

# Norfolk Community Foundation

## Disaster Appeal Fund

### SUMMARY

In the event of a significant disaster in Norfolk, Norfolk Community Foundation will work with the County Council led Recovery Group to co-ordinate a Disaster Fund Appeal for the relief of hardship resulting directly or indirectly from a disaster.

Through the Foundation's existing grant making infrastructure we will make grants from the Disaster Appeal Fund to support:

- voluntary organisations tackling the acute social issues resulting from the disaster
- community relief and rebuilding projects

In the immediate aftermath of a disaster Norfolk Community Foundation will work with the County Council Communications Department to co-ordinate with the local media, in particular the EDP, Radio Norfolk, and the Diocese of Norwich to establish a disaster appeal. This will be the primary source of public funds for the disaster appeal. Norfolk Community Foundation will provide the central administrative body for the appeal and, as a charity, is able to claim Gift Aid on all donations from UK tax payers.

In addition to the public appeal Norfolk Community Foundation will actively fundraise for the Disaster Appeal from a variety of local and national sources.

- The Foundation's database of individuals and companies
- Local and national charitable trusts
- European and National Funding Programmes
- Community Fundraising events

The Foundation aims to have the grant application processes available within three days of the occurrence of a disaster. Details of the fund, its guidelines and application forms will be disseminated to key agencies across the County and affected area. The Fund will also be promoted through the media.

The Foundation will establish a dedicated Disaster Fund Grants Committee which will meet weekly to make awards and to ensure that the funding criterion keeps pace with priority needs as they

emerge. Delegated authority will also be given to the Committee Chairman to make awards on a daily basis in response to urgent appeals.

## **NORFOLK DISASTER APPEAL FUND**

### **1.0 ESTABLISHING THE FUND**

In the event of a serious disaster Norfolk County Council will enact their emergency plan which co-ordinates across the emergency services, statutory and voluntary sectors. The operation of the plan will be overseen by Gold Command who, as part of their assessment of the impact of the disaster, will determine whether there is a clear requirement for the establishment of a Recovery Phase. In such an eventuality a Recovery Group will be brought together, chaired by the Chief Executive of the County Council, to oversee and co-ordinate the actions required to ensure swift recovery from the effects of the disaster.

The Recovery Group, which will include a representative of Norfolk Community Foundation, will determine whether a Disaster Recovery Appeal Fund should be established. Such a Fund would be managed and administrated by Norfolk Community Foundation within a strategic framework set by the Recovery Group.

The Appeal Fund will provide a focal point for fundraising across the County and beyond. The monies raised will be for charitable purposes in connection with the relief of hardship within the County of Norfolk caused directly or indirectly by the disaster. Priorities for grant making are likely to be:

- voluntary organisations tackling the acute social issues resulting from the disaster
- community relief and rebuilding projects

### **2.0 APPEAL TARGET**

The Appeal Target will be determined in the wake of the disaster as a result of consultation by the Recovery Group and the key organisations that will co-ordinate the fundraising effort. This will be reviewed as the full scale and impact of the disaster on individuals and communities becomes available. The key organisations to confer with in setting the Appeal target are:

- Norfolk County Council Emergency Planning Unit
- The Eastern Daily Press
- BBC Radio Norfolk
- The Diocese of Norfolk

- The Red Cross

### 3.0 IMPACT & NEED

The Recovery Group will co-ordinate information on emerging need and priorities for financial assistance to communities and individuals affected by the disaster. This will be used to inform the Foundation's priorities for grant making and the dissemination of information on how to apply to the fund.

