FIRST 5 MARIN
CHILDREN AND FAMILIES COMMISSION

EMERGENCY FUNDING REQUESTS

POLICY:

In general, such requests are discouraged and in fact should be rare. In most cases, the requestor will first be directed to available regular funding opportunities and processes.

Some examples of circumstances which would justify an emergency funding request are:

a) The sudden/unexpected loss of committed revenue for reasons beyond agency control.
b) The sudden increase in budgeted expenses due to circumstances beyond agency control (e.g. larger than anticipated rent increase).
c) The sudden increase in demand for services due to external factors.

CRITERIA FOR EVALUATION:

For those requests which are accepted for review, the following criteria will be used to evaluate their merits:

1) The use of the requested funds must measurably advance First 5 Marin Priority Results

2) Lack of requested funding must have an immediate negative effect on the 0-5 population, or portion thereof, in Marin.

   a. There must be a compelling reason why the funds are needed sooner than the normal funding procedures can accommodate.
   b. The agency/organization requesting funds must have a track record of significant success in delivering services to the 0-5 population.
   c. Funds may not be requested to augment the budget of a project currently funded through the CRF process.
   d. All funds received under this policy must be spent within one year of the receipt of funds.
   e. The funds must not supplant existing funds.

PROCEDURE FOR SUBMITTING EMERGENCY REQUESTS:

1. The entity making a request must submit a letter of intent that directly addresses the criteria above and indicates the dollars needed and timeline for requested support.

2. The letter of intent will be reviewed by staff and acted upon within 30 days of receipt. Staff may discuss the letter of intent with the requestor to determine if the situation meets the required criteria and is of such urgency that it should be considered for review.

   a. For requests ***under $10,000,*** the Executive Director may make the determination based solely on the letter of intent (and any conversation with the applicant) and may approve, modify or deny the request.

   b. For requests ***over $10,000***, an organization must submit the Emergency Funds Request Application which will be reviewed by the Steering Committee of the Commission. The Steering Committee will make a funding recommendation to the full Commission at its next meeting. The full Commission may then approve, modify or deny the request.

523 4th Street, Suite 210
San Rafael, California 94901
www.marincfc.org

415-257-8555
mcfc@marincfc.org
fax: 415-257-3059

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General Instructions
for
Emergency Funding Application for Requests over $10,000:

1. One original and four copies of the application and all attachments must be submitted.
2. Applicant must attach proof of 501-c(3) non-profit status.
3. Applicant must attach a list of the members of the Board of Directors, including phone numbers.
4. Section page limits may not be exceeded.
5. Applicant may submit letters of support, but they are not required and are not part of the page limits.
6. Questions should be directed to Mary Louise Zernicke, Chief Program Officer, Marin Children and Families Commission, 415-257-8558, email: mlzernicke@marincfc.org.

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FIRST 5 MARIN CHILDREN AND FAMILIES COMMISSION

Emergency Funding Request Application
For Requests over $10,000

Cover Sheet

Send Application to:

First 5 Marin Children and Families Commission
523 Fourth Street, Suite 210
San Rafael, CA 94901

Project/Program Name

Legal Name of Organization

Address of Organization

Telephone Number **FAX Number**

Non-Profit Status 501c (3)/ Name of Fiscal Agent if Different from Above

Agency Contact Person **Phone Number**

Total Dollar Amount Requested:

523 4th Street, Suite 210
San Rafael, California 94901
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Signature, Executive Director **Date**

Signature, Chair, Board of Directors **Date**