IOWA COMMUNITY FOUNDATIONS INITIATIVE

#### **DISASTER PHILANTHROPY**



# **PREPARING TODAY** so you are ready to respond when your community needs you most.

Community foundations are uniquely positioned to play a philanthropic, convening, and community leadership role in responding to natural or man-made disasters that impact their communities.

We designed the Iowa Community Foundations Initiative Disaster Philanthropy Toolkit to support Iowa community foundations in their work both preceding and following a disaster. The Toolkit was developed based on research and best practices shared through The Funders' Network for Smart Growth and Livable Communities' Philanthropic Preparedness, Resiliency and Emergency Partnership (PPREP) Cohort.

This two-page checklist provides an actionable list to guide you in preparing for future events that may impact your community.

For additional information and templates, we encourage you to reference the full Toolkit at www.iowacounciloffoundations.org.

# RESEARCHING AND RELATIONSHIP BUILDING

The first step is understanding who is prepared to play which roles in disaster response and recovery efforts in your community. We encourage you to connect with the following organizations and leaders in your community:

Local Voluntary Organizations Active In Disaster/ Community Organizations Active in Disaster
Local Emergency Medical Service/First Responders
Local elected officials and governmental offices
Local legal aid agency/provider
United Way/Volunteer Center/AmeriCorps partners

If there is not currently a group committed to this work, you may consider establishing a local Long-Term Recovery Committee for your community. Use the section below to track which roles people or organizations are playing.

KEY CONTACTS IN MY COMMUNITY:							
NAME / ORGANIZATION	CONTACT INFORMATION	ROLE					

### FROCESSES:

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:
	<ul> <li>Publicizing and promoting the fund</li> </ul>
	<ul> <li>Accepting, processing, and acknowledging gifts</li> </ul>
	<ul> <li>Distributing funds to the community</li> </ul>
	Identify Grant Committee members to assist in allocating funds
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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:

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

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

- Press release\*

NOTES:

your fund\*

- Website language\*
- Social media posts\*

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\* Templates of these items can be found in the lowa Community Foundations Initiative Disaster Philanthropy Toolkit located on our website: 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."



