

ECHO FACILITIES EMERGENCY FUND PILOT PROCESS CHART

Provider is impacted by emergency, crisis situation, and/or declared disaster

1

Provider follows appropriate next steps, including, but not limited to: making policy report, filing insurance claims, taking photos of damage, etc. Providers should maintain all resulting documentation

2

Provider creates response plan

3

Provider completes Emergency Fund Pilot application through Agenda for Children via Foundant

4

Application is reviewed; Agenda for Children contacts for clarification if necessary

5

Provider receives application determination within 14 calendar days

6

Funds received

7

Provider expenses funding in alignment with approved uses, making repairs and/or purchases as outlined within application and saving all documentation

8

Provider completes grant closeout reporting, uploading proof of approved expenditures, photos of repairs/replacement items

9

Grant closeout report reviewed; Agenda for Children contacts for clarification if necessary

10