



**ESTABLISHING PROCESSES:**

Community foundations are equipped to receive gifts on behalf of their community when disaster strikes. Establishing your fund and process for administration is something that can be done right now:

- Sign a Board Resolution\* to establish or seed a Disaster Recovery Fund for your community/county
- Draft grant guidelines\*, an application\*, and a grant agreement\*
- Determine who on your staff/board/committee will support:
  - Publicizing and promoting the fund
  - Accepting, processing, and acknowledging gifts
  - Distributing funds to the community
- Identify Grant Committee members to assist in allocating funds

**NOTES:**

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**CREATING SYSTEMS:**

In supporting the process you develop to accept gifts and distribute funds, take some time to be sure you have appropriate systems in place at your community foundation:

- Determine if your website can be used to collect donations
- Identify a physical location(s) where people can deliver gifts
- Consider an Memorandum of Understanding with a partner agency who can help distribute funds to individuals
- Create your own organizational Continuity of Operations Plan\* to sustain your operations

**NOTES:**

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**PREPARING COMMUNICATIONS:**

Crafting sample messaging and language to support your efforts will set you up for success when you need to begin promoting your fund and communicating with the community following a disaster:

- Create a draft or live webpage on your website to promote your fund\*
- Draft sample communications materials so they are available when you need them:
  - Press release\*
  - Website language\*
  - Social media posts\*

**NOTES:**

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\* Templates of these items can be found in the Iowa Community Foundations Initiative Disaster Philanthropy Toolkit located on our website: [www.iowacounciloffoundations.org](http://www.iowacounciloffoundations.org)



**Julie Hitchins, Executive Director**  
Community Foundation of Marshall County

*“My best advice is to have your plan in place and know your organization’s disaster philanthropy role. Thankfully, our community has great collaboration and organizations quickly found their roles in responding to the disaster. The leadership of the Community Foundation of Marshall County alongside the Community Foundation of Greater Des Moines recognized the need for a long term recovery fund and the Rebuild Marshalltown Fund was established quickly. We now recognize that long term recovery is a super-marathon, not a sprint. We anticipate the Rebuild Marshalltown Fund will be active for the next five to ten years.”*



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FOR IOWA.  
FOR EVER.