



---

**COVID-19 (CORONAVIRUS) EMERGENCY FUNDING REQUEST POLICY**

**PURPOSE**

To establish the policy and procedure for nonprofit organizations to request emergency funding due to the impact of the COVID-19 (Coronavirus) pandemic. The emergency funding request must align with Missouri Revised Statutes chapter 210 sections 210.860 or section 67.1775.

**DEFINITION**

Emergency funding requests are only available for community emergencies impacted by the COVID-19 (Coronavirus) pandemic, not agency infrastructure crises. A community emergency situation is defined as a catastrophic event such as a flood, tornado, or human-induced event. St. Louis County Children's Service Fund (CSF) does not consider loss or reduction of agency funding to be a community emergency.

**POLICY**

- The St. Louis County Children's Service Fund (CSF) Board recognizes that there are situations that constitute emergencies eligible for consideration under the emergency allocation program.
- The CSF Board has created a pool of funds not to exceed \$250,000.00 to support emergencies with the understanding that awards will not exceed \$50,000.00 per agency.
- CSF will review emergency funding requests within 48 business hours.
- CSF emergency funding will be available only for activities that directly address an emergent community need related to children's behavioral health and crisis intervention for the safety of children, youth, and their families.
- Non-CSF funded agencies can apply for emergency funding if they partner with a currently funded CSF agency. The CSF funded agency will serve as the fiscal agent. As the fiscal agent, CSF will pay the customary fees for the partnership.

**PROCEDURE**

- Applicant submits emergency funding request form to St. Louis County Children's Service Fund (CSF). The request details the nature of the emergency, the specific request, project budget, and impact of the request.
- Request is sent to the executive director of CSF via email at [ekoenig@stlouisco.com](mailto:ekoenig@stlouisco.com).
- CSF will evaluate the request as appropriate. If the application does not align with CSF's mission or does not directly address an emergent community need or align with the aforementioned state statutes, the applicant is notified within 24 business hours.
  - During the evaluation process, an applicant may be asked to provide additional information. After evaluation and review, the applicant's request form with supporting documentation is forwarded to the board chair and the executive committee for a decision.



- The executive committee considers the request within 48 business hours.
- When the executive committee, on behalf of the full board, approves the emergency funding request, an emergency funding award contract will be created.
- The emergency funding request will be presented at the next board meeting or executive committee meeting.
- If the request is not approved, the applicant will be notified in writing that CSF has declined to fund the applicant's request.



**EMERGENCY FUNDING REQUEST FORM**

Agency Name:	
Program Name:	
Program ID: <i>(currently funded CSF programs only)</i>	
Amount Requested: <i>(maximum \$50,000.00)</i>	
Date of Request:	

**DESCRIPTION OF EMERGENCY**

Describe the nature of the emergency, and the date(s) of the occurrence. Provide a timeline for the emergency funding request.

--

**IMPACT OF EMERGENCY ON COMMUNITY AND AGENCY**

Describe the impact of the emergency on the community and the agency. Describe potential barriers clients may encounter as a result of the emergency.

--



**ITEMS/SERVICES REQUESTED**

Describe the purpose of the requested funding, including specific details regarding the proposed items/services to be provided. Attach additional information on a separate document, if needed.

--

**DEADLINE**

The deadline for submission to St. Louis County Children's Service Fund is Tuesday, March 31, 2020 by 5:00 PM. Requests will be sent to Emily Koenig, Acting Executive Director, at [ekoenig@stlouisco.com](mailto:ekoenig@stlouisco.com).

Executive Director Name:	
Executive Director Signature:	
Date:	



TO BE COMPLETED BY ST. LOUIS COUNTY CHILDREN'S SERVICE FUND (CSF)

CSF STAFF REVIEWER COMMENTS			
CSF STAFF RECOMMENDATION			
Program Staff: <i>(Name)</i>			Date:
Finance Staff: <i>(Name)</i>			Date:
Recommendation:	Approve	Approve with Modifications	Decline
Recommended Funding Amount:			

CSF EXECUTIVE COMMITTEE DECISION			
Funding Decision:	Approve	Approve with Modifications	Decline
Funding Amount:			