



Emergency Funding Policy for Programs Seeking Specific Financial Assistance

Policy Statement

This policy establishes a framework for the Children’s Services Council of Leon County (CSC Leon) to provide emergency funding to programs that encounter unforeseen circumstances that will jeopardize essential services to children, youth or families. The purpose of this policy is to develop a process by which programs may access financial support when facing unexpected challenges, thereby allowing them to continue their critical work in serving the community.

Emergency funding is not intended to serve as a substitute for securing programmatic funds through published, competitive procurement. It also is not intended to provide ongoing relief of recurring expenses or as a consistent supplement for service provision. Further, it is not intended to completely remedy a program’s situation, but rather to help the program temporarily mitigate circumstances in hopes of helping the program restore or prevent disruption of continuity of services.

Policy Guidelines

1. *Definition of Unforeseen Circumstance* – An unforeseen circumstance refer to an unexpected event(s) or situation(s) that significantly impacts the operations, financial stability, or continuity of a program. These may include but are not limited to a natural disaster, sudden change(s) in regulations, economic downturn, or public health emergencies. As such, it is expected that an unforeseen circumstance would be corrected or effectively mitigated within one year of its occurrence.
2. *Eligibility Criteria* – A program must meet the following criteria to be considered to receive emergency funding:
 - A. The program must be a nonprofit entity operating the affected program in Leon County.
 - B. The program must directly align with one or more of the published objectives of CSC Leon.
 - C. The unforeseen circumstance(s) must directly impact the ability of the program to fulfill its objectives or obligations.
 - D. The program must demonstrate that it has exhausted all other available resources and has explored alternative funding options.
 - E. The amount of the request cannot exceed 10% of what is currently being held in the CSC Leon Reserves.

- F. The program may only submit one request at a time and may not have a pending request or active emergency funding agreement in place at the time of submission.
3. *Application Process* – A program seeking emergency funding must submit a formal request to CSC Leon that includes the following information:
 - A. A detailed explanation of the unforeseen circumstance(s) and the impact on the program(s).
 - B. A comprehensive description of how the program(s) aligns with published objectives of CSC Leon.
 - C. A complete breakdown of the requested funding amount of how the funds will be expended.
 - D. Supporting documentation, such as financial statements, impact assessments, or any other relevant information.
 4. *Review and Approval* – CSC Leon staff will first review each request to ensure it complies with all stated criteria. Then, the request will be presented to the full Governing Council at its next regularly scheduled meeting; the Council will assess each request based on the eligibility criteria, the urgency and severity of the circumstance(s), the program's capacity to recover, and available resources held in CSC Leon Reserves. The Council may request additional information or clarification, as needed. Additionally, a representative of the requesting entity should plan to be present at the Council meeting to address any questions.

A super majority (2/3 of all sitting Council Members) is required for approval of an emergency funding request, and the decision of the Council is final.

5. *Accountability and Reporting* – A program(s) that receives emergency funding must adhere to specific reporting requirements to account for the utilization of the funds. Regular progress reports and financial statements will be required to be submitted to CSC Leon (in accordance with our CIP Fiscal Guidelines), detailing the expenditure of the emergency funds and the outcomes achieved. Non-compliance with reporting requirements may impact future funding eligibility.
6. *Term* – An awarded program(s) acknowledges that any funding received through this process shall be valid for a duration of one calendar year from the date of disbursement. After this period, it is understood that no further financial support will be provided unless otherwise specified in a separate agreement or arrangement.
7. *Evaluation and Reassessment* – CSC Leon will periodically review the emergency funding process to ensure its effectiveness and appropriateness. Adjustments or revisions may be made based on feedback, lessons learned, or changes in CSC Leon's financial situation.

This policy will become effective on the date of its approval and will remain in effect until further notice. Any revisions or amendments to this policy require the approval of CSC Leon.