

Guidelines for Helping Hands (social services)

Grant Term	<p>One year (may be shorter or longer on occasion due to timing of grant)</p> <p>Likely opportunity to apply for renewal toward the end of the year</p>
Administrative Costs	<p>Portion of grant may be used for direct administrative costs, typically 10%</p> <p>To be discussed with Program Director prior to application submission</p>
Criteria	<p>Emergency triggered the need</p> <p>Need must be urgent, concrete, discrete and can be remedied by the grant</p> <p>Situation that the grant resolved likely to be stable going forward</p> <p>No other resources available to help, after using reasonable efforts to look for other sources (e.g., government or other nonprofit program)</p>
Emergency	<p>Event that could not reasonably have been foreseen or avoided</p> <p>Acute specific situation rather than chronic general difficulties</p> <p>Urgent need</p> <p>Examples (not exhaustive)</p> <ul style="list-style-type: none"> • homelessness or threat of eviction • medical emergency • natural disaster • domestic violence • loss of employment or other income source • theft
Eligible Expenses	<p>Examples (not exhaustive)</p> <ul style="list-style-type: none"> • rent • utilities • clothing • furniture • medical expenses • temporary child care • clean-up after natural disaster
Ineligible Expenses	<p>Examples (not exhaustive)</p>

	<ul style="list-style-type: none"> • credit card debt • cable bills • legal representation • tuition, books, or school supplies • job training fees or equipment • immigration-related fees
Grant Limits	<p>Maximum \$2,000 per grant</p> <p>Grant for slightly higher than \$2,000 may be considered in special circumstances to be discussed with Program Director in advance of grant</p> <p>Grants typically average around \$1,000, though not a requirement</p> <p>Grant to household for more than one need permitted but total can't exceed \$2,000</p> <p>Grant to household on more than one occasion permitted in special circumstances</p>
Application	<p>Must have internal process that includes standard written application (samples available)</p> <p>Client must provide documentation evidencing the need, and information to support likelihood of maintaining stability post-crisis</p>
Staffing and Training	<p>Senior program person must manage and provide final approval of grants</p> <p>May be assisted by administrative, finance, or other staff as appropriate</p> <p>Must do initial and ongoing training across agency on how to determine appropriate cases and the process</p>
Funds Management and Disbursement	<p>GFF funds must be held and accounted for separately</p> <p>Organization should keep payment records on file for three years</p> <p>Grant payment must be made directly to third party rather than to client</p> <p>In rare circumstances when check not possible, gift card to vendor may be provided (e.g., debit card to gas station for domestic violence survivor travel to safe location); client must provide receipt after use</p>
Support Services	<p>Connect client with additional support services whenever possible</p>
Reporting	<p>Quarterly reports</p> <ul style="list-style-type: none"> • Due on the last Friday of the month following each quarter end • Submitted through GFF online system • Brief narrative questions

	<ul style="list-style-type: none"> • Case studies • Quantitative data tabulating grants made (e.g., category, average grant size, funds disbursed) and impact (e.g., grant recipients stably housed one year from when grant received)
Check-in Calls	In conjunction with each quarterly report, there will be check-in phone call with Program Director unless otherwise communicated