

Description	One year; likely opportunity to apply for renewal in subsequent years
Administrative Costs	Portion of grant may be used for direct administrative costs, to be discussed with Program Director prior to application submission
Criteria	Emergency triggered concrete, discrete need that can be resolved by the grant Situation that the grant resolved likely to be stable going forward No other sources of funds readily available
Emergency	Urgent need Acute specific situation rather than chronic general difficulties Examples (not exhaustive) <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	Examples (not exhaustive) <ul style="list-style-type: none"> • rent • utilities • furniture • medical expenses • transportation (one-time or short-term) • child care (one-time or short-term) • clean-up after natural disaster
Ineligible Expenses	Examples (not exhaustive) <ul style="list-style-type: none"> • credit card debt • cable bills • phone bills • computers/WIFI • legal representation • tuition, books, or school supplies • job training fees or equipment • immigration-related fees
Application	Maximum \$3,000 per grant Grant to household for more than one need permitted but total can't exceed \$3,000; grant to household on more than one occasion permitted in special circumstances Grants typically average around \$1,200, though not a requirement

Staffing and training	<p>Senior program staff person must manage fund 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 of frontline staff in how to determine appropriate cases and the process</p>
Funds Management and Disbursement	<p>Gerstner 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>
Additional Resources	<p>Connect client with other resources whenever possible (e.g., HRA, HEAP, ERAP, etc.)</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 Gerstner online system • Brief narrative questions • Selected cases studies • Quarterly quantitative data (e.g., number of grants by category, average grant size, total funds disbursed) • One-year follow up data (e.g., percentage of clients who completed their certifications, number of clients enrolled in higher education, number of clients who are employed and their average wage) <p>Leveraged Model Grantees will submit one report with aggregated data, but should also attach quarterly financial data from each sub-grantee to the report.</p>
Check-in calls	<p>Direct Grantees: For initial year, in conjunction with each quarterly report, there will be check-in phone call with Program Director</p> <p>Leveraged Model Grantees: In conjunction with each quarterly report, the Program Administrator and team will have a check-in phone call with Program Director and/or Program Officer.</p>
Grant Term	<p>One-year grant; term may be a few months longer on occasion due to timing of grant</p>
Questions	<p>Please contact Molly Gelinas, Program Officer, with questions regarding specific cases or other topics, or with other updates, at any time. It is not necessary to wait until the next check-in call. Molly Gelinas can be reached at mgelinas@gerstner.org</p>