It is likely that any significant disaster will cause financial hardship and emotional distress. Many businesses may not be able to operate and community groups may not be able to function. Some of the most likely needs following a disaster are listed below:

- **Insurance**  
Insurance industry figures suggest that one in four households may be without insurance. Experience from other disasters shows that many people are under insured or have key elements of their possessions and household items excluded from policies.
- **Housing and Homelessness**  
In the event of significant flooding many people may be unable to return to their homes. This could mean that many of people are either living with friends or relatives or seeking temporary accommodation.
- **Informal Support Networks**  
Disabled and elderly people often rely on friends and neighbours for support. Should a disaster result in their having to be relocated or re-housed, many people who have previously lived without the support of voluntary or statutory agencies may very likely need additional help.
- **Advice Services**  
In the wake of disasters there is often a dramatic increase in the demand for advice services. People will need assistance with debt and benefits advice, and assistance with their landlords and insurers.
- **Children & Young People**  
Often schools have to be closed and the children relocated to different schools. It is likely that childcare and play facilities will be closed or are forced to operate for reduced hours.

Much of the work to help alleviate the impact and identify the need caused by any disaster will be met by voluntary sector and community organisations that will require prompt access to funds to provide the additional services and support in the wake of a disaster.

It is not the intention that Norfolk Community Foundation will make awards to individuals affected by a disaster. In the event that the Recovery Group see a requirement for grant support to individuals this will be addressed by separate negotiation between the Recovery Group and the Foundation's Trustees.

#### **4.0 THE PRINCIPLES OF A DISASTER APPEAL FUND**

What Norfolk Community Foundation is able to provide:

- A Norfolk focus for donations including Gift Aid recovery
- A central 'clearing house' for requests for charitable support
- A simple grant application procedure and speedy response
- Additional fundraising from National and Regional funders
- Locally managed and accountable service

#### **5.0 FUNDRAISING FOR THE NORFOLK DISASTER APPEAL FUND**

The Foundation will seek to ensure that at all times any Disaster Appeal is run in accordance with current Charity Commission guidance.

A Norfolk Disaster Appeal Fund will be launched through the Eastern Daily Press and BBC Radio Norfolk with co-ordination from the County Councils Communications Department. It will further be promoted through the Diocese of Norwich to individual parishes. Norfolk Community Foundation will actively fundraise for the Disaster Appeal Fund through:

- Local and National Grant Making Trusts
- Individuals and businesses in Norfolk – including those already held on the Foundation's database
- Appropriate National and European funding programmes

The Disaster Appeal Fund will be capable of receiving restricted donations, i.e. funds given for specific purposes and which recognise specific donors. The minimum threshold for such a restricted donation is £5,000.

With co-ordination from the Recovery Group, the Foundation will work with the Eastern Daily Press, BBC Radio Norfolk and other media to publicise the Fund to encourage individual and business donations as well as community fundraising events. The publicity surrounding the fund will recognise local support and the help the Fund is able to provide for those affected by the disaster.

## **6.0 GRANT AID**

### **Application Process**

Application forms for community groups and individuals will be available through:

- Norfolk County Council
- The District Councils covering the affected areas
- Citizens Advice Bureau
- The Diocese of Norwich and its network of parishes
- The appropriate CVS
- Norfolk Community Foundation

Grants information and an application pack can be accessed from the Foundation by telephone or e-mail ([info@norfolkfoundation.com](mailto:info@norfolkfoundation.com)) or via the web site ([www.norfolkfoundation.com](http://www.norfolkfoundation.com)).

All applications will be assessed, however the time constraints on the award process will require that certain information provided by the applicants will need to be taken on trust. The co-ordination of the support available from others sources, particularly statutory, through the Department of Work and Pensions and the Social Fund, will be within the scope of the Recovery Group when setting the priorities of the Fund.

### **Fund Criteria**

The Foundation will seek to have guidelines and criteria for the Disaster Fund and application process in place within three days of the disaster. These will be approved by the Recovery Group prior to being issued and will be reviewed on a weekly basis to ensure that the criteria keeps pace with the changing needs and priorities in the wake of any disaster.

### **Decision Making**

The Foundation will create a specific grant allocation committee, drawing on representation from the affected communities and involving local Trustees.

