient in quick measure to reflect the urgency of the requirement.
- The standard eligibility for the CIF must be met in terms of alignment to the strategic aim and priorities within the Essex Organisational Strategy, who we will fund and what we will fund.
- The emergency fund should not be viewed as a second chance opportunity to improve on a previous unsuccessful application to the main annual CIF round.
- As per the terms of the standard CIF criteria, you can only apply to the emergency fund once, every three years from the date of any other grant award
- Grant funding will not be awarded retrospectively, and if applying for emergency funding, no financial commitments should be made in advance of approval of any emergency grant award.

- **Examples of emergency funding**

Examples of urgency might be:

- Loss of damage to community assets/equipment that prevent community activities to occur.
- Loss of service provision impacting that has an immediate impact upon members of the community

Application process for:

CIF Emergency Fund

- Funding Officer roll ensures all applications meet the criteria and all necessary documents are submitted with the application. Summary Sheet prepared for the Panel.

- Financial Officer roll, to check finance documents using KPI's, Bank details are checked, Charity/Organisation status is checked with relevant commissioner/body. Finance Report prepared for the panel members.
- All applications are presented to the panel members with the summary report
- The Panel make the final decision on the grants to be awarded
- Time frame for awarding grants complete within one month.

CIF Fund

Note: process as above with the addition of the following:

- A Data base is sent to Essex County Council Cabinet members for referrals
- Applications are graded into a traffic lights system.
- All applications are presented to the panel members in Areas (1-4) relevant to the geographical area in which the panel member represents.

Micro Grants

- Funding Officer roll ensures all applications meet the criteria and all necessary documents are submitted with the application.
- Financial Officer roll, to check bank details, Charity/Organisation status is checked with relevant commissioner/body. Finance Report prepared for the panel members. (Panel consisting of Cllr Peter Davey Chairman of EALC and Charlene Slade CEO)
- Micro grants are reviewed daily.