The Grants Committee will include:

- The Chairman of the Foundation's Community Investment Committee who will Chair the Disaster Appeal Grants Committee
- A further Trustee of Norfolk Community Foundation
- A further member of the Foundation's Community Investment Committee
- A nominated officer from the Council for Voluntary Service covering the affected area
- A representative of Churches Together in Norfolk
- Not more than four other members having special knowledge of value to the Committee, co-opted by the Grants Committee. This could include representation from Local Authority, Housing Associations and other key agencies involved in providing care, support and rebuilding communities

The Foundation's Disaster Fund Grants Committee will hold weekly grant awards meetings until required following the disaster. This will ensure a prompt turnaround of applications. In addition the fund will respond to the changing priorities set by the Recovery Group ensuring the grant distribution criteria are amended to reflect the emerging situation. Once the recovery programme enters the longer term recovery phase the meeting schedule will be extended to every two weeks or monthly, as appropriate.

Delegated powers will be in place to allow the Chair of this Committee, with an officer of Norfolk Community Foundation, to make decisions on grant awards on a daily basis to allow us to respond to urgent appeals for assistance.

Once the Fund has fulfilled its objectives, the Grants Committee will make a recommendation to the Recovery Group and the Foundation's Trustee Board that the Fund be wound up. On the approval of both bodies the Disaster Appeal Fund will cease and any outstanding balance will be transferred to the Foundation's Local Giving Fund which provides support for communities in Norfolk.

## **7.0 Resources**

Additional staff support in administering the Disaster Fund, including processing and assessing applications, will be sought from the Foundation's trained volunteer assessors. We will also look to call on a wide range of volunteers, drawing on our Trustees, the County Council, the Diocese and other voluntary organisations to assist with administration and co-ordination of the Foundation's disaster response.

## **8.0 Fees**

Norfolk Community Foundation charges a standard fee of 10% for the delivery of funds for immediate grant making. The Foundation will draw down this fee as a proportion of the grants awarded from the Disaster Appeal Recovery Fund at the end of each month. A monthly financial statement will be issued to the Recovery Group to be signed off before any fees are transferred to the Foundation.

During the immediate aftermath of a disaster the Foundation will report weekly on the value of the fund and the grants made. However, once it is agreed by both the Foundation and the Recovery Group that the programme is entering a longer term recovery phase, the Foundation will make monthly reports.

On conclusion of the Fund the Foundation will provide the Recovery Group with a detailed financial statement covering the life of the fund and the awards made. It will not be possible to undertake detailed monitoring of all the awards made from the Disaster Fund; the Foundation will however endeavour to provide feedback outlining what has been achieved through the Fund.

## **9.0 In Conclusion**

It is impossible to predict the scale or timing of a disaster. However, Norfolk Community Foundation is ideally placed to respond quickly, effectively and flexibly to any disaster. The Foundation can provide a central point for co-ordinated fundraising across the County and as an effective conduit to distribute the money to where it is needed to address hardship and suffering.

It is most likely that Norfolk will suffer a severe flooding incident or a breach of the sea defences with resultant flooding. Set out below is a sample set of guidelines and an application form for such an eventuality. These could be adapted and tailored for any eventuality and would form the starting point for the Foundation in our response to a disaster.

Kate Kingdon  
Director  
Norfolk Community Foundation  
July 2006

# Norfolk Flood Recovery Fund

## Emergency Grants for Voluntary and Community Groups

Grants may be made for charitable purposes to relieve hardship in Norfolk caused directly or indirectly by the storm and flooding.

**Funded** by donations from individuals, local businesses and statutory bodies.

### Who can apply?

Voluntary and community groups who

- Are providing immediate relief to people who have been affected by the storms and floods
- Will be providing longer term rebuilding projects
- Have experienced significant structural and or flood damage

### We can provide support with:

#### Relief services

- Shelter
- Food
- Clothing
- Clean up

#### Additional support services

- Information / advice
- Counselling
- Care services e.g. day care or respite
- 

#### Longer term projects

- Rebuilding

**Priority will be given** to voluntary and community groups providing support to one or more of the following groups of people:

- Older adults
- Families with young children
- People with physical or learning disabilities
- People with mental health needs
- People on low incomes

and to projects that:

- Show evidence of collaboration with other service providers
- Maximise the use of volunteers

## **Exclusions**

We **will not** fund:

- Voluntary and community groups who are fully insured
- Businesses
- Any non charitable activity e.g. political
- Fundraising events
- Substitution for statutory funding

## **How much can you apply for?**

Maximum grants will normally be £5,000 (£10,000 in exceptional circumstances)

We also administer a number of other funds to which appropriate applications will automatically be considered for grant awards.

**If you would like to know more about this fund please contact:**

**Norfolk Community Foundation**

Telephone 01603 882138 fax 01603 881083 email: [info@norfolkfoundation.com](mailto:info@norfolkfoundation.com)

DRAFT



14. Have you received European Social Fund support? Yes/No *delete as appropriate*

**Your project**

Please provide the name of anyone who has helped you develop the project, or someone who is not a member of your group, but can tell us about your work

15. Name \_\_\_\_\_ 16. Telephone \_\_\_\_\_

17. How many volunteers do you expect to be involved in this activity? \_\_\_\_\_

18. How many people do you expect to benefit from the project? \_\_\_\_\_

19. Where will the project take place? *town/village* \_\_\_\_\_

20. When do you expect the project to start? \_\_\_\_\_

21. How did you find out about Norfolk Community Foundation? *delete as appropriate*  
Council / Council for Voluntary Service (CVS) / Event / Foundation contact / Internet /  
Leaflet or poster / Newspapers / Other organisations / Previous application / Radio or TV  
/ Recommendation / Other (please state) \_\_\_\_\_

Please enclose copies of the following documents (see guidance notes)  
If we hold the latest version you do not need to resubmit it

- |   | enclosed                 | already held             |
|---|--------------------------|--------------------------|
| • Your constitution or rules  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Your annual report or latest independently examined accounts (please state if none yet produced)                          | <input type="checkbox"/> | <input type="checkbox"/> |
| • A copy of your most recent bank statement(s)  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Your child protection or vulnerable adults policy<br><i>(if you work with young people under 18 or vulnerable people)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Tick here if you need help with a child protection / vulnerable persons policy  |                          | <input type="checkbox"/> |

Data protection: Norfolk Community Foundation will process information on this form. We will hold the information on computer. We may provide copies of the details to partner organisations. Details of successful applications are sent to the media. Please tick here if you do not want us to share information with publicity organisations.

Signed on behalf of the organisation \_\_\_\_\_

Name *please print - must be a senior officer or committee member*

\_\_\_\_\_

Date \_\_\_\_\_

**Project details**

22. What is the project you are applying for? \_\_\_\_\_

---

---

---

---

23. Why do you need this and who will benefit? \_\_\_\_\_

---

---

---

24. How are you going to deliver this project? \_\_\_\_\_

---

---

---

---

---

---

25. What is the total cost of the project? £ \_\_\_\_\_

26. How much are you applying for? £ \_\_\_\_\_

27. Is this a completely new project? Yes/No *delete as appropriate*

28. Is the application for a once only cost? Yes/No *delete as appropriate*

29. If you are applying for less than the full costs, if so, how will you fund the shortfall?

---

---

30. Please tell us what you hope to achieve as a result of this project (*outcome*)

---

---

31. What will happen to this project when our grant has been spent?

---



---



---

**Supplementary information**

32. Please add any information you think will help us assess your application  
*Use an additional sheet if necessary*

33. Please give a detailed breakdown of the project costs

Expenditure	£
Staff costs	
Volunteer expenses	
Training	
Premises	
Equipment	
Other <i>please state</i>	
<b>Total as question 26</b>	

Income	£
Grant applied for (as question 29)	
Fees	
Other funder <i>name</i>	applied/secured
Other funder <i>name</i>	applied/secured
Other funder <i>name</i>	applied/secured
Other funder <i>name</i>	applied/secured
Other income <i>please state</i>	
Current free reserves	
<b>Total as question 26</b>	